



**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 387.123), 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). The only exception to this a student who is college and career ready or has an an exemption for good cause.
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. OLE courses (if taken during the school day)
    - iv. Dual Credit or Concurrent courses through an approved NSHE institution
    - v. Concurrent courses with another WSCD school
    - vi. Correspondence courses
  - 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. Work Experience/Study (Limit one class per semester)
    - ii. Community Service
    - iii. Early College or other college classes
    - iv. Correspondence courses
  - c. Courses not taken at the high school (no limit) including:
    - i. North Star High School Courses in which the student is concurrently

- enrolled.
- ii. Dual Credit classes (WCSD course number and course title)
  - iii. OLE 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 if they have an exemption for merit or cause.
- a. NOTE: Off Campus, See Counselor, CLEP Exams, CBEs and mastery exams, PE Options 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.
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. Monthly check in required by student and WCSD counselor.
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 387, Apportionment of State Education Fund:

- i. NRS 387.123, Count of pupils for apportionment; uniform regulations for counting enrollment and calculating average daily enrollment.

**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. |
| 11/5/2024  | 5.0      | Revised: Updated to reflect current guidance and state laws.                  |