

Retention and Career Counseling Policy

Continuation of teacher candidates in CESA 7's Teacher Development Center Alternative Licensure Program is contingent upon their demonstration of satisfactory progress in the areas of academic performance and personal and professional development. The following policy and procedures shall be followed in the disposition of retention decisions within the Program.

1. The TDC Program Coordinator in collaboration with school district and program staff does conduct regular and systematic evaluative reviews of teacher candidates' progress in the program relative to academic performance, personal growth, and professional growth. Such reviews are completed a minimum of one time per semester. The TDC Program Coordinator does also consider the candidate's self-evaluation and supervisor evaluations completed in the clinical instruction components of the program.
2. In the event there is any concern regarding the teacher candidate's academic performance and/or personal and/or professional development, the TDC Program coordinator will first meet with the teacher candidate and inform the teacher candidate of the specific concerns and outline expectations for change. If problems/concerns continue, the TDC Program Coordinator will meet with the teacher candidate and the school district representative and will develop a plan of improvement using the attached Plan of Improvement Form. The teacher candidate, school district supervisor and TDC Program Coordinator will sign and receive a copy of the Plan of Improvement form. The TDC program Coordinator will be responsible for monitoring the overall progress of the Plan of Improvement unless noted otherwise in the plan. The main purpose and goal of the Plan of Improvement is to assist the teacher candidate in performing at a satisfactory or higher level of performance.
3. If the teacher candidate does not satisfactorily meet the expectations on the Plan of Improvement, the TDC program coordinator will inform the teacher candidate and the school district supervisor that the teacher candidate is being discontinued from the TDC Alternative Licensure Program. The TDC Program Coordinator will also inform them that a referral can be made to the Teacher Retention Committee (TRC) for their review and consultation regarding the TDC Program Coordinator's decision of discontinuation from the program. This last step intervention by the TRC is **optional** and can be done at the request of the teacher candidate, the school district supervisor and/or the TDC Program Coordinator. The TRC is composed of the Director of Graduate Education from Silver Lake College and two TDC Instructors as selected by said Director of Graduate Education. The teacher candidate, school district supervisor and TDC Program Coordinator will be invited to attend the TRC review meeting. After the TRC reviews all the evaluative and pertinent information, it will communicate its recommendations to the teacher candidate, TDC program Coordinator and school district supervisor which may include but not be limited to the following:
 - a. Recommend continuation in the program with no stipulations.
 - b. Recommend continuation with additional interventions and/or stipulations of deficiency areas to be addressed by the teacher candidate with the TDC Program Coordinator and school district supervisor.
 - c. Recommend/support discontinuation of the teacher candidate in the TDC program.
4. Several factors considered critical in calling into question the appropriateness of a teacher candidate for continuation in the program are:
 - a. Receiving a grade lower than a B/C in any of the courses. Any course grade below a "B/C" must be retaken and the course fee paid again. The original grade and the grade for the retake of the course remain on the transcript from Silver Lake College.
 - b. Failure to maintain a GPA of 2.6 or higher any time throughout the program.
 - c. Engaging in behavior or conduct inappropriate for a professional educator (e.g., commission of a felony or other violations of one's legal responsibilities, substance abuse or misuse, plagiarism, violations of ethical standards regarding the teacher-student relationship, violations of district policies, etc).
 - d. Evidence of unresolved personal issues interfering with the teacher candidate's ability to function appropriately as a teacher or in the completion of other program requirements.
 - e. Failure to meet expectations for improvement noted by program and district supervisors.
 - f. Failure of the teacher candidate to enroll in coursework on a schedule that will insure renewal of the emergency permit/license and/or timely completion of the program.
 - g. Failure to meet course expectations regarding assignments, attendance, punctuality and participation.
 - h. Failure to meet financial responsibilities for payment of courses.
5. In the event the TRC supports the TDC Program Coordinator's recommendation that the teacher candidate be discontinued from the TDC program, the TDC Program Coordinator will provide the teacher candidate with information on other career areas to pursue that match the candidate's knowledge, skills and interests as well as community resources that can help with career selection. It will be the teacher candidate's responsibility to follow through with any career resources including payment for the services provided.

Appeals

A teacher candidate may appeal the TDC Program Coordinator's decision to discontinue the teacher candidate in the TDC program to the CESA 7 Administrator following CESA 7's TDC Grievance Procedure on the next page.

CESA 7 TDC GRIEVANCE PROCEDURE

A "Grievance" is any disagreement concerning the interpretation or application of a Board policy, Board action of record, or administrative rule. You are encouraged to talk with your immediate supervisor. If further action is necessary, the following procedure is available.

Step One: Within ten (10) workdays of receipt of program dismissal by the TDC Program Coordinator or recommendations of the TRC Committee, the grievant may present orally his/her concerns to the CESA 7 Administrator. If the issue is not resolved the grievant may move to Step Two.

Step Two: Within ten (10) work days of non-resolution in Step One, the grievant may present in writing to the CESA 7 Agency Administrator a grievance concerning this issue. The CESA 7 Agency Administrator will investigate the grievance and give a written response in (ten) 10 workdays of the receipt of the written grievance. If the issue is not resolved the grievant may move to Step Three

Step Three: Within five (5) workdays of the receipt of the written denial from the CESA agency Administrator, the grievance may be presented in writing to the Board of Control. The Board of Control will conduct a closed session hearing (unless otherwise requested by the grievant) within 30 days of the receipt of the grievance. The Board of Control will respond in writing within five workdays after the hearing. The Board of Control decision will be considered as final.

PLAN OF IMPROVEMENT

Name of Teacher Candidate:	Description of Role(s):	Date:
	Supervisor's Name:	School:

My Support Team/Network Co-worker(s)/Mentor:

Specific Areas to Improve: (Think about distinct accomplishments and activities to be achieved.)

Problems to Overcome: (Describe the barriers that must be eliminated or reduced and how this will be done.)

Goal for Improvement:

Detailed Specific Actions in Sequence (Include regular progress reviews with the support team and/or mentor as a part of the specific actions.) List only as many steps that are needed to reach the goal. If more space is required, please record on the back of the sheet.	Responsible person(s)	Resources	<u>Date/Time*</u>	Changes To Look For
Step 1.				
Step 2.				
Step 3.				
Step 4.				
Step 5.				

Commitment of Support Team/Network/Mentor:	
Comments/response from supervisor/TDC Program Coordinator	Date:
Signature of teacher candidate:	Date:
Signature of supervisor:	Date:
Signature of TDC Program Coordinator:	Date:

* (Establish set day and time for ongoing activities.)