



**Submission of Documentation in Support of the
Accreditation Site Visit**

Verification by the President/Superintendent of the Approved Entity


Instructions:

- Complete form
- Obtain verification signature
- Send as e-mail with document/s to **assigned site visit consultant/s**
- E-mail subject line: SV Documents – Institution Name
- Include Preconditions and/or Common Standards response
- You will receive a confirmation when documents are received.

Submission to include: <input checked="" type="checkbox"/> Preconditions <input type="checkbox"/> Common Standards <input type="checkbox"/> Both
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Date Submitted:	March 22, 2019
Program Sponsor:	Hanford Elementary School District 321
Address:	714 N. White Street, Hanford, CA. 93230
Contact Person:	Debra Colvard
Title:	Director of Curriculum & Instruction with Induction
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Dean/Director:	Joy C. Gabler, Superintendent
Associate Dean:	Jill Rubalcava, Assistant Superintendent of Curriculum & Instruction & Professional Development

I Hereby Signify My Approval to Transmit this Documentation to the Commission on Teacher Credentialing:



 President/Dean/Provost, Superintendent/Deputy Superintendent Signature

 Date 3/12/19

Joy Gabler

 Name of Signatory

Superintendent

 Position



Hanford Elementary School District

714 N. White Street, P. O. Box 1067
Hanford, CA 93232
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General Institutional Preconditions

Pursuant to Education Code Sections 44227 and 44265, I the undersigned Superintendent of the Hanford Elementary School District, which sponsors the General Education (MS/SS) and Education Specialist Induction Programs, submit this letter of verification as evidence that this LEA shall adhere continually to the following general preconditions as well as program specific preconditions.

Precondition 1: Accreditation and Academic Credit

I verify that the Hanford Elementary School District's governing board's approval of sponsorship of the Hanford Elementary General Education (MS/SS) and Educational Specialist Induction Programs. As evidence, see the [minutes](#) of the HESD board meeting held on October 24, 2018.

Precondition 2: Enrollment and Completion

I verify that once a candidate is accepted and enrolls in our Induction Program, the Hanford Elementary School District Induction Program will offer an 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 (see [Candidate Letter of Commitment](#)) or*
- iv. Is admitted to another approved program to complete the requirements, with minimal disruption, for authorization.*

Evidence: [Induction Orientation Agenda](#)

As evidenced by my signature, I verify that candidates enrolled in the HESD Induction Program exit only when one of the above criteria is met.

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.

Precondition 3: Responsibility and Authority

To be granted continuing accreditation by the Committee on Accreditation, Hanford Elementary School District provides the following information:

- a) The Superintendent, Unit Head, and Assistant Superintendent of Curriculum, Instruction & Professional Development, hold the positions within the organizational structure which are responsible for ongoing oversight of the educator preparation programs offered by the entity (General Education, Education Specialist, and Clear Administrative Services).*

Superintendent – Joy C. Gabler

Governing Board - Robert A. Garcia, Jeff Garner, Lupe Hernandez, Timothy L. Revious, Greg Strickland



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- b) *A description is provided of the reporting relationship between the position described in*
- 1) *The individual who coordinates each educator preparation program offered by the entity is the (Director of Curriculum, Instruction & Induction). The Director of Induction reports directly to the Assistant Superintendent of Curriculum, Instruction, and Professional Development and, in turn, to the Superintendent and*
 - 2) *The attached HESD Induction Program [organizational chart](#) identifies the reporting relationship between this position and the individual(s) that coordinate the Induction Program offered by Hanford Elementary School District.*
- c) *In order to qualify for the HESD Induction Program, one must receive a Preliminary Credential. The Certificated Personnel Manager contacts each teacher to communicate eligibility for the program. The teacher then completes the [Notification of Eligibility form](#) indicating responsibility to complete the Induction Program. The form is returned to the Human Resources Department and copied for the HESD Induction Program office. Upon successful completion of the HESD Induction program, each candidate submits evidence that he/she accumulated throughout the Induction Program in an electronic Professional Portfolio. This evidence along with the program database is used to verify completion of the program requirements. Each candidate is provided with [Verification of Completion Form](#) upon program completion. The Director of Induction is responsible for submitting credential recommendations for candidates who have completed program requirements to the Assistant Superintendent of Curriculum, Instruction & Professional Development for approval.*

