

# APPEALS PROCESS

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

The Principal or designee will conduct a conference with any teacher who will receive an unsatisfactory/non-completion statement. During this conference the appeals process will again be explained to the participant.

Any beginning teacher who does not successfully complete the Induction Program in Duval County may appeal in writing through the following progressive levels:

**Level One: Principal**

**Level Two: Supervisor of the Teacher Induction Program**

**Level One:** After receiving written notification of non-completion, the beginning teacher will have ten (10) calendar days to submit a written request to his/her principal requesting reconsideration of the non-completion decision. The principal shall respond to the teacher in writing. If the principal upholds the initial decision, the beginning teacher may appeal to the next level.

**Level Two:** After receiving a written response from the principal, the beginning teacher will have ten (10) calendar days to submit a written request for a hearing to the Supervisor of the Teacher Induction Program. The Supervisor of the Teacher Induction Program will arrange a meeting of the Appeals Committee to hear the beginning teacher's appeal.

The Appeals Committee will consist of administrators, peer teachers, and successful beginning teachers. The number of people on the committee will be no less than three and will not exceed five. The Supervisor of the Teacher Induction Program will facilitate the Appeals Committee meeting. The beginning teacher must personally make a presentation to the Appeals Committee and shall speak only to how he/she has met the criteria for success in the Induction Program. The members of the committee will vote as to whether to uphold the principal's decision. The Supervisor of the Teacher Induction Program will notify in writing the decision of the committee to the beginning teacher within ten (10) days of the decision.

It shall be the burden of the beginning teacher to show that he/she has met the criteria for successful completion of the Induction Program. F.S. 1012.56 (7)(b)

**I have read the Duval County Appeals Process and understand it.**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date of Signature