

EIT EXIT POLICIES

In this policy, anyone who is officially enrolled in the EiT Program and seeking certification will be referred to as an EiT candidate or candidate.

The primary mission of Excellence in Teaching (EiT) is to guide all candidates as they attempt to earn a Texas standard teaching certificate. In order to achieve this goal, the EiT Directors must maintain a positive climate and environment where all candidates and EiT employees feel safe and where respect, professional behavior and integrity are expected standards of behavior. The purpose of this policy is to provide an EiT candidate with information regarding the different methods of exiting or being exited from the EiT Program. *EiT Directors will not exit a candidate due to race, sex, religion, national origin, age, or physical disability.*

Enrollment in Excellence in Teaching (EiT) is not a guarantee that the candidate will meet all the state and program requirements critical for earning a standard teaching certificate.

EiT has in place **four** categories for EiT candidates to exit or be exited from the EiT Program. The four categories are Successful Exit, EiT Expulsion, In Case of Emergency (ICE) Exit and Individual Request to Exit. Each exit has its own procedures in place. In the event that a candidate exits or is exited from the program, the individual is no longer actively enrolled in the program and is not eligible to receive any services from EiT.

Regardless of the type of exit, there is no refund of any kind for any monies paid up to the date of the official exit. Additionally, all monies owed to EiT are due immediately upon exiting or being exited from the program. Furthermore, all documents, forms, and materials are the sole property of EiT (e.g., EiT candidate cumulative record, etc.) and must remain in the EiT Program Office. Any type of duplication of any EiT materials, forms, and/or documents is not permissible.

In the event that a candidate requests to re-enter the EiT program, EiT maintains the right to deny him/her permission to re-enter the program. If EiT considers and selects a former EiT Teacher Candidate for reentry, s/he is required to re-apply and pay all applicable fees. The point of re-entry is to be determined by EiT.

Successful Exit

EiT is prepared to celebrate and exit teacher candidates from the program that successfully met/exceeded all state and program requirements and fulfilled all obligations and responsibilities. A candidate who successfully completes all state and program requirements and is recommended by EiT Directors for a standard teaching certificate in Texas successfully exits the EiT Program.

EiT Expulsion

EiT Directors have the right to exit a teacher candidate from the EiT Program. Thus, EiT Directors **have the right** to withhold service and decide that all services provided by EiT will be terminated. A candidate will be exited (expelled, dismissed, removed) from the EiT Program for various reasons. Below are some of the circumstances that would result in being exited from the program:

1. Placed under investigation and/or and administrative leave and/or is suspended for a violation of the Educator Code of Ethics (refer to TAC §228.50 and Chapter 247 relating to Educator's Code of Ethics).
2. Fails to abide by, adhere to, and comply with any of the state and program requirements.
3. Fails to abide by, adhere to, and comply with any specific requirement delineated in any of the EiT policies.

4. Fails to abide by, adhere to, and comply with any of the EiT Classroom rules.
5. Provides guidance/tutoring/advice, distributes test preparation materials, and/or shares intellectual property of EiT (e.g., structured assessments, assignments, practice questions, prompts, etc.) to individuals not actively enrolled in the EiT program.
6. Fails to complete and submit any requested documents (e.g., observation forms) or assignments on or before the due date specified by EiT faculty assigned to teach the course/session/meeting/class.
7. Fails to attend required coursework, meetings/sessions, and/or events and fails to obtain permission to attend the same required event (retake), fails to be present at the required event covering the same topic(s) during the next rotation, and fails to get clearance from the appropriate EiT faculty.
8. Fails to make the required monetary payments on time to the EiT Program.
9. Is admitted under "Contingency Admission" and fails to successfully complete and submit all the requirements/documents on or before the due date.
10. Fails to meet the requirements set forth in the EiT Individual Intervention Plan (IIP) on or before the due date.
11. Fails to abide by, adhere to, and comply with any instructions and/or requirements in any of the assignments or activities.
12. Is inactive (e.g., fails to contact the program and is not actively enrolled through an extension of time agreement) for a period exceeding 6 months.
13. Is arrested.

