



Administrative Procedure 6707
CREDIT DEFICIENT and AGE 18+ ENGLISH LEARNERS

Responsible Office(s): Office of Academics: Department of English Learners/World Languages

PURPOSE

This administrative procedure shall establish protocols for supporting English Learner (EL) students who are credit deficient (12th graders with fewer than 11 credits and 11th graders with fewer than 6 credits) in attaining proficiency in English and meeting graduation requirements through equitable access to EL and general education courses in the Washoe County School District ("District").

PROCEDURE

Credit deficient English Learner (EL) students enrolled in a District school (Continuing EL)		
Credit deficient continuing English Learner is younger than 18	Credit deficient continuing English Learner is 18 and has a chance of earning all HS credits by the age of 22	Credit deficient English Learner does not meet criteria to continue at current school
See section 2	See section 3	See section 4

1. In accordance with federal laws and regulations, English Learners (EL) have the option to attend a school (including their zoned school) through the age of 21 and must have equitable access to academic courses including English Learner instruction.
2. When a **continuing** credit deficient **English Learner is younger than 18:**
 - a. The counselor and EL teacher will meet with the student and parent/legal guardian to review graduation requirements and program options, including continuing enrollment at the zoned school or nearest other school with an EL program.
 - b. The counselor and EL teacher will review the current graduation plan with the student and adjust if necessary.
3. When a **continuing** credit deficient **English Learner is 18:**
 - a. The counselor and EL teacher will meet with the credit deficient EL to review the most appropriate program options for the student to graduate including:
 - i. The option to continue to attend the zoned school or the newcomer

- site if applicable;
 - ii. The option to enroll at RISE Academy for Adult Education;
 - iii. The option to enroll at Washoe Innovations High School if appropriate level of English Learner (EL) instruction is offered.
- b. If an 18-year-old credit deficient student selects to remain at the zoned school:
- i. The counselor will review and revise the graduation plan as necessary with the student.
 - ii. The counselor will explain to the student that the student may remain at the zoned school beyond the age of 18 provided:
 - 1) The student has a chance to accumulate the necessary credits by the age of 22.
 - 2) The student demonstrates a desire and willingness to continue at the school to accumulate the necessary credits by the age of 22.
 - 3) The student signs a contract agreeing to follow attendance policies and behavior norms.
 - 4) The student will be scheduled in appropriate academic courses, including English Learner (EL) courses, leading to graduation.
4. **Before a continuing credit deficient student is not permitted to continue** at his/her zoned school on the basis of age:
- a. The site administrator will ensure that the following has occurred:
 - i. The EL teacher and counselor have met with the student/family previously informing them of the requirements for graduation and possibility of not continuing
 - ii. The teacher(s)/counselor has provided appropriate documentation to the student/family:
 - 1) Transcripts indicating credit accrual lacking for graduation by 22nd birthday and/or,
 - 2) Not fulfilling contract, attendance and/or behavior

expectations.

- b. The counselor /teacher will have a formal conference with the student and parent/guardian to discuss and explain educational opportunities beyond the zoned school including Washoe Innovations High School or RISE Academy for Adult Education.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 6171, Limited English Proficiency
 - b. Administrative Regulation 6171, Limited English Proficiency
2. This Administrative Procedure complies with Nevada State laws and regulations, to include:
 - a. NRS Chapter 388, System of Public Instruction, and specifically:
 - i. NRS 388.405 – 388.413, Pupils who are Limited English Proficient
3. This Administrative Procedure complies with federal laws and regulations, to include:
 - a. Every Student Succeeds Act as Reauthorized from the Elementary and Secondary Education Act (ESAEA), part A, English Language Acquisition, Language Enhancement, and Academic Achievement Act
 - i. Title III, Language Instruction for 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 and any accompanying documents will be reviewed bi-annually in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
11/15/2011	1.0	Adopted as Accepted Practice

02/05/2012	2.0	Revised
3/05/2014	3.0	Revised: converted to Administrative Procedure
11/16/2016	4.0	Revised: changed ELL to EL in accordance with change in federal law