



**Brownsville Independent School District
Human Resources Department
2015-2016 Texas Teacher Evaluation and Support System (T-TESS)
Calendar**

The Appraisal Calendar:

- ✓ Shall exclude the first three weeks of instruction. Teachers will submit their professional growth plan to their appraiser for feedback and final approval during this period.
 - ✓ Shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
 - ✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
 - ✓ Shall exclude days scheduled for end-of-semester or end-of-year examinations.
 - ✓ Shall exclude days scheduled for STAAR, EOC, or other standardized tests.
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Based on the 2015-2016 BISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted:**

Aug/Sept	August 24 - Sept. 11, 2015	First three weeks of instruction
November	November 20 – 30, 2015	Thanksgiving Holiday
Dec/Jan	Dec. 17 - Jan. 4, 2016	Christmas Holiday
February	February 24 – 29, 2016	Early dismissal/Charro Days
March	March 11 – 21, 2016	Spring Break
March	Mar 24 – 28, 2016	Easter Holiday
May	May 27-31, 2016	Memorial Day

Reminders:

May	May 11, 2016	Last day to complete the entire appraisal process
May/June	May 12- June 2, 2016	Last 15 days of instruction to be utilized for requested second appraisals ONLY

- ✓ All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- ✓ All pre-conferences, formal observations and post-conferences for all teachers shall be completed by May 6, 2016. **NO FORMAL OBSERVATIONS SHOULD TAKE PLACE ON OR AFTER MAY 6, 2016.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- ✓ **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 11, 2016.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- ✓ Teacher Summative Annual Appraisal Reports shall be submitted to the Human Resources Department by Wednesday, June 8, 2016.
- ✓ **Walkthroughs** may be conducted and cumulative data may be obtained **on any day and at any time** throughout the school year.
- ✓ Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.*

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