

## ***2018-2019 Teacher Evaluation Appeals Process for the Year End Instructional Practice Score (IPS)***

Teachers may appeal their summary evaluation for the 2018-2019 school year based on a lack of adherence to the procedures outlined in the current teacher evaluation system guidebook. The steps and timeline identified below will be used in the appeals process.

### **Submitting an appeal**

For teachers wishing to appeal their instructional practice evaluation score (IPS) for the 2018-2019 school year:

1. Print and complete the appropriate Teacher Evaluation Form. The links to the classroom teacher form and the non-classroom teacher forms are provided here:

Non-Classroom Teacher: <http://www.stlucie.k12.fl.us/pdf/forms/PER0195.pdf>

Classroom Teacher: <http://www.stlucie.k12.fl.us/pdf/forms/PER0196.pdf>

2. Attach all documentation that substantiates the basis for appeal as specified on the form.
3. Submit completed form and documentation to **Dr. Rafael Sanchez Jr., Executive Director, Human Resources.**

### **Timeline for submitting an appeal**

**THE TIMELINE FOR SUBMITTING APPEALS FOR THE YEAR END INSTRUCTIONAL PRACTICE SCORE IS MAY 15, 2019 – MAY 29, 2019.** Appeals submitted after this deadline will not be considered.

### **Consideration of Appeals**

All appeals will be considered using the following steps:

1. Date of receipt of completed appeal form and documentation is verified.
2. Form and supporting documentation are reviewed for completeness.
3. Basis of appeal is confirmed.
4. Completed appeals form and documentation are reviewed by the TES Appeals Committee.

### **Notification of Appeals Decision**

The teacher will be notified in writing of the Appeals Committee decision. The decision of the TES Appeals Committee is final.

### **Questions?**

Any questions regarding the Teacher Evaluation Appeals Process should be emailed to: **Patricia.Galloway@stlucieschools.org**