



# **Sacramento City Unified Teacher Induction Handbook**

**2017-18**

## **Vision Statement**

SCUSD's Induction Program will provide Participating Teachers individualized, two-year job-embedded support in the first years of their teaching profession so as to increase the efficacy and retention of our new teachers. In doing, so Participating Teachers will also demonstrate progress towards mastery of the California Standards of the Teaching Profession so as to effectively serve our diverse student body, their families and our community.

## **Table of Contents**

### **Welcome to the Sacramento City Unified Induction Program**

Welcome Letter

Frequently Asked Questions

### **Participating Teachers**

Participating Teacher Roles and Responsibilities

Participating Teacher Commitment Form

### **Support Providers**

Support Provider Roles and Responsibilities

### **Site Administration**

Site Administrator Program Review and Commitment Form

### **Early Completion Option**

Early Completion Option (ECO) Criteria

Early Completion Option (ECO) Application

### **Appeal Procedure**

Appeal Process

Formal Appeal Form



## SCUSD INDUCTION PROGRAM

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Dear Teacher,

Welcome to the Sacramento City Unified District (SCUSD), and congratulations! You are now part of a team of educators who are serving the nearly 48,000 students who attend our schools. As teachers, you have an important role in making a difference in the lives of our students, and in helping us achieve our goals as a district: College and Career Ready students; Safe, Clean and Healthy Schools; and family and Community Engagement

Research on student achievement shows that the teacher expertise is the single most important factor in student learning. You are a significant factor in the educational outcomes for your students. But, you are not alone. Through the SCUSD Induction Program, you will receive on-going, job-embedded support and formative assessment of your teaching to help you grow towards mastery of the California Standards for the Teaching Profession (CSTPs). Your journey will include experiences and give you confidence in your skills to manage the classroom and curriculum standards, thusly increasing your satisfaction as an educator. Upon successful completion, you will also have the opportunity to apply for your Professional Clear Credential.

Teaching is a very rewarding profession, and it can also be challenging, especially in the early years. I began my career as a teacher-intern in SCUSD. I remember my first years with my students well. Our office is here to support you along the way. Please do not hesitate to call us if you have questions, or if you have need for additional assistance.

Thank you for all that you do and are going to do for the students and families of our district in the years ahead. Our students deserve the best. You deserve the best. And, thank you for choosing the most important profession – teaching!

Best wishes for the school year.

Sincerely,

Corrie Buckmaster Celeste

## Frequently Asked Questions

### What is Induction?

Induction is two-year, job-embedded program designed to provide coaching and mentoring support to new teachers during their first years in the profession, and to provide new teachers support towards their growth and mastery of the California Standards for the Teaching Profession (CSTP). The California Commission on Teacher Credentialing (CTC) also approves participation in Induction as a means to obtain a Professional Clear Credential. New teachers are first offered a Preliminary Credential which they have five year to “clear” by obtaining a Professional Clear Credential.

### Who is eligible?

Teachers who hold a preliminary teaching credential (general education and Education Specialists) and who are employed full or part-time as a teacher of record in the Sacramento City Unified School District. Upon enrollment, and confirmation of your preliminary credential on the CTC website, all new teachers participating in Induction will need to participate in the Induction Orientation prior to beginning their Induction Program

### What are the Goals of the SCUSD Induction Program?

- Provide individualized, job-embedded support and mentoring to new teachers
- Provide professional learning and support for new teachers to show continued progress towards master of the California Standards for the Teaching Profession (CSTPs)
- Model and encourage continuous self-assessment and reflection
- Improve student performance on state-adopted content standards through professional learning, training, information and assistance for Participating Teachers
- Enable Participating Teachers to be effective in teaching students who are culturally, linguistically and academically diverse.
- Retain quality teachers in the profession
- Collaborate with Institutions of Higher Education
- Enable Participating Teachers to also complete

### How do I enroll?

If you are eligible, you have two options for enrollment:

