



PARTICIPATING TEACHER MEMORANDUM OF UNDERSTANDING

I understand that participation in the CUSD Induction Program is intended to build upon university course work and previous teaching experience. For eligible participating teachers, the CUSD Induction Program will lead to a clear credential. An individualized support system will be used to guide professional development. Work in this program will not be used for evaluative or employment purposes.

In order to successfully complete the program I must:

1. Understand that the CUSD Induction Program consists of an individualized system of support in which I determine the focus area(s), along with Mentor support and guidance, to meet professional goals.
2. Enroll in the CUSD Induction Program within 30 calendar days from the start of my initial teaching contract.
3. Understand the reasons I qualify as a Participating Teacher (PT) in the CUSD Induction Program, as noted on the Notification of Participation form.
4. Understand that, should I decide not to enroll in the CUSD Induction Program, I must indicate that I decline to participate on the Induction Notification of Participation form, which absolves CUSD from responsibility in providing me with support and/or a recommendation for a Clear Credential.
5. Understand that the Early Completion Option (ECO) is an abbreviated version of the CUSD Induction Program for those experienced and exceptional teachers who have had classroom experience teaching under an internship, PIP, or STSP and whose Site Administrators along with evaluations verify they are exceptional teachers.
6. Understand my responsibilities in the CUSD Induction Program as explained to me during Induction Orientation, as well as in the Induction Handbook, and on this MOU.
7. Meet with my Mentor within two weeks of being paired.
8. Meet individually, face to face with my Mentor, *a minimum* of one hour per week during prep or outside of the school day to satisfactorily complete all program requirements.
9. Respond to all Induction communication in a timely manner. (emails, event/calendar invitations, etc.)
10. Complete and submit work via the New Teacher Center (NTC) Kiano, following the timelines on the CUSD Induction Program Pacing Guide which are reviewed at the Induction Orientation. I understand that progress will be monitored throughout the Induction period. I will receive feedback from Portfolio Reviewers and/or Program Leaders and understand that I must revise and resubmit work that does not meet CUSD Induction Program standards.
11. Select and attend professional development workshops/seminars sponsored by the CUSD Induction Program, Special Education Department, or district that support professional growth in chosen area(s) of focus.
12. Attend all required CUSD Induction Program meetings as well as Induction Professional Development sessions.



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13. Understand that I will receive release days to observe exemplary teachers during the school year.
14. Complete district, state, and program surveys and evaluations.
15. Understand that special assistance is available, should I request it.
16. Notify CUSD Induction Program Director immediately if I am dissatisfied at any time with the support my Mentor is offering.
17. Notify CUSD Induction Program Director within five days of any change in teaching status/assignment including leave of absence, extended jury duty, etc.
18. Understand that my program may be extended, should I be unable to complete requirements during my induction period. I understand that an extension due to stated program criteria (i.e., pregnancy, medical leave of absence, personal leave without pay, or bereavement leave exceeding 60 workdays) will result in no cost to me. Any other reason for program extension may result in a direct cost to me of up to \$3,300.00.
19. Participate in an in-depth reflective conversation with my Mentor at the end of the Induction period on the professional growth I've made through the CUSD Induction Program. I will prepare a brief culminating experience presentation for the end-of-program celebration that includes artifacts/evidence that best reflect and demonstrate my professional growth (Year 2 and ECO PTs only).
20. Conclude my induction into the teaching profession by participating in an Induction Culmination Presentation to Site/District Administrators and District Mentors. I understand that the purpose of the Culmination Presentation is to allow me the opportunity to articulate the professional growth I've made and how I will apply this knowledge to support my professional goals in the future and maximize student achievement (Year 2 and ECO PTs only).
21. In the event of program closure or suspension, a teach-out plan will be developed. Our staff will provide an Individual Transition Plan (ITP) to another CTC approved program to ensure successful, timely completion and recommendation for the Clear Credential for all candidates enrolled at the time of closure or suspension. After program closure, a past candidate may request records from the Assistant Superintendent of Curriculum, Instruction and Accountability.
22. Grievance Policy: In the unlikely event a candidate's submitted body of evidence is deemed lacking in any area of the CSTPs, a plan for remediation and completion will be developed and shared with the candidate. If the candidate disagrees with the decision made and/or the plan for remediation, the candidate is required to submit a formal letter of appeal to the Assistant Superintendent of Curriculum, Instruction, and Assessment.



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Signature Page

My signature below indicates that I have read and understand the Participating Teacher Memorandum of Understanding (MOU) above and agree to comply with the Clovis Unified School District Induction Program requirements as outlined in this MOU.

(Participating Teacher Signature) (Date)

(Please Print Your First and Last Names Legibly)

(Grade/Content Area)

(School)