



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

Responsible Office(s): Office of Academics: Department of English Language Development

PURPOSE

This administrative procedure establishes 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" or "WCSD").

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 (7611/7612)
 - ii. EL Intermediate English (7613/7614)
 - iii. EL Advanced English (7615/7616)
 - 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 (7621/7622)
 - ii. EL Fundamentals of English Language
 - iii. EL Fundamentals of English Literacy
 - iv. EL Intermediate Reading/Composition (7625/7626)
 - v. EL Mainstream Support (7661/7662)
 - vi. EL Literacy Skills (7623/7624)
 - vii. Multicultural Education (7651)

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 Language Development 1-2 (7619/7620)
 - ii. EL Academic Language Development 3-4 (7627/7628)
 - 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 high school credit for the same EL course twice.
 - a. Exceptions to this procedure are:
 - i. EL Literacy Skills (7623/7624),
 - ii. EL Mainstream Support (7661/7662), and
 - iii. EL Peer Tutor (7655/7656/7657) (see "High School EL Program & Course Descriptions"* for entrance and other course criteria).
 - b. EL courses taken in middle school may be repeated for high school credit.
5. EL courses will not be offered for S/U credit. (See Administrative Procedure 5502, Academic Grading Policy – High School)
6. The EL teacher will administer the EL common final each semester to students enrolled in EL English, EL Reading/Writing, and EL Academic Language Development courses, in accordance with Administrative Procedure 6405, Final Test Guidelines.
 - a. Results of common finals will be weighted in the student's semester course grade, in accordance with Administrative Procedure 6405, Final Exam Guidelines.
7. The EL 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.
 - 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. Newcomer and Short-Term ELs who arrive after the 20th day of the semester with no transcripts documenting transfer grades for the current semester should be provided with options to earn academic credit and

audit (AU) classes in accordance with Administrative Procedure 6710, Late Entry English Learners (Middle & High School).

- i. No Mark (NM) for EL courses is not an option.
- 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. Board Policy 6725 (6171), Limited English Proficiency
 - b. Administrative Regulation 6726 (6171), Limited English Proficiency
 - c. Administrative Procedure 6231, Late Entry
 - d. Administrative Procedure 6405, Final Test Guidelines: High School and Middle School
 - e. 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
7/27/2018	5.0	Revised: changed from English Language Learners