



Administrative Regulation 6111 SCHOOL CALENDARS & SCHEDULES TO RELIEVE OVERCROWDING

Responsible Office(s): Office of School Performance / School Leadership

PURPOSE

The purpose of this administrative regulation is to provide consistent direction to all members of the community regarding the management of overcrowding in the Washoe County School District ("District").

REGULATION

1. Balanced Calendar

- a. All schools in the District shall operate on the Balanced Calendar with the exception of the Incline Schools or those elementary schools placed on the multi-track year-round calendar (see below).
- b. The major components of the balanced calendar include:
 - i. Conclusion of the fall semester before the winter break;
 - ii. Shortening of the summer break to reduce learning loss so that less time is spent on re-teaching and more time is spent on new learning;
 - iii. Efficient use of District resources by starting the majority of schools on the same date; and
 - iv. Adding meaningful instructional times at appropriate intervals providing students:
 1. Credit recovery time between semesters; and
 2. Enrichment and time for extra help between quarters.

2. Alternative Calendar and Schedule Types

- a. Multi-Track Year-Round Calendar (MTYR): An elementary school is divided into four groups ("tracks") which start and end the school year on different dates, with only three tracks attending school at any one time. This can decrease overcrowding by as much as 25%.
- b. Double Sessions: At the middle or high school level, two "schools" are operated out of one building, with one school operating in the morning hours and the second school operating in the afternoon hours, with no overlapping hours. Double sessions shall utilize the balanced calendar.

- c. Flex Schedule: A staggered schedule where the school is divided into groups which start and end the day at different times with significant overlap. Teacher prep periods are held only at the beginning or end of the school day.
3. Conversion to a Multi-Track Year Round calendar or Double Sessions
 - a. A school which reaches 120% of its Base Design Enrollment Capacity has reached the automatic conversion threshold as established by the Board of Trustees and will be converted to a Multi-Track Year-Round calendar at the elementary level, and Double Sessions at the middle and high school level.
 - b. Modification of conversion thresholds requires approval by the Board of Trustees.
 - c. Any school that is scheduled for conversion to a Multi-Track Year-Round school calendar or a Double Session school calendar that has not completed a School Overcrowding Management Plan ("SOMP"), will have the opportunity to complete a SOMP.
 - d. If a school has not completed a School Overcrowding Management Plan ("SOMP"), the school will be allowed to write a SOMP, and the Board of Trustees may grant a one-year deferral from conversion to Multi-Track Year-Round or Double Sessions.
4. Creation of a School Overcrowding Management Plan is addressed in Administrative Regulation 7107, which establishes procedures used for classifying a school as a Watch or Plan school and discusses the use of alternative calendars as a potential option for alleviating overcrowding.
 - a. A Watch School is defined as an elementary school that reaches 95% of total classroom capacity; or a middle or high school that reaches 85% of base design enrollment capacity or total classrooms.
 - b. A Plan School is defined as an elementary school that has reached 100% of total classroom capacity and also has a projected total number of classes of above 105% total classroom capacity for the next three years; or a middle or high school that has reached 90% of base design enrollment capacity or total classroom capacity and also has a projected enrollment of 100% or higher for the next three years. A Plan School is required to submit a School Overcrowding Management Plan to the Superintendent's Overcrowding Working Group.

