



INDUCTION PROGRAM POLICIES AND PROCEDURES



Process to Inform

The CUSD Human Resources notifies each Preliminary Credentialed teacher about the TIPS program upon hiring and when program eligibility is determined.

Mentor Assignments and Reassignments

Every attempt is made to match mentors and candidates according to their school-site and grade or subject taught, within 30 days of enrollment. The mentor assigned is notified and makes the initial contact with the candidate he/she is supporting. Mentors who are classroom teachers are generally limited to supporting no more than three new teachers in order to ensure that intensive, individualized support and assistance is provided to each candidate.

Occasionally, a mismatch is made resulting in a less productive relationship between the mentor and the candidate. If either the mentor or the candidate feels this is the case, the Program Specialist(s) and/or Supervisor is notified and investigates to determine the appropriate course of action to be taken. It is the responsibility of the candidate and/or mentor to notify the Program Specialist(s) and/or Supervisor in writing that there is a concern with the pairing. The program staff will work to see if the issue can be resolved. Reassignment will occur if no resolution is possible.

Release Time Guidelines

Release time is offered for mentors and induction program participants for the purpose of classroom observations and visitations. A minimum of two days of release time for candidates and four days for mentors per school year for a period of two years are provided (schedule is dependent on availability of substitutes).

During the Distance Learning implementation, all observations are done during the observer's asynchronous instructional time. No substitute teachers are provided for this purpose.

Credential Recommendations

Clear credential recommendations for Compton Unified School District induction graduates are provided solely by the Compton Unified School District HRED Credential Supervisor and/or Credential Technician.

Extension Policy

The CUSD Teacher Induction Program and Supports leadership recognizes that extenuating circumstances occasionally occur that may prevent a Candidate from completing the requirements of the induction program in a two-year period. An

extension policy is in place to be used when the Program Specialist(s) and/or Supervisor are notified of circumstances that result in a need for additional time for a candidate to complete induction.

Appeal Policy

Candidates who are determined not eligible to exit the program after two years, or after determination that the ECO candidate needs to be rerouted to the traditional pathway, have the option to submit the Appeal Form and meet with the Appeal/Advisory Committee at least 5 days after the appeal form was received. If the Appeal Committee determines the candidate eligible for program exit, the program advisor will finalize the candidate's transcript within 3 days, schedule the exit interview, and submit the candidate's program completion documents to the Human Resources Credential Recommenders.

Procedure to Repeat Portions of the Program

If the Appeal Committee determines that the candidate is eligible to repeat portions of the program, the procedure to repeat portions of the program will be followed.



REASSIGNMENT POLICY

Regarding Mentor Reassignments:

The following procedures will be followed if any stakeholder determines that a non-productive match exists between the Mentor and the Candidate:

- ◆ The stakeholder gives written notice of his/her specific concerns regarding the match to the TIPS Specialist(s) and/or Supervisor.
- ◆ The TIPS Specialist(s) and/or Supervisor will investigate the concerns from both parties in order to determine the appropriate course of action.
- ◆ The TIPS Specialist(s) and/or Supervisor will review the matter and issue a decision regarding the Mentor/Candidate assignment within two weeks of the meeting.
- ◆ Should the match continue to be non-productive, a reassignment will be made.

EXTENSION CONTRACT

Name: _____ Home Phone Number: _____

School Site: _____ Cell Phone Number: _____

Program Entry Date: _____ Anticipated Program Exit Date: _____

The Compton School District (CUSD) Teacher Induction Program and Support (TIPS) is designed for completion within the first two years of employment with a preliminary credential. Candidates must complete all requirements for the California clear credential within five years after receiving a preliminary credential. Extenuating circumstances have delayed the completion of the Induction Program within a two-year period, by the individual named above. The CUSD TIPS Supervisor has approved the proposed exit date stated above.

I, _____ agree to complete the following:

Required Evidence for Completion	Date Due	Evidence Reviewed and Approved Date and Initials of Reviewer

I have met with the Program Specialist and/or Supervisor and agreed to the above stated conditions to complete the requirements for the professional credential by the anticipated exit date stated above.

