



Administrative Procedure 6705  
**EARNING CREDIT FOR HIGH SCHOOL  
ENGLISH LEARNER COURSES**

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**Responsible Office(s):** Office of Academics: Department of EL/WL Department

**PURPOSE**

This administrative procedure shall establish procedures for providing equitable opportunities for students enrolled in English Learners (EL) courses to fulfill graduation requirements by earning English and/or elective credit for EL courses in the Washoe County School District ("District").

**PROCEDURE**

1. English Learners (EL)
  - a. A Short-Term English Learner (EL) is an English Learner student who has attended U.S. schools for less than 6 years, regardless of English language proficiency.
  - b. A Long-Term English learner is an English Learner student who has attended U.S. schools for 6 years or more and may exhibit poor academic performance in core subject areas and/or on standardized achievement tests.
2. Short-Term English Learners (EL) Courses
  - a. English Learners enrolled in the following courses may receive up to two (2) English credits toward graduation requirements:
    - i. EL Beginning English
    - ii. EL Intermediate English
    - iii. EL Advanced English
  - b. If all three courses are taken at the high school level, EL Advanced English is an elective credit.
  - c. English Learners enrolled in the following courses will receive elective credit:
    - i. EL Beginning Reading/Composition
    - ii. EL Intermediate Reading/Composition
    - iii. EL Mainstream Support
    - iv. EL Literacy Skills
    - v. Multicultural Education

3. Long-Term English Learners (EL) Courses:
  - a. English Learners may receive one (1) English credit for either (but not both) of the following courses:
    - i. EL Academic English 1
    - ii. EL Academic English 2
  - b. English Learners enrolled in either of the above courses must be concurrently enrolled in a grade level English course; these courses do not supplant English 1-2 or English 3-4, and do not prepare students for End of Course exams.
4. A student may not earn credit for the same English Learners course twice.
  - a. Exceptions to this procedure are:
    - i. EL Literacy Skills,
    - ii. EL Mainstream Support, and
    - iii. EL Peer Tutor (see High School EL Program & Course Descriptions\* for entrance and other course criteria).
  - b. This procedure includes repetition in high school of courses taken in middle school.
5. The English Learners teacher will document student progress toward course goals and objectives throughout the semester in order to determine if satisfactory progress is being made and credit in the course is merited.
6. English Learners courses will not be offered for S/U credit. (See Administrative Procedure 5502, Academic Grading Policy – High School)
7. The English Learners teacher will administer the EL common final each semester to students enrolled in EL English, EL Reading/Writing, and EL Academic English courses, in accordance with Administrative Procedure 6405, Final Test Guidelines.
  - a. Common final results will be weighted in the student's semester course grade, in accordance with Administrative Procedure 6405, Final Exam Guidelines.
8. Incomplete (INC) and No Mark (NM) (see also Administrative Procedure 6710, Late Entry ELs):
  - a. Short-term ELs who have not met the minimum requirements for an EL course may be given an Incomplete (INC) if the student has the possibility

of acquiring enough language to pass the final exam within the time allowed (the incomplete must be made up AND the final must be taken within 3 weeks of the new semester commencing).

- b. No Mark (NM) for EL courses is not an option; students should be graded according to procedures 4 and 5, above.
- c. Long-term ELs who arrive after the 20th day of the semester should be scheduled according to the guidelines described in AP 6231, Late Entry, for earning credits in core subjects.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
  - a. Administrative Regulation 6171, Limited English Proficiency
  - b. Administrative Procedure 6231, Late Entry
  - c. Administrative Procedure 6405, Final Test Guidelines: High School and Middle School
  - d. Administrative Procedure 6710, Late Entry ELs (High School)
- 2. The following documents support the implementation of this procedure (available from the Department of EL or at <http://www.washoeschools.net/Domain/80>):
  - a. High School EL Program & Course Descriptions
  - b. Sample Schedule Plan for Short Term MS-HS ELs
- 3. This Administrative Procedure complies with federal laws and regulations, to include:
  - a. Elementary and Secondary Education Act (ESAEA), part A, English Language Acquisition, Language Enhancement, and Academic Achievement Act
    - i. Title III, Language Instruction for English Learners, Every Child Succeeds Act (ESSA) 2015 (formerly Limited English Proficient) and Immigrant students (Public Law 107-110)
  - b. Civil Rights Act of 1964, Title VI, which prohibits discrimination based on race, color, or national origin.

### **REVIEW AND REPORTING**

- 1. This procedure will be reviewed bi-annually in even numbered years.

## REVISION HISTORY

Date	Revision	Modification
11/15/2006	1.0	Adopted as Accepted Practice
2/05/2012	2.0	Revised
07/14//2014	3.0	Revised: Converted to Administrative Procedure
11/16/2016	4.0	Revised: clarified language, omitted redundancies, aligned with existing administrative procedures