Administrative Procedure 6705

EARNING CREDIT FOR HIGH SCHOOL ENGLISH LANGUAGE DEVELOPMENT COURSES

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

PURPOSE

This Administrative Procedure shall establish procedures for providing equitable opportunities for students enrolled in 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 Learner (EL)
    a. A Short-Term English Learner (EL) is an English Learner who has attended U.S. schools for less than 6 years, regardless of English language proficiency.
    b. A Long-Term English Learner (EL) is an English Learner 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 Learner (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 of the above courses are taken at the high school level, EL Advanced English is an elective credit.
    c. ELs enrolled in the following courses will receive elective credit:
        i. EL Beginning Reading/Composition (7621/7622)
        ii. EL Fundamentals of English Language (7663/7664)
        iii. EL Fundamentals of English Literacy (7665/7666)
        iv. EL Intermediate Reading/Composition (7625/7626)
        v. EL Mainstream Support (7661/7662)
        vi. EL Literacy Skills (7623/7624)
        vii. EL Cultures and Communities (7651)

3. Long-Term English Learner (EL) Courses:

    a. ELs 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 Mainstream Support (7661/7662)

        ii. EL Literacy Skills (7623/7624)

        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. The EL teacher will administer the EL common final each semester to students enrolled in EL English, EL Reading/Composition, and EL Academic Language Development courses, as directed by the Department of ELD and 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 Test Guidelines.

6. 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 per Administrative Regulation 5028 and Administrative Procedure 5504, Grading: Incompletes/Appeals.

    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 in accordance with Administrative Procedure 6310, Earning Credit, and Administrative Procedure 6710, Late Entry English Learners (Middle & High School).

i. The grade of NM (No Mark) is not an option for High School students.

ii. A student may choose to audit courses for 0 credit (grade AU) in accordance with the school's policy and Administrative Procedure 6313, Taking Class for Audit.

c. Long-term ELs who arrive after the 20th day of the semester should be scheduled according to the guidelines described in Administrative Procedure 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 5504, Grading: Incompletes/Appeals
    d. Administrative Procedure 6231, Late Entry
    e. Administrative Procedure 6313, Taking Class for Audit
    f. Administrative Procedure 6405, Final Test Guidelines: High School and Middle School
    g. Administrative Procedure 6710, Late Entry English Learners (Middle & High School)
2. The following documents support the implementation of this procedure (available from the Department of ELD or at http://www.washoeschools.net/Domain/80):
    a. High School EL Program & Course Descriptions
3. This Administrative Procedure complies with:
    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 and supporting documents 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: (a) updated department name and EL terminology; (b) updated course offerings and titles; (c) updated to align with new guidance on course and credit options
03/02/2021	6.0	Revised: (a) updated course names and numbers; (b) aligned with other updated Administrative Procedures