

Clearview Local Schools
Form R: Response/Rebuttal Form

(Complete an additional form for each claim if occurring at different times in the school year)

Name of Candidate: _____ Date of Submission: _____

Will this score change my final rating? ☐ Yes ☐ No ☐ Hasn't been calculated yet

Rating Given by Evaluator: _____

Perceived Rating (what you think): _____

Building: ☐ VES ☐ DMS ☐ CHS

Evaluator(s): _____

Please select which item you are submitting the rebuttal for: (if submitting for both please check both boxes)

☐ Teacher Performance Rebuttal (*Optional*: Specific Section(s) to look at _____)

☐ Student Growth Rebuttal

	Specific Section	Specific Section	Specific Section
Score given by evaluator for specified area:			
Teacher perceived score for specified area:			

Rational for rebuttal:

Teacher Signature: _____ Date: _____

ACTION TAKEN BY REVIEWING BODY

(This section to be completed by the Progression Growth Team)

The Professional Growth Team has reviewed the submission and has reached the following determination:

- ☐ We have reviewed the response/rebuttal to the Teacher Evaluation Report Card (*Form D*) and conclude that the response/rebuttal does not alter the overall rating based on the evidence presented.
- ☐ We have reviewed the response/rebuttal and have addressed the following based on the rating from the Teacher Evaluation Report Card (*Form D*). Your new rating for the school year is: _____. The reason for this is:

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RESPONSE/REBUTTAL INSTRUCTIONS

Response/Rebuttal Statement: A candidate has the right to submit a response or rebuttal statement in writing to address a dispute in their overall evaluation rating. (The Professional Growth Team will contact the necessary parties for additional information if needed--a meeting is not required.)

Following the review of the rebuttal, the Professional Growth Team will determine if the candidate has a case. If the PGT declares that the case will be looked at, the evaluator will be contacted by the PGT for additional information.

Candidate's Responsibility: It is the candidate's responsibility to submit all documents that will support their rebuttal. Rebuttals must be submitted **within five (5) days per component completion**. The rebuttal form will be submitted with the documentation to the PGT email account pgt@clearviewschools.org. Failure to submit correctly will result in your case being dismissed.

Response/Rebuttal Form and Statement: The candidate completes the top portion of the Response/Rebuttal Form and attaches it to the necessary documentation.

- ✓ Must be received by the BOE secretary **within five (5) days per component completion**. If the response/rebuttal statement is received after the deadline date, it will result in your case being dismissed.

Administrative Support Staff:

Procedures for Processing Response/Rebuttal Statements and Forms:

After being notified of the rebuttal, the Professional Growth Team will call a meeting to evaluate the candidate's case. The Professional Growth Team will analyze the Rebuttal form to determine if the process should continue further. If it is determined by the team that there is a case:

1. The PGT will notify the evaluator in question that there is a case and that they may supply any additional artifacts or statement by the meeting date.
2. The PGT will analyze the documentation that was submitted and determine the teacher rating for that year. If additional information is needed, the parties involved will be notified.
3. All parties will be notified once a decision is made in writing.

* The evaluator will be excluded from the meeting as well as the teachers on the committee from the candidate's building. The Superintendent will make the final decision if the PGT cannot come to a consensus.

** The members of the Professional Growth Team that will sit on the review will all be OTES trained by 2020.