

## **West Carroll Special School District**

### Evaluation Grievance Procedure

- A. Through this procedure, principals, and teachers may challenge the following relative to their evaluation:
  - 1. Accuracy of the data
  - 2. Adherence to the evaluation policies adopted by the State Board of Education
  
- B. Step 1 – Evaluator
  - 1. A written grievance may be submitted to the evaluator at the end of each of the three components of the evaluation model – 1) qualitative appraisal (observations); 2) student growth measures; and 3) other measures of student achievement.
    - a. A grievance must be filed no later than 15 days from the date teachers and principals receive the results for each component, otherwise the grievance will be considered untimely and invalid.
    - b. Grievance forms are available on the system’s website and from the district office.
  - 2. Required components of grievance:
    - a. Teacher or principal’s name, position, school, and additional title, if any
    - b. Name of the teacher or principal’s immediate supervisor
    - c. Name of the evaluator/reviewer
    - d. Date the challenged evaluation component was received
    - e. Evaluation period in question
    - f. Basis for the grievance
    - g. Corrective action desired by the grievant
    - h. Sufficient facts or other information to begin an investigation
  - 3. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid
  - 4. After receiving the grievance, the evaluator shall;
    - a. Examine the documentation presented by the grievant and such other documentation as may be relevant and available
    - b. Communicate a decision, in writing, to the grievant within fifteen (15) days of receipt of the grievance
    - c. At their discretion, correct any procedural errors made during the evaluation process

#### Step II – Director of Schools

- 1. A written grievance must be submitted by the grievant to the Director of Schools or designee no later than fifteen (15) days of receipt of the decision rendered in Step I. A designee may not be used if the complainant is a principal
- 2. The Director of Schools will:
  - a. Hold informal discussion with grievant
  - b. Hear facts, allegation, and testimony by appropriate witnesses as soon as practical

- c. Communicate, in writing, a decision to the grievant within fifteen (15) days of the discussion with grievant
- d. Take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process

C. Step III – Local Board of Education

1. Teachers and principals may request a hearing before the Board of Education by submitting a written grievance and all relevant documentation to the Board of Education within fifteen (15) days of receipt of the decision rendered in Step II.
2. The Board of Education, based on a review of the record, may:
  - a. Grant or deny a request for a full Board hearing
  - b. Affirm or overturn the decision of the Director of Schools with or without a hearing before the Board
3. If a hearing is granted, the Board will:
  - a. Hold such hearing no later than thirty (30) days after the receipt of a request for a hearing
  - b. Give written notice of the time and place of the hearing to the grievant, Director of Schools, and all administrators involved
  - c. Communicates its decision, in writing, to all parties no later than thirty (30) days after the conclusion of the hearing.
4. Board of Education shall serve as the final step for all grievances.

Reference: Tennessee State Board of Education  
Teacher and Principal Evaluation Policy (5.201)  
TCA 49-1-302

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