



# HEREFORD INDEPENDENT SCHOOL DISTRICT

## Administrative Procedures for PDAS Waiver

### 2014-2015

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 rated 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 of a teacher who is performing below expectations (whether through direct observation or notification from a third party), the appraiser may revoke the PDAS Waiver. The teacher would then be placed on the traditional annual PDAS 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 in 2014-2015 and will be subject to a full PDAS appraisal:

#### DNA(LEGAL)

1. The teacher's most recent PDAS appraisal was rated less than Proficient on any domain and/or individual criteria.
2. The teacher is on a Growth Plan/Teacher-in-Need-of-Assistance (TINA).

#### DNA(LOCAL)

3. The teacher has not taught the previous three consecutive years in the District.
4. The teacher is on a Probationary Contract.
5. The teacher is not SBEC certified.
6. The teacher is assigned outside his/her certification area.
7. The teacher is assigned to a different campus than the previous year.
8. The teacher is assigned to a campus with a principal new to that campus.

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 Superintendent's office no later than the first three weeks of instruction with copies to both teacher and appraiser. If the waiver is mutually agreed upon, the teacher has waived the requirements to complete the Teacher Self-Reports (Sections I, II, & III), a scheduled two-week window for a 45-minute observation, a written Observation Report, pre/post Observation Conferences, a written Summative Report, and a Summative Conference.

FORM PW-2 will be completed by the appraiser for the teacher at the Year-End Performance Report Conference prior to **May 8, 2015**.

At the request of the appraiser, 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 PDAS process. (FORM PW-3)

The appraiser will be required to conduct and document a **minimum** of five (5) walk-through observations (5 different dates – appraisers may vary) during the 2014-2015 school year for those teachers on waivers (FORM PW-4).

FORMS PW-4 and PW-5 are due to the office of superintendent prior to **June 8, 2015**.

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

HEREFORD INDEPENDENT SCHOOL DISTRICT  
**PDAS Appraisal Waiver**  
School Year 2014-2015



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

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

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

I formally request consideration for exemption from formal PDAS appraisal for the 2014-2015 school year.

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

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

*During the school year in which PDAS is waived, a campus administrator will be expected to conduct and document informal (i.e. walk-throughs) observations of the teacher no fewer than five (5) different times.*

*Prior to May 8, 2015 a Year-End Conference will be held between the appraiser and the teacher. At the Year-End Conference, the discussion will include observations made during the informal classroom visits and other cumulative data collected.*

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

Original –Superintendent

Copy – Teacher

Copy – Appraiser

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



HEREFORD INDEPENDENT SCHOOL DISTRICT  
**Revocation of PDAS Waiver**  
School Year 2014-2015



Teacher: \_\_\_\_\_  
Campus: \_\_\_\_\_ Appraiser: \_\_\_\_\_  
Assignment Content and Grade Levels: \_\_\_\_\_

**This notice is to inform you that your PDAS Waiver is being revoked. You will have a complete PDAS appraisal during 2014-2015 school year pursuant to Hereford ISD Policy DNA (LOCAL). Reason(s) for the revocation of the waiver and reinstatement of the complete formal appraisal include the following:**

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Principal: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below indicates that I participated in a conference with my appraiser and that I **received notice that my PDAS Waiver is being revoked. I understand that I will be evaluated by the Professional Development and Appraisal System (PDAS) during this school year and that my signed waiver is no longer in effect.** I understand that my signature does not necessarily indicate that I agree with its contents. I also understand that I will receive PDAS training three (3) weeks prior to my first (1st) observation.

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

Original –Superintendent

Copy – Teacher

Copy – Appraiser

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**FORM PW 3 (Due to Superintendents office within 5 days of revocation)**