- New Employee Orientation
- Contact the Office of Teacher and Leadership Development at (916) 643-2156

### What does the Sacramento City Unified Teacher Induction Program provide?

- Job-embedded mentoring from a trained support provider
- Non-evaluative and confidential relationship with your support provider, who is serving in a similar job assignment or credential area. (On-site support providers preferred, if available)
- Engagement in meaningful inquiry related to your teaching assignment
- Professional learning to support growth and mastery towards meeting the expectations of teachers as outlined in the California Standards for the Teaching Profession (CSTPs)
- Professional learning to support instruction in your content area(s)
- Collegial connections with a community of beginning teachers and mentors
- Guidance towards completion of all Clear Credential requirements

### **What are the general program components?**

While the specifics of the program may be revised annually to meet the needs of Participating Teachers, Support Providers, and accreditation requirements, the SCUSD Induction Program typically involves:

- Use of the CSTPs are the basis for what teachers should know and be able to do
- Requires the development of an Individualized Learning Plan as related to the CSTPs and requires the collection of evidence relevant to the Participating Teacher's practice
- Requires inquiry-based learning, classroom observations, reflective cycles of instruction, and assessment techniques to improve teaching practices
- Provides criteria – descriptions of practice for examining professional growth over time.
- Provides professional learning regarding the CSTPs as well as instructional content area
- Provides weekly support as provided by an SCUSD trained Support Provider
- Requires the development of an electronic portfolio to demonstrate growth towards mastery of the California Standards for the Teaching Profession (CSTPs)

### **I participated in Induction before in another school district. What do I do?**

- Please contact our office at (916) 643-2156.



# Teacher and Leadership Development Department

## Participating Teacher Induction Roles and Responsibilities

**By participating in the SCUSD two-year, job embedded Induction Program, I commit to:**

- Create and submit an electronic portfolio demonstrating evidence of my on-going growth and development towards mastery of the California Standards for the Teaching Profession (CSTPs).
- Create and implement an Individual Learning Plan (ILP) with a support provider, with input from my site administrator, or supervisor, and the Induction Program administration, that contains goals and objectives based on the *CSTPs*; Reflect on and monitor progress towards my goals as outlined in my ILP and adjust the focus of my ILP as needed; Complete the annual ILP reflection cycle.
- Collaborating with my support provider, site administrator, other Induction participants, and other colleagues.
- Attending, participating in, and completing all required Induction activities, requirements and assignments.
- Participating in the observation assessment process, and using the results to chart professional growth through further mentoring and training activities.
- Developing and maintaining an activity log that provides reflection on learning as well as a basis for continued examination of professional practice and growth.
- Demonstrating proficiency of the requirements for induction completion, as stated by the California Commission on Teacher Credentialing.
- Providing feedback on Induction program effectiveness to principal, support provider, Induction administration, and advisory committee representatives (e.g. oral/written communication, surveys).
- Respond to requests for information from Induction administration in a timely manner.

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Participating Teacher Name (Print):

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Participating Teacher Signature/Date:

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School Site:



## Teacher and Leadership Development Department

### Participating Teacher Letter of Commitment

A core value of the Sacramento City Unified School District (SCUSD) Induction Program is a commitment to a high-quality, two-year individualized program for every qualifying new teacher. Major objectives include supporting teachers to improve teaching practices and student learning based on using the California Standards for the Teaching Profession

[CSTP] and Induction Program Standards, and to complete requirements towards earning a California Professional Clear Credential.

As with any partnership, each member contributes to the effectiveness of the results of a shared endeavor. Each Participating Teacher plays a key role in the development of a successful partnership with the Sacramento City Unified School District (SCUSD) Induction Program.

