



Dr. Karen Wicks – Executive Director of the Academy
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Hardeeville, SC 29927
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ADEPT EVALUATION CYCLE 2012 – 2013

Mentor Timeline

Mentor Assigned	First Day of School										
Induction Teacher Orientation	Second week of school										
Monthly Professional Development Seminars by school <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">September</td> <td style="width: 50%;">October</td> </tr> <tr> <td>November</td> <td>December</td> </tr> <tr> <td>January</td> <td>February</td> </tr> <tr> <td>March</td> <td></td> </tr> </table>	September	October	November	December	January	February	March		1 st Friday of each month		
September	October										
November	December										
January	February										
March											
Informal Meetings with Mentor (2 times per month) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">August</td> <td style="width: 50%;">September</td> </tr> <tr> <td>October</td> <td>November</td> </tr> <tr> <td>December</td> <td>January</td> </tr> <tr> <td>February</td> <td>March</td> </tr> <tr> <td>April</td> <td>May</td> </tr> </table>	August	September	October	November	December	January	February	March	April	May	August-May 2 nd and 4 th Friday of each month
August	September										
October	November										
December	January										
February	March										
April	May										
Induction Teacher submit Long Range Plan to Administrator	Mid-October										
2 Classroom Observations by Administrator 1 st observation should be completed by 2 nd observation should be completed by	Prior to Winter Break September 14 th , 2012 December 4 th , 2012										
2 Classroom Observations by Mentor 1 st observation should be completed by 2 nd observation should be completed by	Prior to Winter Break September 14 th , 2012 December 4 th , 2012										
Submit Professional Responsibilities Other than Classroom	December 10 th , 2012										
Fall Conference with Administrator and Induction Teacher	December 14 th , 2012										
Write Improvement Plan if Needed and implement	January 14, 2012										
2 Classroom Observations by Administrator 1 st observation should be completed by 2 nd observation should be completed by	By the end of March Week of February 8 th , 2013 Week of March 29, 2013										
2 Classroom Observations by Mentor 1 st observation should be completed by 2 nd observation should be completed by	By the end of March Week of February 8 th , 2013 Week of March 29, 2013										
Spring Conference with Administrator and Induction Teacher	Week of March 18, 2013										
Mail Copy of Spring Induction Conference Feedback Form to SCPCSD	May 3, 2013										

The number of days for the year's evaluation process (Preliminary Evaluation Cycle + Final Evaluation Cycle) must total at least 90 student attendance days.



SAFE-T Teachers' Timeline

SAFE-T CALENDAR FOR 2013		DATE				
Begin date for teachers for the 2012-2013 school year		Mid-August 2012				
Beginning date for students		August 14, 2012				
Prerequisites – must be completed BEFORE the cycle begins		Date				
Evaluator selection assignment, and briefings		August 13-24, 2012				
Orientation (s) for educators scheduled for Formal Summative Evaluation		August 24, 2012				
Preliminary Evaluation Cycle: 45 minute observations only		Date				
Beginning date of the Preliminary Evaluation Cycle		September 4, 2012				
Deadline for submitting the Long-Range Plan(s) - Beginning date for integral classroom observations		September 28, 2012				
Ending date for integral classroom observations		December 3, 2012				
<table border="1"> <tr> <td>Deadline for submit the</td> <td>Unit Work Sample (TT2)</td> </tr> <tr> <td>Professional Self-ASSESSMENT (TT4), &</td> <td>Professional Performance Review (s) ET2</td> </tr> </table>	Deadline for submit the	Unit Work Sample (TT2)	Professional Self-ASSESSMENT (TT4), &	Professional Performance Review (s) ET2		December 5, 2012
Deadline for submit the	Unit Work Sample (TT2)					
Professional Self-ASSESSMENT (TT4), &	Professional Performance Review (s) ET2					
Deadline for conducting preliminary evaluation consensus meetings: ET3-a copy must be given to the teacher		December 12, 2012				
Final Evaluation Cycle		Date				
Beginning date of the Final Evaluation Cycle		January 14, 2013				
Deadline for submitting Long Range Plan (s) if revised plans are needed. Beginning date for integral classroom observations for teachers who are required to submit LRPs for the final evaluation cycle		January 18, 2013				
Beginning date for integral classroom observations for teacher who are NOT required to submit LRPs for the final evaluation cycle		January 25, 2013				
Ending date for integral classroom observations		March 29, 2013				
Deadline for submission of: <ul style="list-style-type: none"> ● Unit Work Sample (TT2) ● the Professional Self-Assessment (TT4) if required, and ● the Professional Performance Review (s) (ET2) 		March 29, 2013 March 29, 2013 March 29, 2013				
Deadline for conducting final evaluation consensus meetings		April 12, 2013				
Deadline for conducting final evaluation conferences with <i>teachers</i> (A copy of the consensus-based Final Evaluation Summary-ET3-must be provided to the teacher.)		April 20, 2013				
Deadline for submitting evaluation summaries to district office		April 27, 2013				