

SCOPE

Staff Development Statement of Assurance

The following guidelines have been developed to maintain a standard to warrant continued approval of SCOPE courses by boards, administrators and teachers.

- All Inservice workshops, in-class or on-line, will be scheduled for fifteen hours of instruction per credit hour.
- Courses offered for 3 graduate/inservice credits require all participants to complete 15 hours of additional, outside supervised work.
- A reasonable and practical amount of work will be required from course participants. Workshop requirements and make-up assignments will be set by the instructor.
- Grading is on a Pass/Fail basis unless the participant's school district requires a letter grade. Individuals must inform the instructor at the first session if this is the case.
- A certificate of completion is issued only after all workshop requirements have been met.
- If the host school in which the workshop is housed is open, the class will be held regardless of whether or not the participant's home district is open on that day.
- The local district, or local inservice review board, shall determine the amount of credit and whether or not it will be honored, as well as the number of SCOPE workshops for which approval may be granted in a given semester.
- Accurate attendance records are kept. Absentee policy is as follows:

**Number
of credits**

one
two
three

**excusable
absence**

one hour
two hours
three hours

**absence requiring
extra assignment**

two-three hours
three-six hours
four-nine hours

No Pass

over three hours
over six hours
over nine hours