Gateway High School
Provisional Site Visit Preconditions
June 20, 2025

General Institutional Preconditions

Precondition	Evidence	Response
Precondition 1 for School Districts or Other Non-Regionally Accredited Entities **(b)** School districts or other non-regionally accredited entities: The Superintendent or CEO of the district or entity shall submit a signed letter noting district leadership continued support for the program.	*Examples of **Acceptable** Evidence* • A signed letter from the Superintendent or CEO noting district leadership continued support for the program. *Examples of **Insufficient** Evidence;* • Letter is signed by someone other than the unit head. • Letter that raises any doubt about district leadership continued support for the program	This signed letter provides assurance of Gateway Public School's commitment to and support of the credentialing programs that Gateway High School offers through the Gateway Induction Program.
Precondition 2. Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate: 1. completes the program; 2. withdraws from the program; 3. is dropped from the program based on established criteria; or 4. is admitted to another approved	*Examples of **Acceptable** Evidence* • A statement of assurance by Unit Head (Dean, Superintendent) that the institution understands that once it enrolls candidates that candidates must be able to complete the program even if the program plans to close. The statement should include an assurance covering all language	The institution understands that once it enrolls candidates, that candidates must be able to complete the program, even if the program plans to close (see Statement of Assurance).

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program to complete the requirements, with minimal disruption, for the authorization. In the event the 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 would need to be developed.	in 1-4. **AND** • A copy of or link to the institution's teach out plan in the event the programs would close or a description of the teach- out plan (sufficiently specific) about how the institution will provide for candidates needs and ability to complete a program.	In the event the program closes, Gateway Induction would implement a "teach-out" plan, which includes individual transition plans for each Participating Teacher as well as a plan for Participating Teachers to access records for this purpose.
Precondition 3. Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information: **1.** Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any). **2.** Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by	*Examples of Acceptable Evidence* **1.** Title of the person responsible for oversight of all educator preparation programs (Unit Head). Name of the current occupant of that position is helpful but not required. Program Directors/ Coordinators are not the unit head unless that person is also institutional leadership, has oversight of all credential programs offered by the institution, and authority to designate institutional resources for all programs. AND	Gateway's Chief of Schools and Programs is the individual responsible for ongoing oversight of all educator preparation programs offered by the institution. The position responsible for direct program management is the Gateway Induction Program Director. The attached Organizational Chart identifies the relationship between this position and the Chief of Schools and Programs. The Chief of Schools and Programs is the authorized designee for credential recommendations. The Induction Director and Credential Analyst are both authorized submitters and responsible for credential recommendations. The authorized designee may assign additional authorized submitters.

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the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery. 3. Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.	2. An organization chart largely addresses this requirement. Please review the organization chart to make sure it is representative of all the credential programs offered by the institution, the positions responsible and the reporting relationships between key individuals. If any aspect of the program is delivered by an outside organization or individuals, please ensure that they are included in the information provided. Lines of authority must be clear. AND 3. An assurance that no one other than employees of the approved institution will submit credential recommendations accompanied with copies or links to policies that indicate who is responsible for all credential recommendations to the Commission and that any individual who is recommending will always be a	Gateway Induction provides assurance that all authorized submitters are current employees of Gateway Public Schools as described in the Induction Program Director and Credential Analyst job descriptions.

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	current employee of the approved institution.	
Precondition 4 Lawful Practices. To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention, or promotion of employees.	*Examples of **Acceptable** Evidence* ● *Links or copies to documents that include non-discrimination language related to employment such as employee handbooks, recruitment materials, job postings, etc.* ***AND*** ● *Links or copies to documents that includes non-discrimination language related to candidates in the program – admissions, retention, graduation and so forth. These are typically in candidate handbooks or candidate recruitment materials.*	Gateway Public Schools & Induction Program Non-Discrimination Statement Page 31 of Gateway Induction Handbook Website Statement of Non-Discrimination
Precondition 5. Commission Assurances. To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must: (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that all candidates	Examples of Acceptable Evidence ● Assurance statement by institutional leadership (unit head) that agrees and includes language pertaining to a-d.	The Gateway Induction Program assures the full execution of all required and applicable program standards and evaluation of the program upon those standards through the willing participation in the Commission's accreditation system.

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participating in public school-based field activities hold a Certificate of Clearance from the Commission, (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.		
Precondition 6. Requests for Data. To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer 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. Institutional contact information must be updated annually.	*Examples of **Acceptable** Evidence* ● Identification of the person (name and title) for reporting and responding to all requests from the Commission for data. ● ●	The qualified officer for reporting data and responding to all requests from the Commission will be the Gateway Induction Director. Gateway Induction assures its understanding and responsibility to update contact information with the Commission as needed and minimally on an annual basis (see Statement of Assurance). Contact information for the program coordinator or designee will be updated annually to the Commission.
Precondition 7. Veracity in all Claims and Documentation Submitted.	Examples of Acceptable Evidence ● A statement signed by institutional leadership (Unit Head) that all	Gateway Induction affirms the veracity of all statements and documentation submitted to the Commission.

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To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.	statements, documents, and information provided to the Commission by the institution is accurate and truthful.	
Precondition 8. Grievance Process. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.	*Examples of **Acceptable** Evidence* ● Copies of or links to the institution's grievance process for candidates and applicants. ● The grievance process needs to be easily accessible so information about where a candidate obtains this information is critical – Provide website URL to where the grievance process is housed. ● Evidence that demonstrates how candidates are informed of the existence of the grievance process – orientation materials or meeting agendas where it is clear that the grievance process was discussed.	Gateway Induction is committed to resolving issues in a timely and professional manner for any candidate who has questions or conflicts with program prerequisites, requirements, participation hours, grades, special needs provision, discrimination policy, program extension request rationale, satisfactory progress requirements, and/or denial of credential(s) issuance according to these grievance and appeal process.
Precondition 9. Faculty and Instructional Personnel Participation All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school	Examples of Acceptable Evidence ● List of all faculty members to whom this precondition would apply (regularly teach one or more courses in an educator preparation program but not those outside of the Department, School or College of Education)	Precondition 9 does not apply to Gateway Induction, as we are a Local Education Agency.

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system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b). *This precondition applies only to colleges and universities. Local Education Agencies do not need to address this precondition.*		
Precondition 10. Communication and Information. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide 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.	*Examples of **Acceptable** Evidence* • URL to the approved program sponsor website that 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. **AND** • The website must include information about admissions requirements, course and fieldwork requirements, and completion requirements.	The Gateway Induction website includes information to the public, prospective educators, and enrolled candidates about admission requirements and successful completion criteria for the Gateway Teacher Induction program. Candidates enrolled in the program are also provided a Teacher Induction Handbook with all program information.
Precondition 11. Student Records Management, Access, and Security. To be granted continuing accreditation by	Examples of Acceptable Evidence A statement of assurance that student records will be maintained and retained in	The Gateway Induction Program assures its maintenance of all student and employee records in a locked vault, which is

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the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that: (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion. (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies). (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.	accordance with the institution's record retention policy 1. a description of how the program provides candidates with access to their transcripts and other student records, including how candidates will have access to their records after they graduate or transfer and how they will be notified if records are scheduled for destruction. AND 2. an assurance/description that student records will be maintained at a central location or designated/main institutional site. AND 3. an assurance or description that indicates that the location in which the student records are housed are secured (locked cabinets or secure server) and not accessible by the public.	Gateway High School's institution record retention policy (see Statement of Assurance). Candidates have access to transcripts and/or other documents for the purpose of verifying academic units and program completion. The Gateway Induction Program Director or their designee (e.g. the Induction Program Administrative Associate/Credential Analyst) provides records to candidates upon request. Candidates are also provided with progress feedback for each Milestone submission (October, March, May) as well as a final program completion verification (June). Individual candidate progress records are maintained in Google Drive with restricted access. Any paper progress records are kept in a locked cabinet in the Chief of Schools and Programs Office at Gateway High School. The office of the Chief of Schools and Programs at Gateway High School is locked when not in use and not accessible by the public.

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Precondition 12: Disclosure. Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide. *Please note: This precondition relates to direct educational services to candidates. It is not necessary to include entities that may provide other important services but are not directly related to the program offerings such as coursework, curriculum or fieldwork. Examples of these other services that do not need to be identified under the disclosure precondition include portfolio or student data systems such as Task Stream or Live Text or other similar technology, assessment companies, and others.*	*Examples of **Acceptable** Evidence* Either 1. an assurance statement that the institution does not use any outside entity to provide direct educational services to candidates, **OR** 2. A list of the outside organizations and what their role is in providing direct services to candidates. This may include partner institutions that are not approved program sponsors, pre- packaged curriculum providers, and other individuals or entities that the approved institution gives all or partial responsibility to providing all or partial educational services to candidates, including but not limited to coursework/curriculum, field supervision, advisement, and/or admissions.	Gateway High School assures that it does not use any outside entity to provide direct educational services to candidates in the Gateway Induction Program (see Statement of Assurance).

Gateway INDUCTION PROGRAM

Teacher Induction Program Preconditions

Precondition	Evidence	Response
1. Each Induction Program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.	Link or Bookmark* to the specific section in the Candidate/Program Handbook, Recruitment Information, or other authentic programmatic documentation that each candidate receives describing the design of program. Must include clear language indicating all the following: 1. the program is two years in length, 2. is job embedded 3. is focused on mentoring and support, **and** 4. begins in the first year of teaching.	The Gateway Teacher Induction Program is a two-year, individualized, job-embedded induction program that provides mentoring support to new credential candidates that begins in the first year of teaching. The attached Gateway Induction Program Candidate Experience outlines the professional learning followed within the two-year timeframe. Eligible teacher candidates participate in the Gateway Induction Program upon their hire within the district. Teacher Eligibility Criteria stipulate the requirements for participation in the program for new teachers and is also publicly available on the Gateway Induction website and the program brochure. Enrolled candidates also receive this information in the Gateway Induction Handbook (page 5)
2. The Induction Program must identify and assign a mentor to each participating teacher within the first 30 days of the participant's enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant's employment.	Two things are needed: 1. policy statement (i.e., Mentor matches, mentor selection criteria, within 30 days of enrollment) in candidate/program handbook, recruitment materials, or other authentic programmatic	Gateway Induction Mentor-Candidate matches are made within the first 30 days of Teacher Candidate enrollment, and Gateway Induction Mentors will begin working with Teacher Candidates on or before the first day of school. Induction Program Mentor and Teacher Candidate matches will be site-based whenever possible, and the Induction Program Director will match

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	material **and** 2. data from databases/spreadsheets showing date of enrollment, date of match with mentor, and credentials/grade level/subject held for the most recent or current year or other evidence that demonstrates that the institution implements the procedure in accordance with the precondition. Example Table Available.	Teacher Candidates with mentors according to credentials held, grade level and/or subject area, as appropriate to the Teacher Candidate's employment. If a grade level and/or subject area match is not possible, teacher candidates will be matched with an induction mentor and a qualified content coach, as outlined in our candidate handbook (page 33). The Gateway Induction Program uses a spreadsheet to track Teacher Candidate enrollment, date of mentor match, and credentials and grade level/discipline-specific support for each year of Induction participation.