I, \_\_\_\_\_ agree to participate in the Sacramento City Unified School District (SCUSD) Induction Program. I have read the Participating Teacher Responsibilities as described below. I understand that all program requirements must be fulfilled in order to receive a recommendation for a California Professional Clear Credential. I also understand that I must enter a professional teacher Induction Program within 120 calendar days of the start of my initial teaching contract. If, for any reason, I am unable to participate fully in the Induction program, I understand that I must contact my Support Provider (SP) and Induction Coordinator immediately. I further understand that extensions will only be granted under extenuating circumstances (e.g., medical/family illness or emergency).

Responsibilities as a Sacramento City Unified School District (SCUSD) Induction Participating Teacher:

- Review the requirements for Induction with my Support Provider (SP) and Induction Coordinator.
- Develop a professional relationship with the SP characterized by openness, respect, collaboration and reflection.
- Participate in support from your SP weekly for a minimum of 1 hour to inquire about, examine and reflect on teaching, or any other needs you may have in relation to your practice. Total meeting hours must not fall below 55 hours. Provide the SP with appropriate notice (suggested 72 hours) of changes to meeting times and days.
- Attend *mandatory* program meetings
- Complete all mandatory tasks as outlined in the program.
- Compile and submit with evidence within the timeline provided a professional portfolio that demonstrates your progress towards master of the CSTPs.
- Complete the Teaching Cycle deadlines according to the schedule provided.
- Participate in informal and formal classroom observations by the SP and/or Program Coordinator, including pre and post conferences. (Any information gathered during an observation remains confidential.) The goal is to increase and build upon knowledge and skills around the California Standards for the Teaching Profession (CSTP.)
- Participate in 20 hours of Professional Learning as aligned with the Individual Induction Plan (ILP.) Activities may include, but are not limited to: classroom observation opportunities, conferences, professional readings, purposeful conversations with other professionals. (You may not receive credit the activity for Induction PL if you are receiving payment for the PL.)
- Complete the year-end requirements and participate in all requested surveys.
- Complete all requirements listed on the Induction Checklist.
- Communicate questions or concerns about the responsibilities of the SP, the Site Administrator, the District Induction Coordinator, or the Induction Program to the Program Coordinator as appropriate. In the event a program extension is needed, the process for intervention must be followed.
- Grant permission to the Sacramento City Unified School District (SCUSD) Induction Program to collect relevant documentation from the teacher Preparation program, including the Teaching Performance Assessment (TPA), as appropriate.



## SCUSD Induction Program

### Participating Teacher Letter of Commitment

#### Continuous Enrollment

Once accepted and enrolled in the SCUSD Induction Program, a candidate retains participation status until:

- completion of the program
- Withdrawal from the program
- She/he is dropped from the program based on established criteria; or
- Is admitted to another approved program to complete the requirements, with minimal disruption, for authorization of a clear California teaching credential

Participating Teacher (please print):

Signature Participating Teacher:

Date:





## Teacher and Leadership Development Department

### Support Provider Roles and Responsibilities

By Serving as an SCUSD Support Provider, I commit to...

- Providing support to my assigned new teacher as part of their two-year Induction Program.
- Attend five Support Provider Meetings
- Attend and actively participate in an annual Orientation, Triad Meeting, Winter Seminar and Colloquium. Provide follow-up such as debriefing and support in applying new knowledge and techniques as required.
- Provide support for your Participating Teacher(s) a minimum of one (1) hour each week for a total of 55 hours each year; meet as needed for all on-call assistance and ongoing informal discussions; complete all non-evaluative classroom observations required by the Induction Teaching Cycles; and facilitate other support and classroom observation opportunities for Participating Teachers .
- Model effective instructional skills.
- Develop a sustained and thoughtful mentoring relationship with each PT characterized by openness, listening, sharing and reflection.
- Assist your Participating Teacher(s) in creating and implementing an Individualized Learning Plan (ILP).
- Maintain weekly Reflective Conversation Logs documenting support, meetings, and assessment activities
- Assist Participating Teacher(s) in completing the induction requirements
- Participate in formative assessment and feedback with the coordinator consisting of: self-assessment, creating an action plan, and one-on-one coordinator meeting; review and provide feedback documentation to participating teachers following PT submission of lesson plans, lesson reflections and informal observations.

