## ADEPT: Assisting, Developing, and Evaluating Professional Teaching
### Guidance, Media, Speech (Special Areas) Composite Calendar for 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Guidance</th>
<th>Media</th>
<th>Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 8/12/19</td>
<td>*Teams assigned (team administrator)</td>
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| By 9/27/19    | *Team members contact school counselor  
*Conduct School Orientation (administrator)  
*Conduct District ADEPT Orientation (teacher support specialist)  
*Complete Team Planning Sheet to determine observation and conference dates (team administrator) | *Team members contact media specialist  
*Conduct School Orientation (administrator)  
*Conduct District ADEPT Orientation (teacher support specialist)  
*Complete Team Planning Sheet to determine observation and conference dates (team administrator) | *Team members contact speech therapist  
*Conduct School Orientation (administrator)  
*Conduct District ADEPT Orientation (teacher support specialist)  
*Complete Team Planning Sheet to determine observation and conference dates (team administrator) |
| 10/1/19      | **Preliminary Period begins**  
*Submit Long Range Plan (APS1) to team members (teacher)  
*Observations (APS4) may begin  
*Submit Report on Observation(s) to team member within 5 school days of each observation (teacher)  
*Begin administering the Consultation Survey and analyzing results (teacher) | **Preliminary Period begins**  
*Submit Long Range Plan (APS1) to team members (teacher)  
*Observations (APS3) may begin  
*Submit Report on Observation(s) to team member within 5 school days of each observation (teacher) | **Preliminary Period begins**  
*Submit Long Range Plan (APS1) to team members (teacher)  
*Observations of IEP and/or therapy sessions (APS5, APS6, APS7, APS8, APS9) may begin  
*Submit Report on Speech-Language Therapy Session to team member within 5 school days of each observation (teacher) |
| 11/6/19      | *Interviews (APS2, APS3, APS6) may begin (team administrator and mentor/peer evaluator)  
*Finalize the Consultation Survey (APS5) results and complete the Consultation Report (teacher) | *Interviews (APS2, APS4, APS5, APS6) may begin (team administrator and mentor/peer evaluator) | *Interviews (APS2, APS3, APS4) may begin (team administrator and mentor/peer evaluator) |
| 12/13/19     | **Preliminary Period ends**  
*Observation window closes  
*Preliminary Interviews end  
*Submit School Guidance Counselor Professional Self-Report (APS7) to team administrator (teacher)  
*School Guidance Counselor Professional Performance Description (APS7) prepared by team administrator | **Preliminary Period ends**  
*Observation window closes  
*Preliminary Interviews end  
*Submit Library Media Specialist Professional Self-Report (APS7) to team administrator (teacher)  
*Library Media Specialist Professional Performance Description (APS7) prepared by team administrator | **Preliminary Period ends**  
*Observation window closes  
*Preliminary Interviews end  
*Submit Speech-Language Therapist Professional Self-Report (APS10) to team administrator (teacher)  
*Speech-Language Therapist Professional Performance Description (APS10) prepared by team administrator  
*Review a random sampling of speech language records (team administrator and mentor/peer evaluator) |
| 12/16/19 - 12/19/19 | *Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS  
*Team administrator completes the Induction Progress Summary (Preliminary Period) OR the Formal Evaluation Summary (Preliminary Evaluation)  
*Conduct Preliminary Conference with all team members present. Teacher is given their team’s consensus judgment and written evidence for each APS.  
*CB-PGDP is issued (if required) | *Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS  
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<p>| 12/20/19     | *Team administrator submits following documents to Personnel: Induction Progress Summary OR Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required) | *Team administrator submits following documents to Personnel: Induction Progress Summary OR Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required) | *Team administrator submits following documents to Personnel: Induction Progress Summary OR Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required) |</p>
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<td>1/8/20</td>
<td>Final Period begins *Observations (APS4) may begin (team members)</td>
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<td>*Submit revised Long Range Plan (APS1) to team members, if required (teacher) *Final Period Interviews (APS2, APS3, APS6) begin, if required (team administrator and mentor/peer evaluator) *Submit Reflection on Guidance Session to team member within 5 school days of each observation (teacher)</td>
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