

Louisiana Teacher Assistance and Assessment Program Grievance Procedures

The Grievance Procedure developed for the Louisiana Teacher Assistance and Assessment Program includes a three-step process. This three-step process is to ensure that new teachers will be afforded fair and impartial treatment as guaranteed under the law in all aspects of the Louisiana Teacher Assistance and Assessment Program. When a new teacher feels that the assessment is inaccurate, invalid, or misrepresented, he/she may initiate grievance proceedings.

Information about the Grievance Procedure including the *Grievance Activity Sheets*, the *Forms*, and the *Assessment Instrumentation* that must be completed at each stage of the procedure may be downloaded.

The table below lists the *Activity Sheets* and *Forms* for each step.

<i>Grievance Activity Sheets</i>	<i>Grievance Forms</i>
<i>Grievance Procedures Step 1</i>	G-1, G-2, G-3, and G-4
<i>Grievance Procedures Step 2</i>	G-5, G-6
<i>Grievance Procedures Step 3</i>	G-7

When a grievance is being considered, new teachers should thoroughly review all activity sheets and the forms to be used at each step. Additional information about the Grievance Procedures for the Louisiana Teacher Assistance and Assessment Program may be found in *Bulletin 1943: Louisiana Teacher Assistance and Assessment Program, Revised 2005, Section XI*.

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

Grievance Procedures Step 1

Activity Sequence

Note: The form G-1, which shall be used in the initial step of the appeals process, shall also be used when completing #1-3.

1. The new teacher shall complete Sections I-III of the "New Teacher Grievance Form Step 1" (G-1) and submit the G-1 form to the principal or immediate supervisor. The new teacher may file a Step 1 Grievance at any time, but not later than twenty (20) working days after the Team Summary Conference in the Assessment Semester.
2. Within ten (10) working days of the receipt of the completed G-1 form, the principal or immediate supervisor shall contact the assessment team member(s) to schedule a Step 1 Grievance Conference.
3. The principal or immediate supervisor shall complete the Acknowledgment and Scheduling of the Conference section at the bottom of the G-1 form and give the new teacher a copy of the G-1 form.

Note: The form G-2 will be used when completing #4-9.

4. The new teacher's name and the team's proposed conference date shall be recorded by the principal or the immediate supervisor on the top of the Grievance Conference Schedule Step 1 (G-2).
5. The G-2 form shall be given to the new teacher by the principal or the immediate supervisor.
6. The new teacher shall either accept the conference date/time or request an alternate date/time; he/she shall record his/her decision on the G-2 form.
7. The new teacher shall return all parts of the G-2 form to the principal or immediate supervisor.
8. The principal or immediate supervisor shall review the new teacher's decision about the conference time and reschedule the conference, if necessary. (The rescheduling of the Grievance Conference is finalized and the principal or the immediate supervisor completes the bottom of the G-2 form.)
9. The principal or immediate supervisor copies (as needed) and distributes the completed G-2 form to the assessment team and the new teacher.

Note: The form G-3 will be used when completing #10.

10. All team members and the new teacher should attend the Step 1 Grievance Conference. Attendance must be noted by signatures on the "Assessment Team Report of Step 1 Conference Form (G-3)." Within ten (10) working days of the Conference, the assessment team must render their decision, complete the G-3 form, and send a copy of the G-3 form by Certified mail to the new teacher.

Note: The forms G-1, G-2, and G-3 will be used when completing #11.

11. Within ten (10) working days of the Conference, the assessment team must forward all forms (originals of G-1, G-2, and G-3) and the Assessment Instruments to the LEA Contact Person.

Note: The form G-4 will be used when completing #12.

12. Within ten working days of the Conference, the LEA Contact Person shall complete the "LEA Report of Step 1 Grievance Conference Results," using the Louisiana Department of Education Form (G4).

Note: Originals and copies of all forms (G-1, G-2, G-3, & G-4) and the completed Assessment Instruments shall be used when completing #13.

13. Within ten (10) working days of the Conference, the LEA Contact Person must forward **copies** of the following by **CERTIFIED** mail:
 - a. G-1
 - b. G-2
 - c. G-3
 - d. G-4
 - e. Portfolio and Scoring Worksheets
 - f. Scripted Observation Instrument System
 - g. Postobservation Conference Records
 - h. Team Summary Report
 - i. Professional Growth Plan

to: Shelia P. Chavis
Professional Accountability
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, Louisiana 70804-9064

Originals of the above forms (G-1, G-2, G-3, and G-4) and of the Assessment Instruments must be placed in the new teacher's personnel file.

