VALLEJO CITY
UNIFIED SCHOOL DISTRICT

VCUSD Teacher Induction Program
Teach-Out Plan

Continuous Enrollment

Once a candidate is accepted and enrolled in the Vallejo City Unified School District (VCUSD) Teacher Induction Program, VCUSD will continue to offer the approved program, meeting the Commission-adopted standards, until the participating teacher:

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 Commission-approved program to complete the requirements for the authorization, with minimal disruption.

Teach-Out Plan

While Vallejo City Unified School District (VCUSD) does not anticipate the closure of its Teacher Induction Program, in the event that the program closes or becomes inactive, VCUSD will implement a teach-out plan to support participating teachers in completing their induction requirements or transitioning to another Commission-approved induction program with minimal disruption.

The teach-out process will include the following:

1. **Notification:** Participating teachers and Induction Coaches will be notified in writing of the program's closure, anticipated timeline, and next steps.
2. **Individual Transition Plans:** Program staff will meet with each participating teacher to review their progress, identify remaining program requirements, and develop an individual transition plan. The plan will identify whether the teacher can complete the program through VCUSD or will need to transfer to another Commission-approved induction program.
3. **Continuation of Program Support:** For participating teachers who can complete their requirements before program closure, VCUSD will provide continued access to Induction Coaches, program activities, and necessary resources through completion.
4. **Transfer Documentation:** Participating teachers transferring to another program will be provided with documentation of their progress, including their Individual Learning Plan (ILP) and a Transportability Document identifying completed and remaining requirements.
5. **Transition Assistance:** Program staff will provide participating teachers with information about other Commission-approved induction programs and assist with the transfer process, including coordinating the transfer of relevant program records to the receiving institution.
6. **Access to Records:** Participating teachers and program completers will continue to have access to their induction records through the VCUSD Teacher Induction Program. Records will be maintained in accordance with district records retention policies to support verification of program participation, progress, and completion.

VCUSD will coordinate with participating teachers and receiving programs to support an orderly transition and minimize disruption to the completion of induction requirements.