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3. Each Induction Program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.	Two things are needed: 1. Policy statement on this topic embedded in candidate/program handbook, recruitment materials, website, or other authentic programmatic material, **and** 2. Description of the process the program uses to track candidate support and how the program monitors that meetings are taking place during the year (not to exceed 200 words).	The Gateway Induction Program provides an average of at least one hour per week of individualized Teacher Candidate support via an induction mentor, as highlighted on our website and the Induction Candidate Handbook (page 7), and the policy is shared with teacher candidates and mentors at Induction Orientation. Mentors and teacher candidates also input weekly meeting sessions and mentor support hours in Teacher Candidate Learning Focused Conversation Logs (LfC). The Induction Credential Analyst regularly monitors mentor-teacher candidate support logs and teacher candidate and goals progress. Finally, teacher candidates complete a Mid-Year and End-of-Year survey, where they input mentor-mentee hours as another assurance that teacher candidates are receiving appropriate weekly mentoring support.
4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program.	Two things are needed: 1. Copy of policy statement in candidate or program handbooks, recruitment material, or other authentic programmatic material, **and** 2. Describe the process the program uses to monitor the development of ILPs and how	Each Teacher Candidate will develop Individualized Learning Goals (ILP) within the first 60 days of the Teacher Candidate's enrollment in the program. This expectation is highlighted on the Gateway Induction website, Slide 12 of the program Orientation *(see Milestone 1)*, on page 8 of the Induction Program Handbook under *Program Expectations*, and in the Candidate Letter of Commitment. Additionally, the mentors check in on their mentor-mentee progress in developing Individualized Learning Goals in

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	the program knows this takes place within 60 days of enrollment (not to exceed 200 words).	the October mentor workshop session. The Gateway Induction Program Director tracks Program progress through a progress spreadsheet (***see Column AB***) to ensure every candidate has formulated an individualized learning plan (ILP) goal within the first 60 days of enrollment in the program. Additionally, the 60-day ILP goal deadline is included on the Gateway Induction Candidate Progress Checklist under *Developing and Reflecting on Professional Goals*. The Induction Program Director will also contact and counsel/provide direct support to candidates who are not on track for meeting the 60-day goal-setting requirement as an additional support for ensuring goal completion.
5. The ILP must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.	Two things are needed: 1. Statement of Assurance by unit head. 2. A link or bookmark directly to the policy in candidate or program handbook. For institutions who are not the sole employer of all of its candidates, the following is also required: 1. A sample MOU with partnering employers must be submitted. The MOU must state that the	Gateway Induction Program understands that all candidates' Individual Learning Plans must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes. This is outlined in a Statement of Assurance by our Unit Head. It is also included in the Milestones Calendar for teacher candidates, our Memorandum of Understanding (MOU), and the Induction Candidate Handbook (see page 24). Gateway ensures that Individual Learning Plans for Induction are not used for

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	employer understands that the ILP may not be used for evaluative purposes.	evaluation for employment purposes in the following ways: ● All mentors must maintain strict confidentiality to ensure that the Individual Learning Plan is implemented solely for the professional growth and development of the Teacher Candidate and NOT for teacher evaluation/employment purposes. ● The Induction Program Director further emphasizes this in email communication with partner school administrators and evaluators within the first 60 days of the school year. ● Additionally, during the Triad Meeting with the school administrator, mentor, and teacher candidate, each mentor reminds the administrator of this strict confidentiality and Induction for the purpose of professional growth and development rather than evaluation/employment. ● This confidentiality is further emphasized at the program Orientation and is stated in our Teacher Candidate Letter of Commitment and Gateway Induction Candidate Milestones Calendar.
6. An Induction Program sponsor must make available and must advise participants of an Early Completion option for "experienced and exceptional" candidates who meet the program's	Link or bookmark to participant handbook or recruitment materials with required information on ECO or link to application process that describes the ECO option. The submitted materials need to define	The Gateway Induction Program website includes a detailed overview of Early Completion Option (ECO) eligibility criteria, as well as an explanation of "experienced and exceptional" for teacher candidates and

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established criteria.	experienced and exceptional criteria for the program.	mentors. Additionally, all teacher candidates will be informed of the Early Completion Option during the Gateway Induction Orientation (see Slide 22). This session also highlights the Early Completion Overview & Application Process. The Program Director will also provide ongoing communication through email regarding mentor matches; program deadlines and instructions; purchasing units; Early Completion; and Mid-Year and End-of-Year survey feedback. ECO information is also shared on page 29 of our Induction Candidate Handbook and during Orientation. A direct link to the ECO application is also posted on our program website.