

Clovis Unified Induction Program

Evidence-Based Advisement and Assistance

Clovis Unified School District's Induction Program uses multiple measures to monitor Participating Teachers' progress in meeting program requirements. The evidence collected guides advisement and assistance efforts provided by Program Leaders.

Program Database: The CUSD Induction Program Staff maintains a database to track Participating Teachers' individual progress. This database includes information regarding eligibility, professional development attendance, and a completion record of required documents. This database is updated throughout the year and is used by Program Leaders to complete CUSD Induction Program Transcripts. Database information informs Program Leaders of Participating Teachers who need additional advisement.

Weekly Collaborative Logs: Mentors and Participating Teachers complete weekly collaborative electronic logs via NTC Learning Zone. Program Leaders review the logs on a regular basis and contact those individuals not meeting program standards.

E-Portfolio Checks: Three times a year, e-portfolio checks are completed to verify Participating Teachers' progress. During these checks, Program Staff/Portfolio Readers review Individualized Learning Plans (ILPs) and NTC Learning Zone tools evidence. Participating Teachers and Mentors receive formative feedback progress reports/emails after each portfolio check. Participating Teachers with an incomplete e-portfolio receive an "Action Required" progress report/email and must submit required documentation.

Advisement and Assistance: Participating Teachers making unsatisfactory progress are given an "Advise and Assist" progress report/email. Mentors assist Participating Teachers in completing required documentation. The completed work is resubmitted to Program Leaders within a designated time frame prior to the next portfolio check.

Request for Special Assistance: Participating Teachers may also formally request advice and assistance by submitting the **Request for Special Assistance (RSA)** form. Other ways Program Leaders become aware of Participating Teachers' need for additional assistance are through personal conversations with Participating Teachers, Mentors, and Administrators. Program Leaders determine the type of action needed by providing advisement/assistance to the Participating Teacher and/or the Mentor until the problems are resolved.

Request for Program Extension: Most Participating Teachers complete clear credential requirements within two years. If the review of program assessment evidence reflects that a Participating Teacher has not completed program requirements, then Program Leaders will counsel the individual to submit a **Request for Program Extension**. Program Leaders notify the Participating Teacher's Site Administrator and Area Superintendent once the request is received.

The goal of the CUSD Induction Program is for 100% of all Participating Teachers to successfully complete the program along with developing effective professional practices. To achieve this goal every effort is consistently made to provide advisement and assistance through the continuous examination of evidence.



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Request for Program Extension

It is the goal of the Clovis Unified Induction Program that all Participating Teachers complete program requirements within two years. However, if Participating Teachers do not complete program requirements within the two-year period for which they are funded by the state, a request for program extension may be submitted to the Induction Office.

Participating Teacher:

Date:

Grade/Subject:

School:

Mentor:

Site Administrator:

The CUSD Induction Staff reviews all submitted requests to determine if an extension is warranted. If an extension is granted for approved reasons, there is no additional cost to the Participating Teacher.

Acceptable circumstances for program extension include:

1. Pregnancy
2. Medical leave of absence
3. Personal leave without pay
4. Bereavement leave exceeding 60 work days
5. Other conditions approved by the Associate Superintendent of Human Resources

Any other reason for program extension will incur a financial cost of up to \$3,262.00 per year to the Participating Teacher.

Please state the reason you are requesting a program extension and obtain appropriate signatures before submitting this form to the CUSD Induction office.

Reason for Program Extension:

PT Signature:

Date:

Mentor Signature:

Date:

Site Administrator Signature:

Date:

ACTION TAKEN:

SIGNATURE OF INDUCTION PROGRAM DIRECTOR:

DATE:



Clovis Unified Induction Program Request for Special Assistance

Participation in the Clovis Unified Induction Program carries with it certain commitments and responsibilities. The CUSD Induction Program will assist you to successfully complete all requirements.

If at any time you would like to request special assistance, please complete this form and return it to the Induction Program Office.

1. Participating Teacher: Date:
2. Grade/Subject: School:
3. Mentor:
4. Assistance needed:

5. Steps taken to remedy this situation:

6. I would like to request:

- ☐ A phone conversation with the Induction Program Director
- ☐ Formal meeting with Induction Program Director
- ☐ Other:

7. PT Signature: Date:

8. Mentor Signature: Date:

Action Taken:

Signature of Induction Program Director:

Date: