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**Administrative Procedures for**

**T-TESS Waivers**

As per BISD Board Policy DNA(LOCAL), teachers who have been rated at least Proficient on their latest appraisal, with no areas rated less than Proficient in any domain or individual criteria on their last appraisal, may be appraised at least once every three 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 of a teacher who is performing below expectations (whether through direct observation or notification from a third party), the appraiser may revoke the T-TESS Waiver. The teacher would then be placed on the traditional annual T-TESS appraisal cycle even if he or she had agreed to less frequent appraisals. This also does not preclude an appraiser, or other administrator, from conducting informal observations at any time even for those teachers who have qualified for less frequent appraisals.

Classroom teachers in the following situations **shall not** receive a waiver and will be subject to a full T-TESS appraisal:

1. The teacher is on a Probationary Contract.
2. The teacher’s most recent T-TESS appraisal was rated less than Proficient on any domain and/or individual criteria.
3. The teacher is assigned to a different campus than the previous year.
4. The teacher requests a complete appraisal.
5. The teacher has not taught the previous three consecutive years in the District.
6. The teacher is assigned to a campus with a “projected” rating of below “Acceptable”.
7. The teacher is not SBEC certified.

Classroom teachers in the following situations **may not** receive a waiver and will be subject to a full T-TESS appraisal, at the discretion of the campus principal:

1. The teacher is in the first year of a new assignment and/or requires a different certification than the previous assignment.
2. The teacher is on a campus with a new principal.
3. In the instance of the District opening a new school, the waiver will be at the campus principal’s discretion.

If the waiver is mutually agreed upon by the teacher and the appraiser, the Waiver Form (FORM T-TESSW-1) must be signed by both parties and submitted to the campus principal no later than the first three weeks of instruction.

If the waiver is mutually agreed upon, the teacher has waived the requirements to a 45-minute observation, a written Observation Report, pre/post Observation Conferences, a written Summative Report, and a Summative Conference. Instead, the teacher will complete the Teacher Goal-Setting and Professional Development Plan and shall participate in a modified End-of-Year Conference, pursuant to TAC 150.1003(l)(3).

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The Teacher End-of-Year Conference will address:

1. Progress on the Goal-Setting and Professional Development Plan
2. Performance of teacher’s students
3. The following year’s Goal-Setting and Professional Development Plan
4. Student Learning Objectives

At the request of the appraiser, the waiver may be revoked and the teacher shall 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 three years.**

**Reminder: A teacher on a waiver is not eligible to be considered for a designation for the year they are on a waiver. Teachers must have a complete teacher observation and student growth data during the data capture year if they are to be recommended for a designation.**

Please note that these guidelines are in effect only for the current school year, and will be reviewed and adopted annually based on the needs of the District.

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