

Evaluation Timeline 2017-18 School Year

Dates	Activity/Action/Artifact	Teacher/Educator Responsibility	SP/TOSA Responsibility	Administrator Responsibility
1 st day of school- October 13th	All BOYs should be scheduled and completed	Work with administrator to schedule/complete BOY	Work with administrator to schedule/complete BOY	Provide a calendar of BOY dates and times, meet and complete BOYs
1 st day of school – October 20th	PGG and Lesson Plans MUST be completed/submitted	Utilize available data to determine area of focus for PGG, design a lesson plan appropriate for the subject and grade level you are teaching	Utilize available data to determine area of focus for PGG, complete evidence of planning narrative	Provide guidance and school SLO's for teachers to align to (when appropriate)
November 3	Lesson plans and PGGs	Preparation, data collection	Preparation, data collection	All Lesson plans MUST be scored and PGG's approved
October 27	SLO/SOO/SAO for SEMESTER-IZED CLASSES ONLY due	Teachers of Semester classes MUST submit SLO's	Teachers of Semester classes MUST submit SLO's, if applicable	Collect all SLO's for semester classes for review
November 13	All SLO/SOO/SAO's for all other educator types	All teachers MUST submit their SLO's no later than today	All S/P and TOSA MUST submit their SLOs no later than today	Collect all SLO/SOO/SAOs for review
November 20	Any SLO/SOO/SAO in need of revisions MUST be returned to the educator with specific suggestions for revision	Review the SLO/SOO/SAO in need of revision, check the specific suggestions and revise accordingly	Review the SLO/SOO/SAO in need of revision, check the specific suggestions and revise accordingly	Return all SLO/SOO/SAO in need of revision to teachers with specific guidance as to how they may revise for approval
November 27	All SLO/SOO/SAO MUST be approved.	Await approval/revise/edit SLO/SOO/SAO administrator requires	Await approval/revise/edit SLO/SOO/SAO administrator requires	Approve and return SLO/SOO/SAO to teachers
October 2-	In-person Assessment of	Schedule In-person	Schedule In-person	Schedule and

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December 17	practice, Formal Observations	Assessment of Practice or Formal Observations	Assessment of Practice or Formal Observations	complete In-Person Assessment of practice or Formal Observations
December 2-21	MOY for Semester 1	Schedule and complete MOY for semester 1 courses	Schedule and complete MOY for semester 1 courses if applicable.	Schedule and complete MOY for semester 1 courses
December 4	Any SLO/SOO/SAO that required revisions MUST be resubmitted	Submit revised SLO/SOO/SAO if applicable	Submit revised SLO/SOO/SAO if applicable	Collect all SLO/SOO/SAO that required revisions.
January 3- February 9	All Formal Observations and In person Assessments MUST be completed	Preparation, data collection	Preparation, data collection	Complete all Formal Observations and In person Assessment of Practice
Ongoing January- February	Scoring, self-scoring and Post conferences depend upon the completion date- 48 hours post the completion of the formal or In-person Assessment of Practice	Self-score after receipt of the evidence from your evaluator, write reflection using Standard 4.1 as a guide.	Self-score after receipt of the evidence from your evaluator, write reflection using Standard 4.1 as a guide.	Clean up evidence, send evidence to teachers within 48 hours of observations or In-person Assessment of Practice, schedule and complete post conferences.
February 1 st - 28 th	MOY scheduled and completed, if applicable, and completed by February 28th,	If applicable, schedule an MOY to discuss any changes to SLOs based on RIDE guidelines and criteria	If applicable, schedule an MOY to discuss any changes to SLOs based on RIDE guidelines and criteria	Schedule and complete MOY meetings to review potential changes to SLO/SOO/SAO based on RIDE guidelines.
February 1 st - April 30 th	Schedule and Complete Informal Observations	Continue data collection, evidence	Continue data collection, evidence	Schedule and Complete Informal

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		collection, prepare for EOY	collection, prepare for EOY	Observations
Dates	Activity/Actions/Artifacts	Educator/Teacher Responsibility	S/P TOSA Responsibility	Administrator Responsibility
April 2nd-30th	MOY for 2nd semester courses only scheduled and completed by April 30th	If applicable, schedule an MOY to discuss any changes to SLOs based on RIDE guidelines and criteria	If applicable, schedule an MOY to discuss any changes to SLOs based on RIDE guidelines and criteria	Schedule and complete MOY meetings to review potential changes to SLO/SOO/SAO based on RIDE guidelines.
May 18 th	All Informal Observations MUST be completed no later than May 18th	Prepare for EOY, finalize data collection, SLO/SOO/SAO prepare, score evidence for SLO/SOO/SAO submission, complete all documentation for PGG attainment, organize all evidence relative to Standard 4	Prepare finalize data collection, SLO/SOO/SAO prepare, score evidence for SLO/SOO/SAO submission, complete all documentation for PGG attainment, organize all evidence relative to Standard 4	Complete all Informal Observations by May 18 th , begin to schedule EOY conferences
May 18 th - June 8th	Administrators and educators should prepare, schedule and complete all EOY conferences no later than June 8th	Administrators and educators should prepare, schedule and complete all EOY conferences no later than June 8th	Administrators and educators should prepare, schedule and complete all EOY conferences no later than June 8th	Administrators and educators should prepare, schedule and complete all EOY conferences no later than June 8th
June 8 th	All in cycle must have a Final Effectiveness rating or provide a rationale as to why there was no FER reported (illness, failure to complete etc)	Review the scores and FER utilizing the handbook.	Review the scores and FER utilizing the handbook.	Review the scores and FER utilizing the handbook.
September 1 st - May 18	Ongoing observations, conferences, review of data for administrators and Ongoing data collection for	Ongoing data collection for SLO/SOO/SAO, ongoing evidence collection	Ongoing data collection for SLO/SOO/SAO, ongoing evidence collection	Ongoing observations, conferences, review of data, etc.

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	SLO/SOO/SAO, ongoing evidence collection for PGG and Standard 4 for educators	for PGG and Standard 4	for PGG and Standard 4	
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