Candidate's Signature

Induction Program Approval Date

INTERVENTION ACTION PLAN PROCEDURES

CUSD is committed to maintaining quality standards throughout its Induction Programs. To maintain these high standards, CUSD has established the following procedures to identify and assist a Candidate who is experiencing difficulty.

Intervention Action Plan Steps

1. If a Mentor is experiencing difficulty with a Candidate, or the professional agreement is not being followed, the Mentor immediately shares his/her concerns with the TIPS Program Specialist(s) and/or Supervisor.
2. A triad will take place with the Mentor, Candidate and Induction Program Specialist(s) and/or Supervisor to identify the area(s) of concern and the methods for collecting performance evidence during the planned intervention.
3. An action plan will be established and signed by triad participant.
4. A designated timeline will be established in which to remediate identified areas.
5. Extra support will be provided to the Candidate through one or more of the following:
 - Additional support for work related to meeting induction standards
 - Additional observations
 - Conferences
 - Reflection of performance, evidence collected
 - Lesson modeling by an expert teacher
 - Co-teaching
 - Professional learning sessions

A Candidate will not receive credit for the Induction Program if evidence of meeting the Induction Program Standards is not submitted during the Induction Program.



INTERVENTION ACTION PLAN

The following Action Plan is effective on _____.
The Induction Program specialist(s) and/or supervisor, mentor, and candidate will revisit this plan to determine the amount of progress being made.

A. Area(s) of Concern:

B. Specific Goals for Improvement:

Signatures:

Induction Supervisor or Program Specialist

Mentor

Candidate



**Compton Unified School District
Teacher Induction Program and Supports (TIPS)**



APPEAL FORM

Candidates may submit an appeal regarding a decision that impacts admission, retention, and/or graduation from the CUSD Induction Program.

Induction Candidate:	Date:
Mentor:	School/Department:
Program Year:	Job Assignment:

Reason for the Appeal

TO BE COMPLETED by Teacher Induction Program Leadership

ACTIONS	DATES
Appeal is received in the Induction Department	
Scheduled date for Appeal/Advisory Committee to meet	
Candidate submission of additional information for consideration by the Appeal Committee (Must be at least one week prior to the Appeal Committee Meeting)	
Candidate notification of Appeal Committee Meeting and Evidence Submission	
Determination of the Appeal Committee	
<input type="checkbox"/> Appeal Rejected <input type="checkbox"/> Appeal Accepted Comments:	
Candidate notified of final determination of Appeal Committee	

Candidate must submit this document to the Induction Program Office



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Procedure to Repeat Portions of the Program

Candidates who are eligible to repeat portions of the program, upon determination by the Appeal Committee, must follow the procedure outlined below.

<ul style="list-style-type: none"> • The Appeal Committee identifies the portion(s) of the program to be repeated: _____ • The Appeal Committee determines if a new mentor should be assigned to the candidate. <ul style="list-style-type: none"> <input type="checkbox"/> Same mentor: _____ <input type="checkbox"/> New Mentor: _____ • The Appeal Committee determines the time frame and dates for the candidate to complete the repeated portion(s) of the program. <ul style="list-style-type: none"> <input type="checkbox"/> One semester: _____ <input type="checkbox"/> Two semesters: _____ • This form must bear the signature of the person attesting the validity of this document: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Print Name: _____ Signature: _____ Date: _____ </div> <div style="margin-top: 5px;"> Designation: <ul style="list-style-type: none"> <input type="checkbox"/> Appeal Committee Member <input type="checkbox"/> Program Advisor </div>

This to certify that the above procedure was explained to me by the Appeal Committee Member/ Program Advisor and I understand that my full commitment to the program is essential for my successful completion.

Candidate Name:	Candidate Signature & Date:
School Site:	Grade Level/Subject Area:
Link to the Appeal Form with determination of the Appeal Committee	Program Year: