UNLIMITED YOU

ANAHEIM UNION HIGH SCHOOL DISTRICT

Jaron Fried, Ed.D.
Superintendent

General Preconditions

(1) Accreditation and Academic Credit. The program(s) must be operated by:

(a) Institutions of higher education: A college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.

(b) School districts or other non-regionally accredited entities: The Superintendent or CEO of the district or entity shall submit verification of the governing board's approval of sponsorship of the program.

> *I, Dr. Jaron Fried, the Superintendent of Anaheim Union High School District, which sponsors the Anaheim Union High School District Teacher Induction Program, submit this letter of verification as evidence that this LEA shall adhere to the following requirements of the Commission on Teacher Credentialing in order to sponsor an approved Induction Program.*
>
> *Signed Letter of Support*
>
> Verification Form

(2) Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

i. completes the program;
ii. withdraws from the program;
Iii. is dropped from the program based on established criteria; or
iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.

Candidates who enroll in the AUHSD Teacher Induction Program are assured that:

I. Candidate will be enrolled in a fully accredited Induction Program until they have completed the program, at which time they receive a letter of completion that explains the next steps
- *Sample Completion Letter*

II. If a candidate requests to withdraw from the AUHSD Induction Program after admission, a candidate may submit the Induction Special Circumstances Form to the Program Coordinator or;

III. When a candidate does not meet the criteria for program completion they are dropped from the AUHSD Induction Program and sent a Termination Letter or;

IV. A candidate who requests to be transferred to another Induction Program will receive a Certificate of Participation demonstrating completion of work or;

V. In the event the AUHSD Induction Program closes, Induction Teachers will receive a Sample Teach Out Letter with assurances that all currently enrolled candidates will be offered the opportunity to complete program requirements and clear their credentials.

(3) Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:

(a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).

(b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the 2 2016 entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.

(c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.

Under the authority of Dr. Jaron Fried, Superintendent of Anaheim Union High School District, the Assistant Superintendent of Educational Services, Amy Kwon, retains the ongoing oversight for all Educator Induction Programs. Dr. Fried has assigned Diana Fujimoto, Director of Curriculum, Instruction and Professional Learning, the day to day coordination responsibilities for all Educator Induction Programs within the Anaheim Union High School District. The Director of Curriculum,

Instruction and Professional Learning is housed in the Educational Services Division and reports directly to Amy Kwon, Assistant Superintendent of Education Division who reports directly to Dr. Jaron Fried. Induction Organizational Chart

All credential recommendations are completed by Director, Ms. Diana Fujimoto and AUHSD Human Resources staff who are authorized by the CTC as submitters. No other than employees of AUHSD will submit credential recommendations.

(4) Lawful Practices. To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

The Anaheim Union High School District has approved Board Policies BP6201 Equal Opportunity Employment, BP6201.02 Compliance with ADA prohibit discrimination in the employment, retention or promotion of any employee. This non-discriminatory policy is deeply embedded in all Anaheim Union High School District Induction Programs.

The AUHSD Teacher Induction program, as part of a Local Educational Authority (LEA), complies with nondiscrimination policies. As such, Teacher Induction and Professional Support admits all candidates, when possible, who apply and are eligible AUHSD Handbook Induction Program Eligibility

(5) Commission Assurances. To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must:

(a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission;

(b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission.

(c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and

(d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

The Anaheim Union High School District assures the Commission on Accreditation that the District will fully engage in all program evaluation activities to ensure program standards are fully implemented ensuring the quality and effectiveness of the Induction Program and assures that all participating candidates hold a Certificate of Clearance from the Commission. Program

evaluation activities will include local/internal measures that will be conducted across all stakeholders multiple times annually for all Teacher Induction Programs. Additionally, the Anaheim Union High School District, which has been assigned by the Commission to the "orange" cohort assures the Commission full participation in external monitoring systems that include; 1) state data collection, and 2) analysis and review of the implementation of Teacher Induction Program Standards to ensure quality and effectiveness in the delivery and impact on stakeholders within the programs. Letter signed by the Unit Head.

(6) Requests for Data. To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

The Anaheim Union High School District has designated Diana Fujimoto (fujimoto_d@auhsd.us), Director, as the person responsible for the collection and reporting of data requests to the Commission. Annually it will be the responsibility of the Director overseeing Induction to maintain a database that includes but is not limited to the following information for the Teacher Induction Program within the Anaheim Union High School District:

1. *Program enrollment data for the Induction Program*
2. *Program completer data for the Induction Program*

Data from the Teacher Induction Program will be housed in the Teacher Induction Department and will be available upon request.

AUHSD Teacher Induction assures that program leadership will annually update the contact information for the program. Letter signed by the Unit Head.

(7) Veracity in all Claims and Documentation Submitted. To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

AUHSD verifies that all statements and documentation submitted to the Commission are true and accurate. Letter signed by the Unit Head.

(8) Grievance Process. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.

The Anaheim Union High School District offers candidates a process to grieve an Induction determination, an ECO determination, mentoring matches and/or a clear credential completion

determination from the Induction Team. Complaints and grievances must follow the AUHSD Induction Candidate Appeal Process using the Grievance Form. Complaints and grievances may be heard regarding any decision that impacts a candidate's admission, retention, and/or graduation from the AUHSD Teacher Induction Program. Candidates are informed of these procedures at the point of enrollment in the AUHSD Teacher Induction Program and are shared with candidates and mentors at the initial orientation .

Grievance Form - Page 6 of AUHSD Induction Handbook

(9) Faculty and Instructional Personnel Participation. All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b).

This precondition does not apply to LEA sponsors of credentialing programs in California.

(10) Accessibility and Accuracy of Information. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.

The AUHSD Teacher Induction Program provides easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for the Teacher Induction Program through the use of:

- *Teacher Induction Website*
- *AUHSD Teacher Induction Handbook Program Eligibility*
- *AUHSD Induction Interest and Eligibility Form*

(11) Student Records Management, Access, and Security. To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that:

(a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.

(b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).

(c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.

The AUHSD Teacher Induction Program maintains all teacher records of Program Completion in accordance with the AUHSD practice.

- *Candidates receive a Certificate of Participation after successfully completing Year 1*
- *and a Certificate of Completion for completing Year 2 and/or early completion (ECO) along with a completion letter.*
- *All candidate records are maintained in the Teacher Induction office, as well as digitally on our secure server which is password protected and are available upon request by the candidate. Letter signed by the Unit Head.*

(12) Disclosure. Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.

The AUHSD Teacher Induction program maintains sole responsibility for providing all educational services related to the Teacher Induction program. Letter signed by the Unit Head.

Signature: Superintendent - Anaheim Union High School District	
Dr. Jaron Fried	