

## SANTA ROSA PROFESSIONAL ORIENTATION PROGRAM

### Appeal process

If the principal notifies a program participant that he/she has failed to successfully complete the Professional Orientation Program, and if the teacher feels the negative recommendation is unjust, he/she may file an appeal within ten work days of the notification to that effect using the following procedures.

1. The teacher may appeal in writing to the school principal asking for a reconsideration of the decision. The principal will review the information at hand, meet with the initial teacher team, and make a recommendation within five work days of receiving the request. The principal's recommendation must be in writing and sent to the teacher by certified mail with a copy put into the teacher's portfolio.
2. If the principal's recommendation remains negative, the teacher may, within five work days of receiving the negative recommendation, appeal in writing to the superintendent. The superintendent or his/her designee will review the portfolio, interview the teacher and members of the initial teacher team, if necessary, and make a recommendation, all within ten work days of the receipt of the appeal request. The teacher will be notified in writing by certified mail, and a copy of the decision will be placed in the teacher's portfolio.
3. If the superintendent's or his/her designee's recommendation is negative, the Certification Section of the state department will be notified of the district's decision not to verify the successful completion of the program, providing proof of notification to the teacher. Within 90 days, the Commissioner will notify the teacher that his/her application for a professional certificate has been denied, and that he/she may appeal to the Education Practices Commission under Section 1012.795, Florida Statutes and Rule 6B-11.005, FAC.

It shall be the burden of the teacher to show that he/she has met the criteria for successful completion. The Education Practices Commission shall issue a final order granting or denying the certificate after an informal hearing before that commission or a formal hearing before the Division of Administrative Hearings.

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I have read and understand this appeal process.

Teacher: \_\_\_\_\_  
(Signature)

School: \_\_\_\_\_ Date: \_\_\_\_\_