#### **Additional Responsibilities:**

- After being contacted from the Induction office, inform your Participating Teacher about his/her involvement with the Induction Program. Provide feedback regarding progress toward completion of the program.
- Create an Individualized Learning Plan with your Participating Teacher with input from the PTs administrator and the Induction Office.
- Support your Participating Teacher in accumulating evidence of professional growth in relation to the State-adopted academic content standards, performance levels for students, the *California Standards for the Teaching Profession* (CSTP), and credential standards.
- Complete and document formative assessment and support activities. Maintain confidentiality and only discuss the information during these activities if asked by the Participating Teacher.
- Conduct formal and informal classroom observations, a minimum of three times a quarter or four times a trimester, to provide specific feedback to your Participating Teacher.
- Complete local and state program evaluation activities.
- Provide additional assistance to your Participating Teachers, when needed
- Support Providers may be asked to participate in the recommendation of the Clear Credential by participating in a year-end Triad meeting or a Year -Long-Plan in the beginning of the year with Participating Teacher(s).

## Special Circumstances:

If for any reason you and your Participating Teacher are not working together effectively, please inform the Induction Coordinator regarding a possible reassignment. If you are placed on a leave of absence, please contact the Induction Coordinator with all Special circumstances that may arise as soon as possible.

## The Sacramento City Unified School District will provide:

- Training in the Induction Teaching Cycles and document completion.
- Updated Induction Teaching Cycle documents will be available in Google.
- A stipend for your participation - *Stipends will be paid out quarterly.*
- Opportunity to earn academic credits from CSUS.
- An equivalent of two (2) days of release time to conduct observations.
- Professional Learning opportunities that align to the California Standards for the Teaching Profession and your work in Induction.

## Professional and Ethical Responsibilities for SPs

The role of Support Provider is important. The professional and ethical responsibilities outlined below in CSTP 6.7 and/or SCUSD Board Policy are also considered when serving in this role:

- Takes responsibility for student learning outcomes
- Is aware of one's own personal values and biases and recognizes ways in which these affect the teaching and learning of students
- Adheres to legal and ethical obligations and teaching the full range of Learners, including English Learners and students with special needs
- Reports suspected cases of child abuse and/or neglect as defined in the California Child Abuse and Neglect Reporting Act
- Maintains a non-hostile classroom environment and carries out laws and district guidelines for reporting cases of sexual harassment and/or discrimination
- Understands and implements school and district policies and state and federal law in responding to inappropriate or violent student behavior
- Complies with legal and professional obligations to protect the privacy, health and safety of students, families and other school professionals
- Models appropriate behavior for students, colleagues and the profession
- Acts in accordance with ethical considerations for students
- Maintain professional conduct and integrity in the classroom and the school community

Support Provider Name (Print):

Support Provider Signature:

Date:



Induction Commitment Form  
Site Administrator

School Site: \_\_\_\_\_

I understand that I have a new teacher on my staff who is participating in the SCUSD Induction Program. I understand that the induction program provides coaching and mentoring to SCUSD's new teachers and that it is their path towards obtaining a Professional Clear Credential, which is required within five years of obtaining their Preliminary Credential. I also understand that the participating teacher will be assigned a support provider, and that they will engage in professional learning opportunities to further their growth towards mastery of the California Standards for the Teaching Profession (CSTPs), as well as to enhance their knowledge of content area knowledge and pedagogy.

As the site administrator, I commit to....

