

**RICE CONSOLIDATED I.S.D. 2009-2010**  
**PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM TIME LINE**

<b>August 24</b>	<b><i>School Starts</i></b> <b><i>Teacher Orientation</i></b> *Teacher orientation shall occur within the first three weeks of school and prior to the start of observations.
<b>September 18</b>	<b><i>TSR Part I Due to Campus Administrators</i></b>
<b>September 21</b>	<b><i>Teacher Observations Begin</i></b> *Scheduled within a one-week window. *Summary of observation given to teacher within 10 working days of observation. *Second appraisal must be requested within 10 working day of receipt of observation summary. *Second appraisals shall be unscheduled. *Observation may not be done on the day before or after a school holiday, during semester exams, or during state mandated or other standardized tests.
<b>November 13</b>	*Conduct observations with probationary teachers by November 13.
<b>December 4</b>	*Develop intervention plan, if needed, by <b>December 4</b> . This allows 6 weeks for growth and completion of intervention plan.
<b>February 19</b>	<b><i>Formal Observations Completed</i></b> <b><i>Summations Due on Probationary Teachers and Teachers in Need of Assistance</i></b>
<b>March 3</b>	<b><i>Teacher Recommendations Due in the Office of the Superintendent</i></b>
<b>March 19</b>	*TSR Sections II & III due to the campus administrator. *Summative Annual Report given to the teacher 5 working days before the Summative Conference. *Summative Conference may be waived in writing by the teacher, not the administrator.
<b>April 12-May 14</b>	<b><i>Summative Conferences Held</i></b>
<b>June 3</b>	<b><i>End of Instructional Days</i></b>