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

G-2 Grievance Conference Schedule Step 1 G-2

New Teacher's Name: Last First Middle

An assessment team conference has been scheduled to discuss the specific terms of the grievance filed by you. The conference date, time, and location are indicated below.

A conference regarding this grievance has been scheduled for

Date at Time at Location

Please acknowledge your willingness to participate in this conference by checking the appropriate line below and return this form to the principal or immediate supervisor who served on your assessment team.

- I will be able to attend the grievance conference as scheduled.
I will not be able to attend the grievance conference as scheduled for the following reason(s) (please specify):

Please reschedule the conference:

First Choice: Date: Time:

Second Choice: Date: Time:

- I do not wish to attend the conference. I wish to waive my right to attend.

If you are attending the conference, you may take a legal representative. Please indicate whether your representative will attend the conference with you.

- Yes, my representative will also attend.
No, my representative will not attend.

Teacher's Signature Date

Conference Rescheduled Time (to be completed by principal or immediate supervisor and returned to teacher)

At your request, a conference regarding this grievance has been rescheduled for

Date at Time at Location

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

G-3 Assessment Team Report of Step 1 Conference to the New Teacher G-3

This form is to be used by the assessment team for reporting the results of the Step 1 Grievance Conference to the New Teacher.

(Print or Type)

New Teacher's Name: First Middle Initial Last

Social Security Number: - -

School District: School:

Date Step 1 Grievance Conference was held: Month Day Year

Signatures of all parties present at the conference must appear below: (A signature does not indicate agreement with the decision rendered.)

Principal Assessor: Date:

External Assessor: Date:

External Assessor: Date:

New Teacher: Date:

Other: Role: Date:

Other: Role: Date:

Team Decision is as follows: (If additional space is needed, an attachment should be provided.)

Principal Date
External Assessor Date
External Assessor Date

This completed report form must be sent by CERTIFIED MAIL to the new teacher within ten (10) working days of the Step 1 Conference. A copy of this completed form must also be placed in the new teacher's personnel file.

10. The following Attribute rating change(s) occurred as the result of the Step 1 Grievance Conference. Please change the rating on the Information Technology Services (ITS) Louisiana Teacher Assistance and Assessment Database to reflect the change(s). Please specify which team member made the change by placing a P, EA1, or EA2 in the team member blank. (P=Principal, EA1=External Assessor one, and EA2=External Assessor two)

A rating change occurred for the following Attribute(s) as a result of the Step 1 Grievance Conference:

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attach a copy of the assessment team's rationale explaining the rating change to the Attribute(s).

11. The following Component rating change(s) occurred as the result of the Step 1 Grievance Conference. Please change the rating on the Information Technology Services (ITS) Louisiana Teacher Assistance and Assessment Database to reflect the change(s). Please specify which team member made the change by placing a P, EA1, or EA2 in the team member blank. (P=Principal, EA1=External Assessor one, and EA2=External Assessor two)

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attach a copy of the assessment team's rationale explaining the rating change to the Component(s).

12. Results of Step 1 Conference: (check one)

_____ Fully resolved, all requests changed

_____ Partially resolved, some things changed

_____ Not resolved, assessment left unchanged

13. Assessment Team's Certification Recommendation Prior to Step 1 Conference (Yes/No) _____

14. Assessment Team's Certification Recommendation After Step 1 Conference (Yes/No) _____

LEA State Assistance and Assessment Contact Person

Date

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

Grievance Procedures Step 2

Activity Sequence

Time is of the utmost importance when a new teacher continues the Grievance Process to Step 2. After the Request for Formal Hearing Step 2 Form (G-5) has been completed, a Regional Hearing Officer must be appointed. All required activities relating to Step 2 shall be scheduled and carried out in a timely manner. It is extremely important that the procedures for all levels of the Step 2 Grievance Process be carried out as specified.

Note: The G-5 form, which shall be completed by the teacher, shall be used to continue the Grievance process to Step 2. The new teacher uses the G-5 form to complete #1-2.

1. After receiving the results of the Step 1 Grievance Conference, the new teacher has ten (10) working days to request a Step 2 Formal Hearing.
2. The new teacher shall complete and send a "Louisiana Teacher Assistance and Assessment Program, Request for Formal Hearing Form Step 2" (G-5) to the LEA State Assessment Contact Person.

Note: The forms G-5, G-6; copies of the Assessment Instruments; and other related forms shall be used to complete #3-4.

