



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT TEACHER INDUCTION PROGRAM



TIP PROCEDURES

	If...	Then...
PT/SP Match	<ul style="list-style-type: none">A PT or SP is dissatisfied with their current match	<ul style="list-style-type: none">The PT or SP contacts TIP staff who meet with each partner individually and/or together to assess the situation, problem-solve and identify possible solutions<ul style="list-style-type: none">If mutually agreed, PT/SP work to improve relationshipIf one or both partners continue to be dissatisfied, TIP staff suggests a new match.
Requesting Your Records	<ul style="list-style-type: none">A PT needs a copy of his/her induction records (Letter of Completion, Letter of Program Status, Requirements and Progress Check)	<ul style="list-style-type: none">The PT makes a written request (email) to TIP staff and/or submits the TIP Inquiry/Request Form for the specific document.TIP staff will provide a hard copy of the requested document to the PT and/or send the requested document electronically to the necessary third party.
Repeating Portions of the Program	<ul style="list-style-type: none">A PT needs to repeat portions of the program and/or is not able to complete portions in one and/or two years	<ul style="list-style-type: none">The PT and TIP staff will meet and discuss portions of the program that need to be repeated and/or completed.TIP staff will develop a Completion Plan for the PT.TIP staff will share the Completion Plan with the PT and the PT's SP. All parties will sign the Completion Plan.
Grievance Process	<ul style="list-style-type: none">A PT wants to grieve actions and decisions related to admission, progress, and/or completion of their program	<ul style="list-style-type: none">The PT shall first discuss the grievance with the appropriate TIP staff member(s), with the objective of resolving the matter informally.If the matter is not resolved informally, the PT may submit a written grievance via email with Dr. Janet Scott, Director of Human Resources. The PT, Dr. Scott, and/or TIP staff member(s) will work together to resolve the matter.
Program Closure	<ul style="list-style-type: none">The WCCUSD TIP Program closes* <p>*Note: WCCUSD does not anticipate the closing of its Teacher Induction Program in the foreseeable future.</p>	<ul style="list-style-type: none">There is a Teach Out Plan. Enrolled PTs in WCCUSD TIP will be provided with an individual transition plan:<ul style="list-style-type: none">TIP staff will work with each PT to find a Commission-approved program.TIP staff will provide each PT with the necessary documentation that shows their induction progress and allows them to continue induction with another program. <p>*Click here for the full Teach Out Plan.</p>