



VALLEJO CITY UNIFIED SCHOOL DISTRICT

Department of Student Services
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VCUSD Teacher Induction Program Grievance Process

Induction Candidates and/or Mentors must adhere to the following process regarding concerns related to the VCUSD Teacher Induction Program:

Requests for change in Induction Mentor assignment:

1. Discuss concerns with your Mentor in an effort to resolve the issue in good faith.
2. If resolution is not achieved, contact Induction Program Coordinator to discuss concern.
3. Submit the **Request for Change in Induction Mentor Assignment** form (if applicable).
4. Meet with Induction Program Coordinator and Mentor in an effort to resolve the issue in good faith.
5. If resolution is not achieved, a change in Mentor assignment may occur and/or Induction Program Coordinator may bring concern to the Induction Program Leadership Team for possible action/solution.

Concerns or Issues regarding the Induction Program:

1. Discuss concerns with your Mentor in an effort to resolve the issue in good faith.
2. If resolution is not achieved, contact Induction Program Staff to discuss concern.
3. Meet with Induction Program Coordinator and Mentor in an effort to resolve the issue in good faith.
4. If resolution is not achieved, Induction Program Coordinator will bring concern to the VCUSD Induction Program Leadership Team for possible action/solution. The candidate may/may not be required to attend the Induction Program Leadership Team meeting depending on the issue.
5. If resolution is not achieved, Candidate may utilize the VCUSD Uniform Complaint Procedure available to all VCUSD employees to seek further resolution.

Concerns or Issues regarding the Exit Interview and Credential Recommendation:

All candidates must successfully complete an Exit Interview at the conclusion of the Induction program. This process is designed to allow each candidate to share his/her individual growth along the Continuum for the Teaching Practice through the course of the Induction Program. This process requires:

1. Candidates present evidence of growth to the Exit Interview Panel members from their ILP. Evidence is recorded based on the *California Standards for the Teaching Profession (CSTPs)* and the *Continuum of the Teaching Practice (CTP)* using with the *VCUSD Exit Interview Rubric*.
2. If the candidate does not receive a passing score following the first Exit Interview, he/she will:
 - Review the rubric and panel notes from the initial Exit Interview to identify additional evidence of growth.



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- Conference with induction leadership to collaborate on panel questions and requests for additional information.
 - Gather and prepare additional evidence of growth to present during a second, scheduled Exit Interview appointment.
3. If the candidate does not receive a passing score following the second Exit Interview, there are two options:
- The candidate may file a grievance and appeal the decision (see the Grievance Form).
- OR-
- If still employed in VCUSD, the Induction Candidate may choose to continue in the Induction Program for an additional year or semester at their own expense as outlined in the Candidate Application. An intervention plan with identified timeline for progress monitoring meetings will be developed between Program Staff, Mentor and Candidate if this option is chosen.
4. Recommendation for the CA clear teaching credential:
All recommendations for a California Clear Teaching Credential are provided solely by the VCUSD Credential Analyst working in accordance with Induction Program staff.
5. If resolution is not achieved, Candidate may utilize the VCUSD Uniform Complaint Procedure available to all VCUSD employees to seek further resolution.