3. The day the G-5 form is filed by a new teacher, the LEA Contact Person must complete and fax an "LEA Report of Step 1 Grievance Conference Results to the Regional Hearing Officer Form" (G-6) to Ms. Shelia P. Chavis at 225/219-4508.
4. A copy of G-6 form, along with **copies** of all other forms and Assessment Instruments completed by the assessment team during the Step 1 Grievance Conference (originals must be placed in the teacher's personnel file), shall be sent by **UNCERTIFIED MAIL** on the date that the G-5 form is **filed, to**

Shelia P. Chavis
Professional Accountability
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, Louisiana 70804-9064

5. After a Regional Hearing Officer has been appointed, he/she shall determine whether a hearing is needed and, if so, shall conduct all hearing and related proceedings to include
 - Notifying all parties,
 - Conducting a prehearing at least ten (10) working days prior to the Step 2 hearing for the purpose of exchanging evidence,
 - Conducting a hearing within thirty-five (35) working days from the filing of the Step 2 Grievance, and
 - Rendering a decision within fifteen (15) days of the Step 2 hearing.

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

G-5

Request for Formal Hearing Step 2

G-5

*This form shall be used to file a request for a formal hearing as part of Step 2 of the grievance process under the Louisiana Teacher Assistance and Assessment Program. The completed form shall be submitted by the new teacher to the Louisiana Teacher Assistance and Assessment Program local school district contact person **within ten (10) working days** of receipt of the Step 1 Grievance Conference Results.*

I. Identification Information

New Teacher's Name: _____
Last First Middle

Home Address: _____
City State Zip Code

Social Security Number: _____ - _____ - _____ Home Telephone: (_____) _____

Name of Local School District: _____ Name of Local School: _____

Assessment Team Names and Positions

Principal/Immediate Supervisor: _____
Last First Middle

External Assessor: _____
Last First Middle

External Assessor: _____
Last First Middle

New Teacher's Representative (if any)

Representative's Name: _____
Last First Middle

Representative's Work Address: _____

_____ City State Zip Code
Representative's Work Telephone: (_____) _____

II. Step I Grievance Dates:

Grievance Filing Date: _____ Grievance Conference Date: _____

Receipt Date of Assessment Team's Step 1 Conference Response Report: _____

III. Attachments

Please attach the following required items to this form:

1. A copy of the assessment Team Summary Report, showing the results of the assessment
2. A copy of the original grievance
3. A copy of the assessment team's response to the specific grievance(s)
4. Any other pertinent documents or relevant information

IV. Signature

New Teacher's Signature

Date

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

G-6

LEA Report of Step 1 Grievance Conference Results to the Regional Hearing Officer

G-6

If a Step 2 Grievance is filed, this form shall be completed by the LEA State Assessment Contact Person to report the Step 1 Grievance Conference results to the Regional Hearing Officer. Along with this completed form, copies of all other forms and Assessment Instruments completed by the assessment team during the Step 1 Grievance Conference shall also be submitted to the Regional Hearing Officer. This form shall be faxed to the attention of Ms. Shelia P. Chavis at 225/219-4508 on the day that a Step 2 Grievance Form is filed with the LEA State Assistance and Assessment Contact Person. This original form, along with all other required materials, shall be mailed that same day to Ms. Shelia P. Chavis; Office of Quality Educators, Professional Accountability; Louisiana Department of Education; P.O. Box 94064, Baton Rouge, Louisiana, 70804-9064.

(Print or Type)

1. New Teacher's Name _____
Last First Middle Initial

2. Social Security Number _____ - _____ - _____

3. LEA _____ School _____

4. Assessment Team Members:

Principal _____ Home Telephone Number (____) _____
Home Address _____
Street Address or P. O. Box City State Zip Code

External Assessor _____ Home Telephone Number (____) _____
Home Address _____
Street Address or P. O. Box City State Zip Code

Third External Assessor _____ Home Telephone Number (____) _____
Home Address _____
Street Address or P. O. Box City State Zip Code

5. Date the Step 1 Grievance Conference was conducted _____
Month Day Year

6. Were all assessment team members present at the conference? _____
(ALL team members should have been present.) If not, why? _____

7. Was the new teacher present at the conference? _____ If not, why? _____

8. Did the new teacher have a representative present at the conference? _____
Representative's Name _____ Title/Affiliation _____
Address _____

9. Did any Component/Attribute rating change(s) occur as the result of the Step 1 Conference? _____

10. The following Attribute rating change(s) occurred as the result of the Step 1 Grievance Conference. Please change the rating on the Information Technology Services (ITS) Louisiana Teacher Assistance and Assessment Database to reflect the change(s). Please specify which team member made the change by placing a P, EA1, or EA2 in the team member blank. (P=Principal, EA1=External Assessor one, and EA2=External Assessor two)

A rating change occurred for the following Attribute(s) as a result of the Step 1 Grievance Conference:

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attribute _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attach a copy of the assessment team's rationale explaining the rating change to the Attribute(s).

11. The following Component rating change(s) occurred as the result of the Step 1 Grievance Conference. Please change the rating on the Information Technology Services (ITS) Louisiana Teacher Assistance and Assessment Database to reflect the change(s). Please specify which team member made the change by placing a P, EA1, or EA2 in the team member blank. (P=Principal, EA1=External Assessor one, and EA2=External Assessor two)

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Component _____ Prior Rating _____ Change Rating to a _____ Team Member _____

Attach a copy of the assessment team's rationale explaining the rating change to the Component(s).

12. Results of Step 1 Conference: (check one)

____ Partially resolved; some things changed

____ Not resolved; assessment left unchanged

13. Assessment Team's Certification Recommendation Prior to Step 1 Conference (Yes/No) _____

14. Assessment Team's Certification Recommendation After Step 1 Conference (Yes/No) _____

LEA State Assistance and Assessment Contact Person

Date

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

Grievance Procedures Step 3

Activity Sequence

The New Teacher Grievance Form Step 3 (G-7) shall be completed by the new teacher as an appeal of the decision rendered by the Regional Hearing Officer after Step 2.

1. After receiving the Step 2 decision rendered by the Regional Hearing Officer, the new teacher has **ten (10) working days** to file an appeal to the Attorney General's office.
2. The new teacher shall complete a G-7 form and mail it, along with copies of the assessment Team Summary Report, the original grievance, the assessment team's response to the specific grievance, the notification form letter from the Step 2 Hearing Office, and any other pertinent documents or relevant information to:

Director of Civil Division
Assistant Attorney General
P.O. Box 94005
Baton Rouge, Louisiana 70804

3. A copy of the G-7 form must also be mailed to:

Shelia P. Chavis
Professional Accountability
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, Louisiana 70804-9064

4. The Attorney General shall appoint a State Hearing Officer who shall conduct all hearing related proceedings.
5. A decision shall be rendered within **twenty-five (25) working days of the hearing.**

LOUISIANA TEACHER ASSISTANCE AND ASSESSMENT PROGRAM

G-7

New Teacher Grievance Form Step 3

G-7

This form shall be used to file a Step 3 grievance related to the Louisiana Teacher Assistance and Assessment Program. This completed form, along with attachments (copies of the assessment Team Summary Report, the original grievance, the assessment team's response to the specific grievance, the notification letter from the Step 2 Hearing Officer) shall be submitted by the new teacher to the Louisiana Attorney General no later than ten (10) working days after the decision rendered in Step 2. All documents shall be mailed to the attention of:

**Kay Kirkpatrick
Director of Civil Division
Assistant Attorney General
P. O. Box 94005
Baton Rouge, Louisiana 70804**

I. Teacher Information

New Teacher's Name: _____

Home Address: _____

Social Security Number: _____ - _____ - _____ Home Telephone: (_____) _____

Name of Local School District: _____ Name of Local School: _____

New Teacher's Signature Date

New Teacher's Representative (if any): _____
Last First Middle

Title/Affiliation: _____ Phone: (_____) _____

Representative's Address: _____
Street/P.O. Box City State Zip Code

II. Assessment Team Members:

Principal: _____ Home Telephone: (_____) _____

Home Address: _____

External Assessor: _____ Home Telephone: (_____) _____

Home Address: _____

External Assessor: _____ Home Telephone: (_____) _____

Home Address: _____

Team's Representative (if any): _____

Title/Affiliation: _____ Telephone: (_____) _____

Representative's Address: _____
Street/P.O. Box City State Zip Code

III. Area of Grievance:

In the space below, please provide a brief description of the grievance or problem **and** the factual basis for it. If needed, attach additional pages.

IV. Relief Requested:

In the space below, please provide a brief description of the relief sought. If needed, attach additional pages.

V. Attachments:

Please attach the following:

1. A copy of the assessment Team Summary Report, showing the results of the assessment
2. A copy of the original grievance(s)
3. A copy of the assessment team's response to the specific grievance(s)
4. A copy of the order or notification letter from the Step 2 Hearing Officer
5. Any other pertinent documents or relevant information

VI. A copy of this completed form should also be sent to

**Ms. Shelia P. Chavis
Professional Accountability
Louisiana Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064**