14. Resigns and/or is terminated from teaching assignment, and/or teaching contract is not renewed.

15. Placed under investigation and/or an administrative leave and/or is suspended.

EiT Director's Expectations for Professional Conduct

Unprofessional conduct includes, but is not limited to the following:

1. Failure to conduct him/herself in a professional and/or ethical manner at any time while on a school campus (refer to TAC §228.50 and Chapter 247 relating to Educator's Code of Ethics)
2. Failure to conduct him/herself in a professional and/or ethical manner at any time while enrolled in the EiT Program (refer to TAC §228.50 and Chapter 247 relating to Educator's Code of Ethics)
3. Making statements or comments to and/or engaging in conversations (any written or verbal form including face-to-face, telephone, digital, and/ or electronic) with any individual that includes any information involving the EiT Program and personnel that is offensive, malicious, derogatory, false or inaccurate, threatening, and/or misleading. Examples of such conduct include statements and/or comments that harm someone's reputation and/or contribute to a hostile learning environment. These comments include critical statements made by an individual that are disparaging and/or blame EiT Directors and/or personnel for not making progress toward certification.

4. Exhibiting behaviors or engaging in conversations (any written or verbal form including face-to-face, telephone, and/or electronic, digital) that are disrespectful to and/or defames EiT Directors, personnel, and/or other EiT candidates.
5. Using social media to post complaints or criticism of EiT Personnel, any component of the EiT Program (e.g., EiT Benchmark Policy), and/or other EiT candidates.
6. Using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage EiT Directors, personnel, or other EiT candidates or that might constitute harassment or bullying. Examples of such conduct include offensive social media posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion or any other status protected by law or state and program policy.

In Case of Emergency (ICE) Policy

There are provisions for EiT Teacher Candidates in the event of serious emergencies, such as a death or life threatening illness/accident to the candidate or in the immediate family (father, mother, son, daughter, sibling, or spouse). Examples that require a leave of absence are: military families with a spouse deployed or being deployed, maternity leave, serious illness of self or immediate family, etc. In these circumstances, the following must occur in this order:

1. The EiT Teacher Candidate or representative must immediately contact the EiT Program Office through e-mail and leave a message with appropriate EiT personnel stating name of candidate, date of emergency, the circumstances of the emergency, and a request for an EiT Emergency Absence;

2. Within five (5) business days of the emergency, the candidate or representative must report to the EiT Program Office and speak with a director who may request substantiating documentation,(determined on an individual basis) which must be submitted at a mutually scheduled meeting.

It is the responsibility of the individual to inform EiT Directors in writing via email, the approximate amount of time required for the leave of absence. Furthermore, after a three month period it is the responsibility of the individual to schedule a meeting with EiT Directors to request additional time or resume meeting state and program requirements. It is possible that additional fees will apply. If after a period of six (6) months, the individual does not contact EiT Directors, the EiT Exit Policy may be enforced. Exception – Active Military Duty.

Candidate request to Exit Policy

If a teacher candidate requests to leave the EiT Program for personal reasons (e.g., relocates outside of the area or no longer wants to pursue a teaching career) or requests to transfer from the EiT Program to another program, the following must occur in the following order:

1. A written notice (postal mail or electronic mail) requesting the exit must be submitted to the Director of Operations, who has seven (7) business days to review the candidate's cumulative record;
2. All financial obligations to EiT that are outstanding and/or pending must be paid in full* (e.g., balance on account, late fees, NSF fees, etc.); then
3. EiT Director will complete the necessary ASEP Data Reassignment Form (transfer form); then

4. Submit a letter to Texas Education Agency and the appropriate campus personnel informing them of the program release and deactivation of intern certificate

In the event that a candidate request to transfer to another program, the candidate agrees that s/he cannot transfer any clock hours or coursework, classroom observations, including field-based experience hours or logs. All manuals, class activities, handouts or any written information distributed by EiT is the sole property of the program and cannot be distributed or shared. All study binders must be submitted. All monies owed must be paid in full prior to transferring.

*Program charges will continue to accrue until the teacher candidate's cumulative record is completely cleared.

In the event that the financial hold is not removed, the individual may be exited.

This EiT Exit Policy, like all EiT policies, may be updated at any time. When EiT policies are updated, the information on the most current policy is used to make all decisions. It is the responsibility of the EiT candidate to remain updated with all changes. Any changes will not require obtaining initials or signatures from any candidate and all previous signed documents serve as verification.

Printed Name

Signature

Date