Hanford Elementary School District provides an assurance that no one other than employees of the approved institution will submit credential recommendations. This assurance is accompanied with copies to policies that indicate who is responsible for all credential recommendations to the Commission and that the individual who is recommending will always be a current employee of HESD.

Precondition 4: Lawful Practices

I verify that Hanford Elementary School District makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the employment, retention or promotion of employees. Evidence: [Board Policy/Admin Regulation description](#)

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Precondition 5: Commission Assurances

I verify that the Hanford Elementary School District will:

- (a) fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, and*
- (b) cooperate in an evaluation of the program by an external team or a monitoring of the program by the Commission; and*
- (c) will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.*

Precondition 6: Requests for Data

I confirm that Hanford Elementary School District has identified the HESD Induction Program Director, Debra Colvard as the qualified individual 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 will be updated annually at the beginning of each school year, and additionally as needed. Evidence: [CTC Institution Dashboard](#)

Precondition 7: Veracity in all Claims and Documentation Submitted

I positively affirm that all statements and documentation submitted to the Commission will be based on factual information. I understand that evidence of a lack of veracity will be cause for stipulations from the COA for our currently approved Induction program.

Precondition 8: Grievance Process

*The Hanford Elementary School District has a clearly delineated grievance process for candidates. The grievance process information is located in the HESD Induction Candidate Handbook. This information, along with our Mentor/Candidate Reassignment policy are included in the Induction Candidate Handbook and are presented to all New Teacher candidates at the orientation in early fall. *The Grievance Process is included at the point of Orientation into the HESD Induction Program. At that time the candidate receives the program handbook (refer to page 42) and is walked through the grievance process.* Evidence: [Link HESD Induction Orientation Agenda](#), [Grievance Procedure/Appeal Process](#) and [Induction Mentor/Candidate Reassignment Request](#)*

Precondition 9: Faculty and Instructional Personnel Participation

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

Precondition 10: Communication and Information

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The Hanford Elementary School District provides easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion of the program. Information is available in print as well as online at the Hanford Elementary School District's public webpage using the HESD Induction button on www.hesd.k12.ca.us

Precondition 11: Student Records Management, Access, And Security

The Hanford Elementary School District will maintain and retain student records in accordance with our district's record retention policy. The district will provide verification that:

- (a) Candidates will have access to and be provided with transcripts and/or other documents for the purpose of verifying program completion. A [sample program completion transcript](#) is provided as verification. When a candidate is transferring Induction programs, it is the Candidate's responsibility to share documented and /or demonstrated evidence of meeting appropriate Induction Program Standards. Each candidate is asked to copy all Induction documents, activities, and evidence from his/her electronic professional portfolio onto a flash drive provided by the HESD Induction program. Once a candidate is no longer an active participant, s/he is provided with information to contact HESD Induction program staff at any time to request additional copies of these reports and or transcripts.*
- (b) In addition to the electronic records collected for each candidate, a paper file is maintained through the time of active participation. The [Verification of Completion 41-Induction form](#) is generated for each participant upon program completion. All candidate records are maintained at the HESD Induction Office. Participant files, and the 41-I forms are maintained for a minimum of five years.*
- (c) All records are kept securely locked in file cabinets and in a secure server located in a room not accessible by the public. Documents kept in an online storage system are accessible only by candidates, program director, and assistant superintendent of curriculum, instruction & professional development.*

Precondition 12: Disclosure

The Hanford Elementary School District will disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation program sponsored by the program and identify the type of services the outside organization will provide. The Hanford Elementary School District utilizes its District Instructional Coaches, Induction Mentors, Specialist Teachers (RSP, SDC), District Administrators, District Psychologists and the Director of Induction to provide professional development and guidance in training participating candidates and mentors.

