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

PURPOSE

This administrative procedure shall establish protocols for supporting English Learners (ELs) 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

1. General:

    a. Continuing English Learner (EL): English Learner currently enrolled at a District school.

    b. Incoming English Learner (EL): English Learner who is transferring into the District from another U.S. school district (Nevada or other state).

    c. Newcomer English Learner (EL): An immigrant/New in Country (NIC) student who has attended U.S. schools for less than 1 (one) full school year, and whose primary or home language is not English, regardless of English language proficiency.

    d. Consult the following table for procedures based on student age and EL status:

Younger than 18	Continuing EL	Section 4.a
	Incoming or Newcomer EL	Section 4.b
Age 18 or Older	Continuing or Incoming EL	Section 5.b
	Newcomer EL	Section 5.c

2. Students under the age of 18 must be enrolled in school, unless they are age 16 or 17 and have received permission to temporarily withdraw from school to take a high school equivalency exam (see Administrative Procedure 6215, General Educational Development Exam).

3. In accordance with federal laws and regulations, ELs 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 instruction for English language development.

a. A student who turns 20 on or before September 30 is considered continuing; if a student turns 21 after September 30, the student must be withdrawn on the student's 21st birthday and referred to RISE Academy for Adult Achievement. Any student who is 21 or older on September 30 should be referred to RISE Academy.

4. English Learner Younger than Age 18

   a. Continuing EL (younger than 18):

      i. 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 appropriate EL program.

      ii. The counselor and EL teacher will review the current graduation plan with the student each semester and adjust as necessary to ensure graduation at or before age 21.

   b. Incoming or Newcomer EL (younger than 18):

      i. The student should be administered the initial assessment, if applicable; see Administrative Procedure 6711, Initial Registration and Assessment of Incoming and Newcomer ELs (Middle & High School).

      ii. If student enters without transfer credits from home country and/or previous district:

         (1) An EL student who turns age 15 on or before September 30 and has no transcripts demonstrating completion of 8th grade should be enrolled in 8th grade at either the zoned school (Incoming) or appropriate Newcomer site (Newcomer) and is expected to graduate with his/her cohort.

         (2) An EL student age 16-17 who has no transcripts demonstrating completion of 8th-11th grades should be enrolled in 9th grade at either the zoned school (Incoming) or appropriate Newcomer site (Newcomer).

            A. In accordance with federal law, said student may be allowed to remain at the school to complete high school graduation requirements through age 21 as long as he/she is progressing adequately.

         (3) If transcripts are received and evaluated during the school year, the student should be reclassified into the appropriate grade level based on age and credits earned.

iii. The counselor will make a graduation plan with the student and proceed to scheduling. See Administrative Procedure 6708, Placement of ELs in High School Courses, Administrative Procedure 6714, Secondary Newcomer EL Services, and Administrative Procedure 6710, Late Entry English Learners (if applicable), as well as associated documents.

5. English Learner Age 18 or Older

   a. Per Administrative Procedure 6226, Eighteen-Year-Old Student Enrollment, it is expected that students who have been attending a District high school or who have transferred into the District will have access to a high school program for at least four years.

   b. Continuing or Incoming EL (18 or older)

      i. The following procedures apply to Continuing and Incoming ELs age 18+ who enroll at their zoned schools or at a Newcomer site and meet the criteria outlined in Administrative Procedure 6226.

         (1) The counselor, in collaboration with the EL teacher as needed, will advise, and consult with the student about the following options:

            A. Continue toward graduation at the zoned school or Newcomer site (if applicable); OR

            B. attend RISE Academy for Adult Achievement

         (2) If the student elects to remain at the zoned school or Newcomer site:

            A. The counselor will review and revise the graduation plan with the student as necessary to ensure graduation at or before age 21.

            B. The student will be scheduled in appropriate academic courses, including EL courses, leading to graduation.

      ii. If the student is enrolled at a Newcomer site on a variance, the site administrator is encouraged to permit the student to stay at the school <u>until graduation</u> if:

         (1) the student has demonstrated the willingness and ability to accumulate the credits necessary to graduate at or before age 21 (completing the year during which he/she turns 20); and

         (2) the student has consistently complied with attendance and behavior policies and expectations.

(3) See Administrative Procedure 6212, Fifth Year Graduates, for certain conditions which may also apply.

iii. If the student is enrolled on a variance at a Newcomer site and does NOT meet the criteria in Section 5.b.i., above, the student should be provided with:

(1) a conference with the EL teacher and/or counselor (and parent/guardian, if desired) to discuss requirements for graduation and inform them that permission to continue at the Newcomer site may be withdrawn;

(2) transcripts indicating lack of credit accrual for graduation by age 21; and/or

(3) documentation of unfulfilled attendance and/or behavior policies and expectations.

iv. If the site administrator withdraws permission to continue at the Newcomer site, the counselor and/or EL teacher should schedule a formal conference with the student (and parent/guardian, if desired) to discuss further educational opportunities such as RISE Academy.

(1) If permission is withdrawn and the student transfers to the zoned school, please see section 5.b.i.

c. Newcomer EL (18 or Older)

i. A Newcomer ELs age 18-20 should be referred to the appropriate Newcomer site.

ii. If the student is able to meet the criteria outlined in Administrative Procedure 6226, Eighteen-Year-Old Enrollment, through confirmation from the student's home or previous country, the student should be enrolled at the Newcomer site and provided with counseling as described in Section 5.b.i.

iii. If the student is unable to provide documentation and no one is able to verbally verify with the school the student's prior high school attendance, the counselor/registration staff should refer the student to the RISE Academy for Adult Achievement or a community college for adult EL English instruction and/or equivalency classes.

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. Administrative Regulation 6171, Limited English Proficiency

b. Administrative Procedure 6212, Fifth Year Graduates

c. Administrative Procedure 6226, 18-Year-Old Student Enrollment

d. Administrative Procedure 6708, Placement of ELs in High School Courses

e. Administrative Procedure 6710, Late Entry English Learners

f. Administrative Procedure 6711, Initial Registration and Assessment of Incoming and Newcomer ELs (Middle & High School)

g. Administrative Procedure 6714, Secondary Newcomer EL Services

2. 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 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 annually.

REVISION HISTORY

Date	Revision	Modification
11/15/11	1.0	Adopted as Accepted Practice
02/05/12	2.0	Revised
3/05/2014	3.0	Revised: converted to Administrative Procedure
7/272018	4.0	Revised: (a) combined with Administrative Procedure 6713, Incoming Credit Deficient ELs, and renamed; (b) updated to align with federal law and existing District governing documents and program offerings
03/02/2021	5.0	Revised: incorporated 2020 changes to (a) Administrative Procedure 6226, Eighteen-Year-Old Student Enrollment; (b) NDE regulations governing students turning age 21.