



JMCSS TEAM Grievance Protocol

What can be challenged?

1. Fidelity to the evaluation process
2. Data Accuracy (TVAAS & Achievement scores)

What cannot be challenged?

1. Observation Ratings
2. Minor Procedural errors (Minor procedural errors should be resolved with your evaluator or lowest possible step in the grievance procedure)

When can a grievance be filed?

Any time throughout the evaluation process, yet no later than what is outlined below:

- Fidelity of the evaluation process must be grieved no later than 15 days after the Qualitative Rating conference.
- Data Accuracy/Quality (TVAAS & Achievement scores) can be grieved no later than 15 days after the data is made available in the TEAM Data System site.

Teachers must “acknowledge” receipt of the observation results by signing the observation form during the post-conference. Acknowledgement/sign off of results implies receipt of information, not necessarily agreement.

Teacher Grievance Procedure

Step I - Evaluator

1. Efforts should be made for disputes to be resolved at the lowest possible level.
2. Grievant requests a copy of the JMCSS Grievance form from his/her building level administrator or off the JMCSS website.
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. Principal will investigate the grievance.

6. Results of grievance investigation will be provided in writing to the grievant within 15 days of initial receipt of grievance.
7. In the event that the determination of procedural errors in the evaluation process is made or that the data used in the evaluation is inaccurate, those issues in need of correction shall be corrected in a timely manner.

Step II – Superintendent

1. Teachers may request an informal discussion or hearing, regarding grievances unresolved after exhausting Step I, before the Superintendent's designee by submitting the original grievance and findings within 15 days of receipt of decision from Step I.
2. Informal discussion or hearing to be held as soon as practicable by the Superintendent's designee.
3. Investigation and written final decision communicated to grievant in writing within 15 days of discussion/hearing.
4. In the event that the determination of procedural errors in the evaluation process is made or that the data used in the evaluation is inaccurate, those issues in need of correction shall be corrected in a timely manner.

Step III – Local Board of Education

1. Teachers may request a hearing, regarding unresolved grievances after exhausting Step II, before the local Board of Education by submitting the following within 15 days of receipt of Step II decision:
 - a. original grievance,
 - b. Step I findings,
 - c. Step II decision and all written materials presented during the Step II informal meeting

Failure to submit the aforementioned within 15 days of receipt of Step II decision shall invalidate the grievance and constitute a waiver of the right to file a grievance.

2. 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 Superintendent with or without a hearing before the Board.
3. Any hearing granted by the Board of Education shall be held no later than 30 days after receipt of a request for 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, Chief of Academics 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 Board shall be final.

Principal Grievance Procedure

Step I – Evaluator

1. Efforts should be made for disputes to be resolved at the lowest possible level.
2. Grievant completes the JMCSS Grievance form, providing specific reasons for the grievance. Failure to provide specific reasons shall result in the grievance being considered improperly filed and invalid.
3. Grievant will file grievance with the Evaluator and will provide a copy of the Grievance form to the Evaluator and the Chief of Academics.
4. Chief of Academics will investigate the grievance.
5. Results of grievance investigation will be provided in writing to the grievant within 15 days of initial receipt of grievance.
6. In the event that the determination of procedural errors in the evaluation process is made or that the data used in the evaluation is inaccurate, those issues in need of correction shall be corrected in a timely manner.

Step II – Superintendent

1. Principals may request an informal discussion or hearing, regarding grievances unresolved after exhausting Step I, before the Superintendent by submitting the original grievance and findings within 15 days of receipt of decision from Step I.
2. Informal discussion or hearing to be held as soon as practicable by the Superintendent.
3. Investigation and written final decision communicated to grievant in writing within 15 days of discussion/hearing.
7. In the event that the determination of procedural errors in the evaluation process is made or that the data used in the evaluation is inaccurate, those issues in need of correction shall be corrected in a timely manner.

Step III – Local Board of Education

1. Principals may request a hearing, regarding unresolved grievances after exhausting Step II, before the local Board of Education by submitting the following within 15 days of receipt of Step II decision:
 - a. original grievance,

- b. Step I findings,
- c. Step II decision and all written materials presented during the Step II informal meeting

Failure to submit the aforementioned within 15 days of receipt of Step II decision shall invalidate the grievance and constitute a waiver of the right to file a grievance.

2. 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 Superintendent with or without a hearing before the Board.
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Updated: August 2014