

Sumner County Schools TEAM Grievance Protocol

What can be challenged?

1. Data Accuracy (Scores for Student Achievement and Growth Measures)
2. Adherence to the evaluation policies.

What cannot be challenged?

1. An employment decision
2. The final score of the summative evaluation or the score of any of its components
3. Minor procedural errors that do not materially affect or compromise the integrity of the evaluation results, which should be resolved at the lowest possible step in the grievance procedure—typically the evaluator.

When can a grievance be filed?

1. A written grievance must be submitted to the evaluator no later than fifteen (15) days from the date the teacher and principal receive the results of each component of the evaluation model.
 - Qualitative appraisal
 - Student growth measures
 - Other measures of student achievement
2. Untimely filed grievances will be considered invalid.

Teacher Grievance Procedure

Step 1: Grievance Filed with the Evaluator

1. Efforts should be made for disputes to be resolved at the lowest possible level.
2. Grievant requests a copy of the Sumner County Schools Grievance form from his/her building level administrator.
3. Grievant must provide specific reasons for the grievance. Failure to provide specific reasons shall result in the grievance being considered improperly filed and invalid.
4. Grievant will file grievance with the Evaluator and will provide a copy of the Grievance form to his/her Principal.
5. The Evaluator shall:
 - Examine the documentation
 - At his/her discretion correct any procedural errors
 - Communicate the decision, in writing, within 15 days of receipt of the grievance.

Step 2: Grievance Filed with the Director of Schools/Grievance Committee

1. A written appeal of the decision made by the evaluator must be submitted to the District Grievance Committee no later than 15 days after the receipt of Step 1 results.
2. Untimely filed grievances will be considered invalid.
3. The Director of Schools or designee shall:
 - Hold an informal discussion with the grievant or hold a hearing. An attorney or representative may speak on behalf of the employee.
 - Take an action necessary to immediately correct any procedural errors

--Communicate in writing, a decision to the grievant within 15 days of the discussion or hearing

Step 3: Grievance Filed with the Board of Education

1. Parties filing a grievance may request a hearing before the Board of Education within 15 days of receipt of the Step 2 decision.
2. Untimely filed grievances will be considered invalid.
3. The Board of Education, based on a review of the record, may:
 - Grant or deny a request for a full board hearing
 - Affirm or overturn the decision of the Director with or without a hearing
4. If the Board determines that a hearing is necessary, the Board Chairman shall give written notice of the time and place of the hearing to the grievant, Director of Schools, and all administrators involved.
5. The local Board of Education's decision shall be communicated in writing to all parties no later than 30 days after the conclusion of the hearing.
6. The action of the local Board of Education shall be final.

Administrator Grievance Procedure (Principals and Assistant Principals)

Step 1: Grievance Filed with the Evaluator

1. Efforts should be made for disputes to be resolved at the lowest possible level.
2. Grievant requests a copy of the Sumner County Schools Grievance form from his/her evaluator.
3. Grievant must provide specific reasons for the grievance. Failure to provide specific reasons shall result in the grievance being considered improperly filed and invalid.
4. Grievant files grievance with the Evaluator and will provide a copy of the Grievance form to the Assistant Director of Schools for Human Resources.
5. The Evaluator shall:
 - Examine the documentation
 - At his/her discretion correct any procedural errors
 - Communicate the decision, in writing, within 15 days of receipt of the grievance.

Step 2: Grievance Filed with the Director of Schools/Grievance Committee

1. A written appeal of the decision of the evaluator must be submitted to the District Grievance Committee no later than 15 days after the receipt of the Step 1 results.
2. Untimely filed grievances will be considered invalid.
3. The Director of Schools or designee shall:
 - Hold an informal discussion with the grievant or hold a hearing. An attorney or representative may speak on behalf of the employee.
 - Take an action necessary to immediately correct any procedural errors
 - Communicate in writing, a decision to the grievant within 15 days of the discussion or hearing

Step 3: Grievance Filed with the Board of Education

1. Parties filing a grievance may request a hearing before the Board of Education within 15 days of receipt of the Step 2 decision.
2. Untimely filed grievances will be considered invalid.
3. The Board of Education, based on a review of the record, may:
 - Grant or deny a request for a full board hearing
 - Affirm or overturn the decision of the Director with or without a hearing
4. If the Board determines that a hearing is necessary, the Board Chairman shall give written notice of the time and place of the hearing to the grievant, Director of Schools, and all administrators involved.
5. The local Board of Education's decision shall be communicated in writing to all parties no later than 30 days after the conclusion of the hearing.
6. The action of the local Board of Education shall be final.

Sumner County Schools Evaluation Grievance Form

To submit a grievance for the TEAM Evaluation process, please complete the following form and submit to your Principal. Evaluation ratings cannot be challenged. Grievances may only be filed for the following reasons (Check the reason that applies.):

- Adherence to the evaluation policies adopted by the Board of Education
- Accuracy of the TVAAS and Achievement data used in the evaluation

Teacher _____
Position _____
School _____ Principal _____
Date Grievance Filed _____
Evaluation Date(s) in Question _____
Date of End-of-Year Conference _____
Date of Summative Conference _____

A grievance can be filed at any time, yet must be filed no later than 15 days after the End of Year Conference for issues related to the Qualitative portion of the evaluation or 15 days after the Summative Conference for issues related to the Quantitative portion of the evaluation.

Reason for Grievance

Corrective Action Desired by Grievant

Be sure to include sufficient facts or other information to begin an investigation. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.

You will receive a written decision within 15 days of the date of your Principal's receipt of this grievance.

Grievant Signature

Date

Grievance Results

Administrator Signature

Date

Grievant Signature

Date

Sumner County Schools Evaluation Grievance Form for Administrators

To submit a grievance for the TEAM Evaluation process, please complete the following form and submit to the Assistant Director for Human Resources. Evaluation ratings cannot be challenged. Grievances may only be filed for the following reasons (Check the reason that applies.):

Adherence to the evaluation policies adopted by the Board of Education
 Accuracy of the TVAAS and Achievement data used in the evaluation

Administrator _____

School _____

Date Grievance Filed _____

Evaluation Date(s) in Question _____

Date of End-of-Year Conference _____

Date of Summative Conference _____

A grievance can be filed at any time, yet must be filed no later than 15 days after the End of Year Conference for issues related to the Qualitative portion of the evaluation or 15 days after the Summative Conference for issues related to the Quantitative portion of the evaluation.

Reason for Grievance

Corrective Action Desired by Grievant

Be sure to include sufficient facts or other information to begin an investigation. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.

You will receive a written decision within 15 days of the date of the Assistant Director of Human Resources' receipt of this grievance.

Grievant Signature

Date

Grievance Results

Director of Schools Signature

Date

Grievant Signature

Date