

# ***NORTH PEKIN – MARQUETTE HEIGHTS SCHOOL DISTRICT #102***

*Byron Sondgeroth, Superintendent  
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## **NORTH PEKIN MARQUETTE HEIGHTS SCHOOL DISTRICT 102 APPEALING AN “UNSATISFACTORY” TEACHER RATING**

### **APPEALS PROCESS**

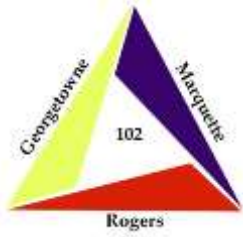
An appeal process is hereby established for teachers for the purpose of appealing an “unsatisfactory” rating received under Section 24A-5 of the Illinois School Code (105 ILCS 5/24A-5) by a qualified evaluator. This process is established pursuant to and in accordance with Section 24A-5.5 of the Illinois School Code (105 ILCS 5/24A-5.5). An appeal filed in accordance with the procedures established herein shall be reviewed by a panel of two qualified evaluators chosen by the Superintendent whom did not conduct the original evaluation of the teacher filing the appeal.

A teacher desiring to appeal an “unsatisfactory” rating shall file a notice of appeal with the Superintendent within ten (10) calendar days after receipt of the “unsatisfactory” rating. The notice of appeal shall state the factual basis for the appeal and include any relevant documents in support of the appeal. An appeal may be based on student growth ratings only if the appealing teacher identifies a valid data error.

Upon receipt of a notice of appeal, the panel shall determine whether the “unsatisfactory” rating was erroneous based upon a review of the written record of said rating, including, but not limited to, (1) the information and documents provided by the teacher in his or her notice of appeal, and (2) the original evaluator’s written observations, comments and feedback. In the event, the panel determines the written record is insufficient to make a determination, it may schedule a meeting with the appealing teacher, original evaluator, or review other evidence or interview other witnesses as it sees fit. Additionally, the panel may schedule an observation of the appealing teacher to aid in its determination. After a review of the written record of the “unsatisfactory” rating, any interview the teacher or evaluator, and any observation of the teacher, the panel shall overturn the “unsatisfactory” rating if the following criteria are met:

The notice of appeal was filed with the Superintendent within ten (10) calendar days after receipt of the “unsatisfactory rating”; The notice of appeal contains a sufficient factual basis for the appeal; and The panel unanimously determines the “unsatisfactory” rating was erroneous.

In such event, the panel shall determine the proposed evaluation rating which shall then be shared with the exclusive bargaining representative of the teachers. Upon review of the proposed evaluation rating, the exclusive bargaining representative may demand to bargain the evaluation rating. In such event, a District representative shall meet with the exclusive bargaining representative to bargain the rating. In absence of an agreement, the proposed evaluation rating determined by the appeal panel shall stand.



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## **NOTICE OF APPEAL**

A teacher receiving and “unsatisfactory” evaluation who wishes to appeal that rating to the Superintendent must complete and submit this form within ten (10) calendar days after receipt of the “unsatisfactory” rating

Teacher Name: \_\_\_\_\_

Date in which “unsatisfactory rating was issued: \_\_\_\_\_

Date appeal was received by the Superintendent: \_\_\_\_\_

*(Leave blank. Superintendent will complete.)*

State the factual basis for the appeal:

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List below and attach any relevant documents in support of the appeal:

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