

# Perryton Independent School District

## *Administrative Procedures for T-TESS Waivers*



House Bill 1440, approved by the 2003 Texas Legislature, amends Section 21.0203 (a) and 21.342(c) of the Texas Education Code. Teachers who have been rated at least proficient on their latest appraisal, with no areas as deficient, may be appraised less frequently than annually—but at least once every five years.

This waiver must be agreed upon in writing by both the teacher and the appraiser, and each waiver is valid for only one school year. If an appraiser becomes aware that a teacher is performing below expectations (whether through direct observation or notification from a third party), the appraiser may revoke the Waiver. The teacher would then be placed on the traditional annual appraisal cycle even if he or she had agreed to less frequent appraisals. This does not preclude an appraiser, or other administrator, from conducting informal observations at any time even for those who have qualified for less frequent appraisals.

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall adhere to the following local policies contained in **DNA (Local)**:

1. Be employed on an educator term contract;
2. Hold valid SBEC certification in the area they teach
3. Have been employed by the District for at least one year; and
4. Have been supervised by the current principal for at least one year.

If the waiver is mutually agreed upon by the teacher and the appraiser, the Waiver Form (FORM PW-1) must be signed by both parties, the original submitted to the campus principal within the first three weeks of instruction.

At the request of the appraiser or teacher, the waiver may be revoked and the teacher may return to the full appraisal process at any point in the year, provided there is time to complete the required components of the T-TESS process.

The appraiser will be required to conduct and document a minimum of three (3) walk-through observations during the school year for those teachers on waivers.

**It is the principal's responsibility to ensure that eligible teachers receive a complete appraisal at least every fifth year.**

# Perryton Independent School District Appraisal Waiver



**School Year:** \_\_\_\_\_

Teacher: \_\_\_\_\_

Campus: \_\_\_\_\_ Date of last Appraisal: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Received: \_\_\_\_\_

**I formally request consideration for exemption from the formal appraisal for the listed school year.**

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***During the school year in which the evaluation is waived, a campus administrator will be expected to conduct and document informal (i.e. walk-throughs) observations of the teacher no fewer than three (3) times.***

***All teachers will be required to go through T-TESS Orientation, Goal Setting and End-of-year conferences annually. Those teachers who will be formally observed will go through Orientation, Goal Setting, Pre-Conference, Observation, Post Conference and End-Of-Year Conferences. All teachers will be informally observed through walk-throughs at least 3 times during the year.***

***This waiver may be rescinded by the appraiser should he/she determine that teacher performance needs development.***

PERRYTON ISD, an equal opportunity employer, does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provisions of services, programs or activities.

**FORM PW-1**