

**RICE CONSOLIDATED I.S.D. 2011-2012
PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM TIME LINE**

August 22	<i>School Starts Teacher Orientation</i> *Teacher orientation shall occur within the first three weeks of school and prior to the start of observations.
September 16	<i>TSR Part I Due to Campus Administrators</i>
September 19	<i>Teacher Observations Begin</i> *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. *Conduct observations with probationary teachers or borderline teachers by November 11 . Develop intervention plan if needed by December 2 . This allows 6 weeks for growth and completion of intervention plan.
February 2	<i>Formal Observations Completed Summations Due on Probationary Teachers and Teachers in Need of Assistance</i>
March 2	<i>Teacher Recommendations Due in the Office of the Superintendent</i>
March 9	<i>TSR Part II and III due to Campus Administrators</i> *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.
April 10-May 11	<i>Summative Conferences Held</i>
May 31	<i>End of Instructional Days</i>