- Respect the confidentiality of the of the participating teacher/support provider relationship. No knowledge or use of any work product related to induction may be included or referenced in any form of a participating teacher's evaluation.
- Support participating teachers' growth through attendance in professional learning sessions as paid for by the Office of Teacher and Leadership Development.
- Communicate any questions or concerns to the Office of Teacher and Leadership Development.
- Support individual participating teacher growth through access to on site professional development and support strategically designed to meet individual participating strengths, needs, interests, and site/district goals to the extent possible.
- Meet with my participating teacher and their support provider during the development of the Individual Learning Plan (ILP) to provide my input regarding site or district level information that the participating teacher may want to take into account while developing their ILP goals.
- Store and maintain the Swivl on site for the purpose of observation/reflection. If the Swivl is lost, or broken, the school site may be charged for the replacement.

\_\_\_\_\_  
Signature of Site Administrator

\_\_\_\_\_  
Date



## Teacher and Leadership Development Department

### Early Completion Option (ECO)

The Early Completion Option (ECO) was designed to "enable interested candidates with teaching experience . . . to serve in the public schools". Ed. Code section 44468 (e) allows eligible individuals to complete a Commission-Approved Induction Program at a faster pace (12-14 or 18-month timeline). It also allows individuals the opportunity to earn a Clear Credential.

#### ELIGIBILITY

**Note: All applicants must be full time employees, hold a California Preliminary Credential with CLAD certification or equivalent, and meet NCLB "Highly Qualified Teachers".**

**Out-of-State Teachers:**

Three or more years of verified teaching experience, including standards-based, proficient evaluations from site administrators.

**Private School Teachers:**

Three or more years of private school experience, including standards-based, proficient evaluations from site administrators.

**California Teachers:**

Three or more years of teaching experience, including standards-based, satisfactory evaluations from site administrators.

#### APPLICATION PROCESS

Due Date: May 18, 2018

**Attach the following:**

- Cover Letter
- ECO Application
- Resume with 3 references
- Letter of recommendation from current Supervisor
- Letter of Recommendation from other Administrator
- Portfolio

Induction Program Administration will review completed application packets and notify qualified participants as soon as possible.



# Teacher and Leadership Development Department

## Participating Teacher's Application for Participation in The Early Completion Option

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

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

School Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

- **Early Completion Guidelines:**

The legislation permitting a Early Completion Option (ECO) of Induction is Senate Bill 57 (Scott). The legislation is intended to enable *experienced* and *exceptional* candidates to complete an Induction Program that is equally as rigorous as the full-length program. The candidate must hold a preliminary multiple or single subject credential and be deemed by the approved induction program and the employing district to be appropriate for the early completion option for professional teacher induction.

- **Criteria (All documentation and this application must be submitted as a single packet by May 18, 2018 for consideration.)** The evidence must provide a *compelling* picture of the candidate's *experience and exceptional* beyond that expected in a Preliminary credential program.

- Submit a **cover letter** convincing the ECO panel of the candidate's experience and exceptional
- Submit a **current resume with 3 references**, documenting prior teaching experience (candidates must have completed at least 3 years of teaching)
- Have a current **Site Administrator** email the attached **recommendation** for ECO
- Submit one (1) **additional recent recommendation** from a school or district administrative officer attesting to the candidate's appropriateness for ECO
- Submit a portfolio** of work that substantiates the candidate's experience and exceptional in relation to the Induction Program Standards:

- The six *California Standards for the Teaching Profession*

The portfolio must document a ***pattern of professional development that goes "above and beyond"*** that expected in the Preliminary Teaching program. The portfolio might include, but is not limited to:

- Job descriptions
- Awards
- Certificates of completion from professional development courses
- Letters of collaboration from superiors, peers, clients
- Unit Plans developed: Formal observations from administrators
- Transcripts
- Course descriptions
- Diplomas
- Books or articles published
- Speeches given
- Audiovisual presentation
- Induction Colloquium Presentation



# Teacher and Leadership Development Department

## Participating Teacher's Application for Participation in The Early Completion Option

All of the above criteria must be met as determined by the Induction Program. In addition, the SCUSD Induction Program retain the right to request any additional evidence that may be necessary to determine a candidate's appropriateness for the ECO. The decision of the SCUSD Induction Program regarding a candidate's eligibility for ECO is final.

