

Teacher and Principal Evaluation Grievance Procedures

The following provides a means for evaluated teachers and principals to challenge only the accuracy of the data used in the evaluation and the adherence to the evaluation policies.

Grievances shall be processed by working through the following steps:

- I. Step One- This step involves the evaluator and the person making the grievance
 - A. A written grievance is submitted to the evaluator no later than 15 days from the end of the summative evaluation.
 - B. The administrator investigates the grievance.
 - C. The evaluator may take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process in order to allow disputes to be resolved at the lowest level.
 - D. The evaluator will communicate the decision in writing to the grievant within 15 days of the receipt of the complaint.
- II. Step Two – This step involves the Director of Schools or the Assistant Director of Schools depending on whether or not either has been directly involved in the evaluation being grieved and the grievant.
 - A. The written grievance and the decision of the evaluator will be submitted to the Director of Schools (or Assistant Director, if needed) within 15 days of the receipt of the decision from Step One.
 - B. The Director of Schools will have an informal discussion or hearing of facts, allegations, and testimony by appropriate witnesses as soon as practical.
 - C. The investigation, fact finding, and a written decision will be communicated to the grievant in writing within 15 days of the discussion.
 - D. The Director of Schools may take any action necessary, based on the circumstances to immediately correct any procedural errors made in the evaluation process in order to resolve the dispute at the lowest level possible.
- III. Step Three – This step involves the Local Board of Education and the grievant.
 - A. A hearing before the Board of Education may be requested by submitting a written grievance and all relevant documentation to the local Board of Education within 15 days of receiving the decision from Step Two.
 - B. The Board of Education, based upon a review of the record, may grant or deny a request for a full board hearing and may affirm or overturn the decision of the Director of Schools with or without a hearing before the board.
 - C. Any hearing granted by the Board of Education shall be held no later than 30 days after receipt of a request for a hearing.
 - D. The local Board of Education shall give written notice of the time and place of the hearing to the grievant, Director of Schools, and all administrators involved.
 - E. The Local Board of Education's decision shall be communicated in writing to all parties, no later than 30 days after conclusion of the hearing.
 - F. The local Board of Education shall serve as the final step for all grievances.

The following basic standards shall apply to all grievances.

- I. A grievance must be filed no later than 15 days from the end of summative evaluation, otherwise it will be considered untimely and invalid. (For the 2011-2012 school year, the table at the end of this document has been prescribed by the State Department of Education as the deadlines for the end of the summative evaluation.)
- II. Each grievance submitted at every step of the process shall contain the following:
 - a. The teacher or principal's name, position, school, and additional title, if any;
 - b. The name of the teacher or principal's immediate supervisor;
 - c. The name of the evaluator/reviewer;
 - d. The date the challenged summative evaluation was received;
 - e. The evaluation period in question;
 - f. The basis for the grievance;
 - g. The corrective action desired by the grievant; and
 - h. Sufficient facts or other information to begin an investigation.
- III. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.
- IV. All student achievement data used in evaluations must be made available to individual educators prior to the completion of their evaluations.
- V. At the informal hearing before the Director of Schools, an attorney or a representative of an employee may speak on behalf of the employee.
- VI. An attorney may represent a grievant before the local board of education, which is the final step of this procedure. The grievant and the local board of education may have counsel present at discussions prior to the final step.

Phase	Data System Deadline	Grievance Filing Deadline
1: Data returned by end of current school year	June 15, annually	July 15, annually
2: Data returned by start of the following school year	October 1, annually	October 15, annually
3: Data returned by end of first semester	February 1, annually	February 15, annually
4: Data returned after first semester	Within 2 weeks of data becoming available	15 days after the data is entered in the data system *

*The data system will timestamp the entry of the score.