

# Student Growth Score Grievance Resolution Protocol

Pursuant to [T.C.A. § 49-1-302](#), State Board of Education rule [0520-02-01](#), and State Board of Education [Teacher and Administrator Evaluation Policy 5.201](#), a local-level evaluation grievance procedure shall be established to provide 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 policy adopted by the State Board of Education.

This protocol outlines the process required to address a grievance decision by an LEA necessitating a change to an educator's growth score and therefore a change to the educator's level of overall effectiveness (LOE). Changes to an educator's growth score and LOE must be submitted to the department for final approval and action.

## General Instructions

All grievances shall be filed and processed with the educator's Local Education Agency (LEA) pursuant to the state board rule [0520-02-01](#).

If the grievance decision does not require a change to the educator's growth score or LOE, the grievance shall be resolved by the LEA and the decision clearly communicated in writing to the grievant pursuant to state board rule [0520-02-01](#).

If the grievance decision does require a change to the educator's growth score or LOE, the LEA shall submit a written request from the director of schools on LEA letterhead to the department via [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) that includes the following:

1. The teacher or school administrator's name, position, school, and additional title, if any;
2. The name of the teacher or school administrator's immediate supervisor;
3. The name of the evaluator/reviewer;
4. The date the challenged evaluation was received;
5. The evaluation period in question;
6. The basis for the grievance;
7. The facts upon which a decision was made; and
8. The corrective action requested by LEA.

The department will review the request and the applicable data to determine whether the request is valid and falls within the criteria for submission. The department will communicate the final decision to the director of schools within fifteen (15) days of receipt of the request.

In the event of a correction, next steps are described in the relevant section below. The formal request will be attached to the educator's evaluation in TNCompass.

Consult with your local board attorney for specific legal advice regarding adoption and implementation of the state board policy and your local-level grievance procedure. If you have additional questions, please reach out to the department's general counsel, Christy Ballard, at 615-741-2921 or [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov).

## **Student Growth Portfolios**

If the grievance involves a student growth portfolio and the grievance is found to be valid, the department will:

1. If possible, score the portfolio correctly and produce an updated score, and then upload to TNCompass; or
2. If an updated score is not possible, the department will remove the portfolio score from TNCompass and the educator's evaluation will be re-scored using the teacher's appropriate growth measure score.

Additionally, the department will attach the formal request and the department's findings to the teacher's evaluation.

## **Alternative Measures of Growth to Portfolios**

Educators may challenge whether the correct score is included in the evaluation and/or the application of scale. Educators may not challenge the accuracy of scores used in the growth measure. These grievances will be resolved at the local level according to the procedure outlined in state board rule [0520-02-01](#).