



**Responsible:** Student Accounting Department

## **PURPOSE**

This administrative procedure shall describe and define protocols related to the requirement that students take a minimum academic load equal to the number of classes (or periods) in their home high school which count as meeting the minimum daily minute requirement per semester during each year.

## **PROCEDURE**

1. Pursuant to Nevada Revised Statutes (NRS 389.018), students are required to take a minimum academic load equal to the number of classes (or periods) in their home high school which count as meeting the minimum daily minute requirement (NAC 387.131) per semester during each year (classes). Although the Nevada Department of Education (DOE) will consider a 12th grader enrolled in 67% of the classes per semester for apportionment, NRS 389.018 requires a 12th grader to be enrolled in 100% of the classes per semester. If a student and parent/guardian decide to opt out of the NRS 389.018 requirement of 100% classes per semester as a senior, the 12th grade student must be enrolled in a minimum of 67% of the classes per semester. In this case, the student must show proof to his/her counselor that all requirements for graduation will be completed as expected.
  - a. NOTE: If "67% of the classes" does not equal two (2) CREDITS per semester, the student will not be eligible to participate in athletics.
2. Courses which will be considered as one of the minimum number of classes in which a student must be enrolled must be shown on the student's schedule and may include:
  - a. Any course taken at the high school, including:
    - i. Study Hall, Audit and other courses for which no credit is awarded
    - ii. Teacher Aide and other .25 credit courses
    - iii. Courses at AACT (1.5 credit course = 3 classes)
      1. NOTE: in other circumstances "AACT Class" = one (1) class
    - iv. CBI courses (if taken during the school day)
    - v. Aquatics, SKILL, GT Internship, and other approved after school programs for which credit may be awarded
  - b. Courses not taken at the high school building limited to no more than 50% of the academic load for any semester of the following:

- i. Supervised Curriculum PE (course number 5067-8)
    - ii. PE Options (course number 5059)
    - iii. Work Experience (course number 9689, SE=7989)
    - iv. Community Service (course number 8969)
    - v. Early College or other college classes (generic course number 9994 or 9996)
    - vi. Correspondence courses (generic course number 9981)
    - vii. Night school classes (use appropriate course number)
    - viii. Electronic (on-line) courses other than those on-site
  - c. Courses not taken at the high school (no limit) including:
    - i. Concurrent Washoe Innovations Courses (use appropriate course number).
    - ii. WOLF High School Courses in which the student is concurrently enrolled.
    - iii. Dual Credit classes (generic course number 9993 or 9995)
    - iv. Electronic (on-line) courses offered by WCSD, but taken at home.
3. Courses not taken in the high school building and not offered by WCSD are limited to 50% of the student's academic load. If the student is taking 6 or 7 classes, three classes may be taken out of the high school building. If the student is taking either 4 or 5 classes, two may be taken out of the high school building. Only seniors may carry less than 100% of classes in the academic load.
  - a. NOTE: Off Campus, See Counselor, CLEP Exams, and CBE may not be included in the student's academic load.
4. For the purposes of auditing a student's schedule for total academic load, all courses in which a student is enrolled must be entered on the student's schedule. Generic course numbers may or may not carry credit value.
5. If the course, not taken on the high school campus, counts toward the minimum load requirement, it is the student's responsibility to provide verification of progress in the course. If the course is dropped before the end of the semester, the student must be enrolled in a class on campus in order to meet the minimum load requirement.
6. It is advised that all supplemental courses, even those not counted toward the minimum load requirement, be reflected on the student's schedule (e.g. as a 9<sup>th</sup> period class).

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.
2. This administrative procedure aligns with the governing document of WCSD to include:
  - a. Board Policy 6600, Course of Study
3. This administrative procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 387, Financial Support of School System, and specifically:
    - i. NAC 387.131, School Day in Session
  - b. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
    - i. NRS 389.018, Designation of core academic subjects; minimum units of credit required in high school; exception; additional subjects to be taught.

## **REVISION HISTORY**

Date	Revision	Modification
9/01/2011	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure
05/24/2021	4.0	Revised: added CLEP exams and See Counselor as not part of the academic load.