



---

**Responsible:** Office of Academics, Department of Curriculum & Instruction

**PURPOSE**

This administrative procedure shall provide guidance for honors course offerings within the Washoe County School District.

**PROCEDURE**

1. The Washoe County School District grants "honors" designation and extra weighting on students' grade point computation only to those high school honors level courses that meet the criteria.
  - a. The WCSD strongly encourages that such courses be available to all students.
  - b. Effective July 2007, Honors classes will be weighted by .025 and AP/IB classes will receive a .050 weight.
2. Honors courses have distinctive features which set them apart from regular courses in the same discipline areas. These courses should be seen as comparable in terms of workload and emphasis to AP, IB or introductory college courses in the subject.
3. Most high school courses which are not AP or IB courses shall be designated as an honors level course only when there is a regular course offered in the same subject area at the same grade level. Students enrolled in the honors course will learn material in the standard course of study for the course at greater depth than in the standard level version of the course.
  - a. It should be noted that if a school offers an equivalent Advanced Placement course then the course cannot be designated as honors (e.g. US History 1-2 Honors and AP US History).
4. For Career & Technical Education courses to be designated as honors, they should be Level II or III completer courses.
5. Students and parents should be informed and understand that honors courses are more demanding and have requirements beyond those of standard courses. Honors courses shall be developed as an integral component of a differentiated program of study that provides an array of opportunities for all students based on their aptitudes, affinities, and interests. A well-developed academic program will have standard, honors, and may include Advanced Placement and/or International Baccalaureate courses.
6. Teachers of honors courses should possess the skills, knowledge, and dispositions to challenge and inspire thought processes of honors level students. In addition,

these teachers should be able to implement diverse kinds of teaching practices for high school learners.

7. Sites who wish a course to be designated as honors should complete the WCSD Honors Course Application & Rubric. (See WCSD Honors Course Application & Rubric) The following steps will be taken after the application is received.
  - a. The application should be submitted to the Director of Curriculum & Instruction by a member of the School Administrative Team after the teacher(s) requesting approval have completed it.
  - b. Artifacts should be included as required by the rubric.
  - c. The application will be reviewed by a committee comprised of Content Area Specialists, the Director of Curriculum & Instruction, and the Director of Assessment or designees.
  - d. The school site will be notified of the decision.
  - e. If approved, any changes needed will be made to the Master Course file.

### **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to provide clarity and consistency as to honors course offerings.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 389, Examinations, Courses, Standards and Graduation.

### **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

### **REVISION HISTORY**

Date	Revision	Modification
04/01/2012	1.0	Adopted as Accepted Practice
1/15/2015	2.0	Revised: converted to Administrative Procedure
7/30/2015	3.0	Revised