- c. The School Overcrowding Management Plan may include but is not limited to the following strategies:
 - i. Converting to the Multi-Track Year-Round Calendar (MTYR) in an elementary school;
 - ii. Adopting a Flex Schedule in an elementary school;
 - iii. Converting to Double Sessions in a middle or high school.
 - d. Schools on alternative calendars or schedules will be expected to meet the yearly minutes and/or the hour requirements to earn a credit as required by Nevada state laws and regulations.
 - e. The School Overcrowding Management Plan shall be reviewed annually by the Principal and Area Superintendent. Upon such review, the Area Superintendent may ask the Superintendent's Overcrowding Working Group to review the School Overcrowding Management Plan. The Area Superintendent may, on an annual basis, choose to revise the School Overcrowding Management Plan with the Principal and school community input per the process outlined in Administrative Regulation 7106.
5. Ad Hoc Calendar Committee(s)
- a. As needed, an Ad Hoc Calendar Committee(s) shall be established to develop school calendars:
 - i. Balance Calendar Committee
 - ii. Incline Schools Calendar Committee
 - iii. Multi-Track Year-Round Calendar Committee
 - b. The operation of an Ad Hoc Calendar Committee(s) shall comply with Board Policy 9100, Committees of the Board of Trustees, and all applicable state laws and regulations, to include Nevada's Open Meeting Law.
 - c. The Ad Hoc Calendar Committee(s) shall report functionally to the Superintendent, who shall ensure recommendations of the committee are feasible: academically, financially, and operationally. However, final approval on the approval of school calendars shall rest with the Board of Trustees.

- d. The Ad Hoc Calendar Committee(s) shall operate under a standard set of committee bylaws which shall be approved by the Board of Trustees. Such bylaws shall include, but not be limited to, the following operating procedures:
 - i. Voting membership shall consist of nine (9) voting members as follows:
 1. One (1) Parent/Guardian
 2. One (1) Teacher
 3. One (1) Counselor
 4. One (1) Site Administrator
 5. One (1) District Administrator
 6. One (1) Educational Support Staff Member
 7. One (1) Community Representative
 8. Two (2) At-large Members from the Above Categories
 - ii. Membership Criteria
 1. Members must be residents of Washoe County and be representative of the entire community and geographic areas of the District.
 2. Members must have the ability to maintain a global view of the District, its students, and the issues and policies impacting and guiding the setting of school calendars.
 3. Members should have the flexibility in their personal and professional schedules to meet during work hours, evenings, or weekends, as necessary, to complete tasks within appropriate timelines.
 4. Members shall be appointed, trained, and provided information relevant to the committee and its operations.

6. Converting From an Alternative Calendar or Schedule Type to the Balanced Calendar
 - a. If a plan to build a school has been adopted by the Board of Trustees, the school(s) impacted by building the new school which is already on a Multi-Track Year-Round calendar, Flex Schedule, or Double Sessions will remain on that calendar/schedule until relieved by the new facility in the method described below.
 - b. Should a school operating on a Multi-Track Year-Round calendar or Flex Schedule have a total classroom capacity that would fall below 110% projected total classroom capacity for the next three (3) if that school was removed from Multi-Track Year-Round calendar or Flex Schedule, that school shall be removed from Multi-Track Year-Round calendar or Flex Schedule the following school year. Schools going off Multi-Track Year-Round calendar will convert to the Balanced Calendar.

DEFINITIONS

1. Base Design Enrollment Capacity – This is the maximum enrollment capacity for a school (not including portable classrooms).
2. Total Classroom Capacity: Total number of classrooms at a school, including any portable classrooms.

DESIRED OUTCOMES

1. This administrative regulation provides direction as to how schools will manage overcrowding in the Washoe County School District to maximize educational achievement and parent and family involvement.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and complies with the governing documents of the District, to include:
 - a. Board Policy 6111, School Calendars and Schedule Types to Relieve Overcrowding.
 - b. Board Policy 7100, Capital Projects and Facilities Management
 - c. Board Policy 7105, School Attendance Zones and Overcrowding Management

2. This policy aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 387, Financial Support of School System
 - i. NAC 387.131, School Day in Session
 - b. Chapter 388, System of Public Instruction, and specifically:
 - i. NRS 388.080 – 388.110, School Year; Minimum Number of Days; Holidays
 - c. Chapter 389, Examinations, Courses, Standards and Diplomas
 - i. NAC 389.040, "Unit of credit" defined

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the biennial review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
08/26/1997	1.0	Adopted
11/13/2001	2.0	Revised
01/08/2002	3.0	Revised
06/08/2004	4.0	Revised
6/14/2016	5.0	Revised to include middle and high schools and remove Single Track Green
4/11/2014	6.0	Revised: removed SOMP information to new administrative regulation 7106