



ADMINISTRATIVE PROCEDURE 6261
CREDIT FOR ENRICHMENT / INTERVENTION PERIODS –
High School

Responsible: Office of Academics

PURPOSE

This administrative procedure shall describe the allowable credit/grades earned during enrichment/intervention periods.

PROCEDURE

1. In order to award academic credit for enrichment/intervention periods, the following conditions must be met:
 - a. Minimum 33 hours of contact time = .25 credit (e.g. 22 minutes/day or 110 minutes/week for 18 weeks). If the number of minutes is less than 110 minutes per week, academic credit may not be earned.
 - b. Minimum 63 hours of contact time = .50 credit. Any amount of time between 33 hours and 63 hours per semester would earn .25 credit.
 - c. Credit earned may only be elective credit.
 - d. Grades will be reported as S/U.
 - e. The purpose of the time must be clearly defined and a method of reasonable accountability must be in place to keep teachers and students focused. Students may not earn credit automatically or for just sitting there. Teachers must be actively engaged with students. Study Hall does not qualify for academic credit.
 - f. An instructional component must be included in order for students to earn credit. This could look different depending upon the intent and structure of the courses. Examples:
 - i. Mini-lessons on particular strategies, followed by monitored practice time.
 - ii. Structured Tier II or Tier III interventions that are scientific, research based, and in which student progress is monitored.
 - iii. Specific, focused tutoring or instruction delivered or supervised by a certified employee, and in which student progress is monitored.
 - iv. Other ideas may be submitted to the Office of Academics.
 - g. Sites may manually add a unique course title in Infinite Campus for the sections at that site.

- h. Any certified teacher may be assigned as the teacher of this course. Care should be taken that teachers are appropriately assigned, trained, and prepared for this teaching assignment.
- i. This course does not count toward the required six classes in which a student is to be enrolled.
- j. A student may not receive credit for intervention/enrichment during the same period that he/she is enrolled in another course.
- k. A student may earn a maximum of 2.0 elective credits in this manner.

DESIRED OUTCOMES

- 1. This Administrative Procedure shall ensure consistency across all high schools for enrichment/intervention courses.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually, in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
4/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure