

**JMCSS Evaluation Grievance Form**

To submit a grievance for the TEAM Evaluation process, please complete the following form and submit to your Evaluator. Evaluation ratings cannot be challenged. Grievances may only be filed for the following reasons:

*Please check the reason that applies:*

|  |  |
| --- | --- |
|  | Adherence to the evaluation policies adopted by the Board of Education |
|  | Accuracy of the TVAAS &/or Achievement data used in the evaluation |

| **Identification Information:** |
| --- |
| Teacher Name |  |
| Position |  |
| Principal |  |
| School |  |

| **Evaluation Information:** |
| --- |
| Evaluator |  |
| Date of Evaluation / Quantitative Data Release |  |
| Date Grievance Filed |  |

| **Evaluation In Question:** |
| --- |
|  | Announced (Teacher) |
|  | Unannounced #1 (Teacher) |
|  | Unannounced #2 (Teacher) |
|  | Unannounced #3 (Teacher) |
|  | Walkthrough (Teacher) |
|  | Semester 1 Scoring and Feedback (Admin) |
|  | Semester 2 Scoring and Feedback (Admin) |

To resolve grievances as expeditiously as possible, grievances may be filed at the end of each of the three components of the evaluation model – 1) qualitative appraisal; 2) student growth measures; 3) other measures of student achievement. 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.

|  |  |
| --- | --- |
| **Corrective Action Desired:***Type in the box to the right. It will expand as you type.* |  |

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.

|  |  |
| --- | --- |
| **Basis for Grievance:** *Type in the box to the right. It will expand as you type.* |  |

You will receive a written decision within fifteen (15) days of the date of your Principal’s receipt of this grievance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grievant Signature**   **Date**

|  |  |
| --- | --- |
| **Grievance Results:***Type in the box to the right. It will expand as you type.* |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grievant Signature Date**