

**HARDEMAN COUNTY SCHOOLS****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 I - Evaluator
1. A written grievance must be submitted to the evaluator no later than fifteen (15) days from the end of the summative evaluation, otherwise it will be considered untimely and invalid.
    - a. Grievance forms will be provided on the system's web site and in the office of Human Resources, however, grievances may be submitted in other formats as long as all required components are included.
  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 summative evaluation 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
- C. Step II – Director of Schools
1. A written grievance must be submitted by the grievant to the Director of School or designee no later than fifteen (15) days of receipt of the decision rendered in Step I.
    - a. 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, allegations, 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

D. 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. communicate its decision, in writing, to all parties no later than thirty (30) days after the conclusion of the hearing
4. The 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)

HARDEMAN COUNTY SCHOOLS

Evaluation Grievance Form – Step I

This form is to be completed by the grievant and submitted to the evaluator no later than fifteen (15) days following the summative evaluation.

Name of Grievant: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date Evaluation Received: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Basis for the grievance: Identify the inaccurate data that was used or describe the procedural error that occurred as part of your evaluation. How did this materially affect or compromise your evaluation? \_\_\_\_\_

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

(Attach additional sheets or documentation as needed)

Corrective action desired: \_\_\_\_\_

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

Signature of grievant: \_\_\_\_\_

**To be completed by the evaluator**

Date received: \_\_\_\_\_ Grievance Disposition: Confirmed \_\_\_\_\_ Denied \_\_\_\_\_

Corrective action taken: \_\_\_\_\_

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

Signature of evaluator: \_\_\_\_\_ Date grievant notified: \_\_\_\_\_

HARDEMAN COUNTY SCHOOLS

Evaluation Grievance Form – Step II

This form is to be completed by the grievant and submitted to the Director of Schools no later than fifteen (15) days following receipt of the evaluator’s decision in Step I.

Name of Grievant: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date Step I Decision Received: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Basis for the grievance: Identify the inaccurate data that was used or describe the procedural error that occurred as part of your evaluation. How did this materially affect or compromise your evaluation? \_\_\_\_\_

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

(Attach additional sheets or documentation as needed)

Corrective action desired: \_\_\_\_\_

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

Signature of grievant: \_\_\_\_\_

**To be completed by the Director of Schools**

Date received: \_\_\_\_\_ Grievance Disposition: Confirmed \_\_\_\_\_ Denied \_\_\_\_\_

Corrective action taken: \_\_\_\_\_

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

Signature of Director of Schools: \_\_\_\_\_ Date grievant notified: \_\_\_\_\_

HARDEMAN COUNTY SCHOOLS

Evaluation Grievance Form – Step III

This form is to be completed by the grievant and submitted to the Board of Education no later than fifteen (15) days following receipt of the Director’s decision.

Name of Grievant: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date Director’s Decision Received: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Basis for the grievance: Identify the inaccurate data that was used or describe the procedural error that occurred as part of your evaluation. How did this materially affect or compromise your evaluation? \_\_\_\_\_

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

(Attach additional sheets or documentation as needed)

Corrective action desired: \_\_\_\_\_

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

Signature of grievant: \_\_\_\_\_

**To be completed by the Board of Education**

Date received: \_\_\_\_\_ Superintendent’s Decision: Affirmed \_\_\_\_\_ Overturned \_\_\_\_\_

Full Board Hearing Granted: No \_\_\_\_\_ Yes \_\_\_\_\_, and set for \_\_\_\_\_  
(Date and Time)

Other corrective action taken: \_\_\_\_\_

\_\_\_\_\_

Signature of Board Chair: \_\_\_\_\_ Date grievant notified: \_\_\_\_\_