### **Monitoring Progress**

Candidates accepted for the Early Completion Option will be provided with an individualized plan for early completion. Candidates will be notified of the plan expectations and timelines for early completion in the Applicant Summary and Recommendation" form. Options for Early Completion include 12-, 14- or 18-month timelines. If at any time during the course of completion requirements are not being met by the candidate, ECO status may be suspended or revoked at the discretion of the Induction Program Manager.

The individualized plan will take into account previous experience, portfolio evidence, evaluations to focus the program support on the documented needs of the participating teacher. The individual induction plan will specify which formative assessment and professional development activities will be completed, dates for periodic review of the candidate's work, and due dates for completion.

The Participating Teacher will submit evidence during scheduled periodic reviews. Reviews will occur early and often enough to provide the most appropriate program to the candidate. Progress on completion will be documented in the Induction Program Assignment Record in Google.

The candidate will agree that missing deadlines and/or program requirements may be cause for the withdrawal of the ECO option approval. The candidate must continue to demonstrate that the ECO is appropriate for him/her. The candidate must retain the continuing recommendation of the site administrator that ECO is appropriate. If a candidate is unable to continue to demonstrate appropriate placement in the ECO or selects to enter the full program, the candidate is responsible for completing the full-length Induction Program.

### • **Completion**

The district and Induction Program are responsible for determining whether a candidate has completed all the requirements of the approved program.

The ECO candidate must demonstrate that she/he has the knowledge, skills, abilities and competencies required of all teacher candidates who complete the full length Induction program as detailed in the *Induction Program Standards (2015)*.

Forms of documentation used to demonstrate completion of the full-length approved Induction Program may be used and/or adapted as necessary to document early completion. ***Final products for Induction Standards (grounded in the California Standards for the Teaching Profession) will meet the same requirements as those of regular track, full-length induction candidates.*** The program ensures that the ECO program is equally as rigorous as the full-length program although shorter in length.

The Induction Program Coordinator and Director will make the final determination about a candidate's completion.

### • **Responsibilities of the Induction Program**

1. The Induction Program will pair candidates for the ECO with an experienced Support Provider.
2. The Induction Program will document the number of individuals enrolled in the SB 57 ECO and keep records of those who complete this option each year.
3. The Induction Program will document the length (in months) of time each SB 57 candidate took to complete the program.
4. The policies, procedures and records of ECO will be included in formal and informal program review.

Signature: \_\_\_\_\_

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



# SCUSD Induction Program

## Induction Early Completion Option (ECO) Application Administrator Recommendation

Purpose:

Senate Bill 57 was designed to allow eligible individuals to complete a Commission-approved Induction program at a faster pace than the full two-years required to complete all the requirements. The Intent of the law is to serve experienced and exceptional candidates. In order for a Commission-approved induction program to verify completion of the program for any candidate enrolled in the early completion option, (ECO) the candidate must have demonstrated that he or she has the knowledge, skills, abilities, and competencies required for the Clear Credential.

The following teacher is requesting an Early Completion Option:

Candidate's Name: \_\_\_\_\_

Administrator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Site: \_\_\_\_\_ Position: \_\_\_\_\_

I have observed this candidate \_\_\_\_ times.

Based on your observations, please refer to the California Standards for the Teaching Profession Placemat and the Levels of Teacher Development Across the CSTP and mark the appropriate column that best describes this candidate's skills and abilities:

Standard	Emerging	Exploring	Applying	Integrating	Innovating
Engaging and supporting All Students In Learning					
Creating and Maintaining Effective Environments for Student Learning					
Understanding and Organizing Subject Matter for Student Learning					
Planning Instruction and Designing Learning Experiences for All Students					
Assessing Students for Learning					
Developing as a Professional Educator					

Comments:

\_\_\_\_ I recommend this candidate to be granted the ECO option.

