

LUFKIN INDEPENDENT SCHOOL DISTRICT			2023-2024
2023-2024 T-TESS APPRAISAL TIMELINE			
Weeks 1-3 August 8 - August 25, 2023	Weeks 4 – 33 End -of-Year Conferences August 28 – May 2, 2024	At Least 15 Days Prior to the Last Day of School-no later than May 2, 2024	Weeks 1- 3
Teacher Orientation (No later than the first three weeks of school and at least two weeks before the first observation)	Teacher Orientation for Late Hires	End-of-Year Conferences	Teacher Orientation for teachers new to T-TESS, the district
Goal-Setting and Professional Development (GSPD) Plan - Submitted to the appraiser for approval within six weeks from the day of completion of the orientation. - A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS.	Goal-Setting and Professional Development Plan for Late Hires - Submitted to the appraiser within six weeks from the day of the completion of the orientation. Ongoing review of teacher and student data Ongoing review of the GSPD plan to formatively assess progress towards goals, professional development impact, and teacher and student performance Ongoing collection of evidence to support Domain IV - Teacher and appraiser	- Review summative scores for Domains I, II and III - Review the data and evidence gathered throughout the appraisal year for Domain IV, including the teacher’s evidence for this domain/dimensions - Review results of the performance of the teachers’ students - Review potential goals and professional development plans for the next school year Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of year conference.	<i>(No later than the first three weeks of school and at least two weeks before the first observation)</i> Goal-Setting and Professional Development (GSPD) Plan - Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, based on new data, changes in teaching assignment, etc. - New teachers are guided through the GSPD process to self-assess, develop goals, and establish a professional development plan
Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices			
Excludes/prohibits observations in the two weeks following the orientation and the day before and after a holiday.			

**LUFKIN INDEPENDENT SCHOOL
DISTRICT
2023-2024 T-TESS GENERAL PROCEDURES**

The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations. Please see Lufkin ISD School Board policies DNA (Legal) and DNA (Local) for additional information. Appraisals shall be conducted from August 28, 2023 through May 4, 2024. Teachers who request a second appraisal shall submit the request in writing to their supervisor. The second appraisal must be requested within ten (10) working days of receiving a written observation summary or a written summative annual report. The Assistant Superintendent of Administrative Services shall assign the second appraiser. The scores from a second appraisal shall be averaged with the scores from the first appraisal to determine the final score of the teacher appraisal. The average will be at a rate of 60% for the first appraisal and 40% for the second appraisal.

No observations may be scheduled:

- The day before and the day after a school holiday.
- Days scheduled for end-of-semester or end-of-year examinations.*
- Days scheduled for state-mandated or other standardized tests. **
- During the first three weeks of instruction.

* Each campus will have specific dates when the observation may not be scheduled.

** Curriculum based assessments (CBAs) and benchmark assessments are not standardized tests.