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Preconditions for Teacher Education Induction Programs

Precondition 1:

Each Induction Program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.

The design of the Hanford Elementary School District Induction Program (General Education and Education Specialist) strategically provides a two-year, individualized; job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching. Each participating teacher engages in collaborative goal setting, implementation and growth based on his or her contextual needs.

Each candidate shall participate in professional development opportunities related to the many facets of their job, credential, ILP, and CSTP. These opportunities may be available through the HESD Induction Program, district, county, or other provider, such as SELPA. Both the candidate and the induction mentor will collaborate on which optional sessions would most benefit implementation of goals. It is the candidate's responsibility to engage in and implement the content of the sessions into their practice.

If a candidate is interested in earning professional development units, then a minimum of 6 hours of professional development offered from the HESD Induction program is required.

Evidence: [Link to HESD professional learning opportunities page](#), [HESD Induction Process](#)

Precondition 2:

The Induction Program must identify and assign a mentor to each participating teacher within the first 30 days of the participant's enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant's employment.

The Hanford Elementary School District Induction Program understand the necessity to assign a mentor to each participant within 30 days of enrollment in the program. Each participating teacher is assigned to a mentor based on matched credential(s) held, grade level and/or subject area knowledge and experience, as appropriate to the participant's employment.

Evidence: [Induction Handbook](#) and [Mentor Match](#) documents

Precondition 3:



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Each Induction Program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.

Each induction program within the Hanford Elementary School District (General Education and Education Specialist) assure that each participating teacher receives an average of not less than one hour per week of individualized job-embedded support/mentoring. The participant's mentor coordinate and/or provided the support/mentoring based on planned and/or "just-in-time" need. Evidence: [Induction Handbook](#), [Induction Mentor/Candidate Contact Log](#), and [Mentor Letter of Commitment](#)

Precondition 4:

Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program.

Within the first 60 days of enrollment in the Hanford Elementary School District Induction Program, each participating teacher collaborates with their mentor, and site administrator on goals aligned to their employment context, credential, and personal professional needs.

Evidence; [Individual Learning Plan \(ILP\)](#), [Induction Overview/Pacing Calendar](#), and [Induction Handbook](#)

Precondition 5:

The ILP must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.

Individual participating teacher growth needs guide the Individual Learning Plan (ILP) design and implementation. Participating teachers self-assess their practice against the CA Standards for the Teaching Profession (CSTP) to determine ILP focus goals for growth. The ILP's sole purpose is for individual participating teacher professional growth, not as evaluation for employment purposes.

Evidence: [ILP Administrator Collaboration Sheet](#), [Candidate Letter of Commitment](#) and [CSTP/Continuum of Teaching Practice](#)

Precondition 6:

An Induction Program sponsor must make available and must advise participants of an Early Completion Option for "experienced and exceptional" candidates who meet the program's established criteria.

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The Hanford Elementary School District makes available an Early Completion Option for candidate's that meet the program's established criteria. All candidates are informed of this option during initial orientation and advise and counsel.

Evidence: [Early Completion Option](#), [Orientation Agenda](#), [Induction Candidate Letter of Agreement](#)

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General Institutional Preconditions

Disclosure

The Hanford Elementary School District is the sole provider of services for the Hanford Elementary School District Induction Program and does not contract with outside services to provide any direct educational services as all or part of the educator preparation programs sponsored by the institution.

Joy Gabler
Superintendent
Sponsor for the Hanford Elementary School District Induction Program

5/16/19

Date

Superintendent – Joy C. Gabler

Governing Board - Robert A. Garcia, Jeff Garner, Lupe Hernandez, Timothy L. Revious, Greg Strickland