\_\_\_\_ I do not recommend this candidate to be granted the ECO option.

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Email this recommendation to:  
Christine-Velasquez@scusd.edu

## Induction Appeal Process

The Sacramento City Unified School District Teacher Induction Program Appeal Process is as follows:

### 1. Eligibility

At the point of hire, the employing agency confirms a candidate's credential status with the California Commission on Teacher Credentialing (CTC). Eligibility requirements include posting a preliminary California Teaching Credential with the CTC in either General Education or as an Education Specialist prior to participation in Induction. Using the enrollment forms provided by the District and the Induction Program, Human Resources staff and/or staff from the Office of Teacher and Leadership Development will, upon hire, refer and or provide eligible candidates with program information. Included in the forms are the New Hire Form, Induction Brochure, Participating Teacher Commitment Form, Participating Teacher Roles and Responsibilities, Induction Handbook, Decline to Participate (as needed). An eligible teacher, upon submission of all required forms, will be enrolled into the SCUSD Induction Program.

### 2. Candidate Work

Satisfactory completion of work is based on two components:

#### ▪ Completion of Required Documentation and Tasks

Participating Teacher work must offer evidence of growth along the Continuum of Teaching Practice (CTP) as it relates to the California Standards for the Teaching Profession (CSTPs). Participating Teachers' submissions must provide specific examples of progress and professional development as it relates to the CSTPs. Timely completion of all Induction work may affect enrollment and participation in the program.

#### ▪ Attendance and Participation during Sessions

Attendance and participation during required sessions insures all Participating Teachers are receiving the professional development and guidance to complete all Induction Requirements.

### 3. Colloquium

All Participating Teachers must successfully complete and submit an electronic portfolio at the end of each year which includes evidence towards mastery of the CSTPs. Each Participating Teacher must present their portfolio at the annual Colloquium. Participating Teachers will be given credit/no credit for meeting expectations as outlined in the Colloquium guidelines.

### 4. Determination

If work and or attendance/participation is deemed as Satisfactory by Induction coordinator (meets all program requirements), then SCUSD Induction coordinator will recommend to the California Commission on Teacher Credentialing (CTC). If work and/or attendance/participation is deemed unsatisfactory, and a recommendation is not being forwarded to the CTC, and/or it is deemed that the Participating Teacher needs to complete additional time in the SCUSD Induction Program, the Participating Teacher may file an appeal to the decision.



**Step 1: Informal Appeal Process**

- The Participating Teacher discusses the issue with the SCUSD Induction Program Coordinator

**Step 2: Formal Appeal Process**

- If the issue is not resolved within the informal process, a written appeal may be filed with the Director for Teacher and Leadership Development.
- The Director for Teacher and Leadership Development will conduct a review of the records and meet with applicable parties within 10 working days of receipt of the appeal.
- After conducting the meeting and completing a full review of the records and information, the Director for Teacher and Leadership Development will send a written response to the Participating Teacher outlining the findings and determination within 10 working days.

**Step 3: Appeal to the Chief Academic Officer**

- If the issue is not resolved in step 2, the Participating Teacher may submit an appeal to the Chief Academic Officer.
- The Chief Academic Officer will conduct a review and meet with the Participating Teacher within 10 working days upon receipt of the appeal.
- The Chief Academic Officer will prepare a written response with the findings to the Participating Teacher within 10 days of the meeting.

**Step 4: Appeal to the California Commission on Teacher Credentialing (CTC)**

- If the issue is not resolved in step 3, the Participating Teacher may submit a complaint to the CTC for investigation and review.



# SCUSD Induction Program

## Step 2 – Formal Appeal

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

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

Teaching Assignment: \_\_\_\_\_

I disagree with the determination made by \_\_\_\_\_.

List Reasons:

Signature: \_\_\_\_\_

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