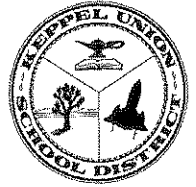




KUSD Teacher Support



Keppel Union Teacher Induction Program

General Statement to all Preconditions for all Educator Programs 2018 Assurances Letter

Precondition (1) (b) Accreditation and Academic Credit School districts and 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.

Keppel Verification:

Keppel Union School District's Board of Trustees fully approves the sponsorship of this Induction Program. (See Board Meeting Minutes- 4.6.17)

Precondition (2) Enrollment and Completion

Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor (KUSD) will 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 this 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, is included on the Keppel Teacher Induction Program Accreditation Website.

Precondition (3) Responsibility and Authority

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

- a) Dr. Ruben Zepeda – Unit Head, and Dr. Jesús Luna, Assistant Superintendent, Instructional Services, hold the positions within the organizational structure which are responsible for ongoing oversight of the educator preparation programs offered by the entity (General Education and Education Specialist).
- b) A description is provided of the reporting relationship between the position described in
 - 1) The individuals who coordinate each educator preparation program offered by the entity (Rob Sinclair, Induction Coordinator) and
 - 2) Please refer to the organizational chart on the Keppel Teacher Induction Program Accreditation Website.
- (c) This LEA 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 this approved LEA.

Precondition (4) Lawful Practices

Keppel Union School District provides an assurance that this institution is operated by an entity that makes all personnel decisions without unlawful discrimination, including decisions regarding the employment, retention or promotion of employees. Documents in the Preconditions Report include non-discrimination language related to candidates in the program-admissions, retention, graduation and so forth. (Board Policies 4030 and AR 4031 are included on the Keppel Teacher Induction Program Accreditation Website)

Precondition (5) Commission Assurances

Keppel Union School District assures that this approved program sponsor will:

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

Precondition (6) Requests for Data

Keppel Union School District has identified a qualified officer, the Induction Coordinator, who will be 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. The institution understands that it is responsible to check the contact information listed on the Commission's approved program page and make any necessary updates at least annually.

Precondition (7) Veracity in all Claims and Documentation Submitted

Keppel Union School District positively affirms the veracity of all statements and documentation submitted to the Commission. All statements, documents, and information provided to the Commission by the institution is accurate and truthful.

Precondition (8) Grievance Process

Keppel Induction Program has a grievance process for candidates and applicants that is presented to candidates at the Induction Orientation. Candidates are informed of the existence of the grievance process when the Induction Handbook is reviewed. The Induction Handbook housing the Grievance Process serves as evidence within the Preconditions Report.

Precondition (9) Faculty and Instructional Personnel Participation

This precondition applies only to colleges and universities. Local Education Agencies do not need to address this precondition.

Precondition (10) Communication and Information

The Keppel 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 all its educator preparation programs. The URL to the website does not require individuals to provide information to the entity, having to create a log in and password, or any other barrier to accessing information about the institution and the program. The website includes information about admissions requirements, course and fieldwork requirements, and completion requirements.

Precondition (11) Student Records Management Access and Security

The Keppel Teacher Induction Program assures that student records are maintained and retained in accordance with the institution's record retention policy:


- a) The program provides candidates with access to their transcripts and other student records, and candidates have access to their records after they graduate or transfer. Candidates will be notified if records are scheduled for destruction.
- b) Student records are maintained in the Induction Office and on a secure District Network Drive.
- c) The Induction Office is located at the Keppel District Office located at 34004 128th Street East, Pearblossom, CA 93553.

Precondition (12) Disclosure

The Keppel Teacher Induction Program assures that the institution does not use any outside entity to provide direct educational services to candidates.

Per the General Institutional Preconditions and the Preconditions for Teacher Education Induction Programs, Keppel Union School District submits verification, via this letter of Precondition Assurances, of our agreement to the following:

Keppel Union School District fully approves the sponsorship of the Keppel Teacher Induction Program.



Dr. Ruben Zepeda
Superintendent
Keppel Union School District

3/30/18
Date