



Administrative Regulation 5015

SCHOOL OF CHOICE

Responsible Office: Department of Student Enrollment and Records

PURPOSE

This Administrative Regulation describes the process through which students may request to attend a school of their choice other than their zoned school in the Washoe County School District (District).

DEFINITIONS

1. "Directed Variance" means that an Area Superintendent in collaboration with school site administrators determine that it is in the best interest of a student to attend a school outside of the student's official residence.
2. "Homeschooled child" means a child who receives instruction at home, files an intent to homeschool, and who is exempt from Nevada compulsory attendance laws.
3. "School of Choice" means the request to attend a school outside of the student's official residence.
4. "Zoned School" means the school a student will attend based on their official residence.

REGULATION

1. School Zoning and Residency
 - a. The establishment of school zones is a process designated to provide for the orderly control of the number of students assigned to a particular school. School zone areas shall be reviewed periodically by administrative employees and presented to the Zoning Advisory Committee.

Recommendations from the Zoning Advisory Committee will be presented to the Board of Trustees (Board) in accordance with Board Policy and any accompanying Administrative Regulations and Administrative Procedures.
 - b. The official residence of a student is that of the legal parent/guardian listed as the primary legal guardian in Infinite Campus. A student may not claim residency by living with any relative other than a parent/guardian or with any other person, unless such relative or other person has obtained guardianship as provided for by the provisions of Nevada state law.

- c. Parent(s)/guardian(s) may be asked to complete an affidavit of residency.
 - i. False information provided on this affidavit will result in immediate disenrollment from the school and any other appropriate action as a result of the false information. Further, such cases may be forwarded to the Washoe County District Attorney's Office for potential criminal prosecution for perjury or other appropriate action.
 - d. Exceptions to enroll in established zones may be granted in situations identified within this regulation. Official permission to enroll in schools other than those for which their residence is zoned may be requested through the School of Choice application process.
2. School of Choice Application Process
- a. All requests for a School of Choice application from a student's zoned school must be initiated by the legal parent/guardian through an application provided by the District during an open School of Choice window. Each school age student in a household must have a separate School of Choice application submitted during the open application window to be considered for placement outside their zoned school. In reviewing all School of Choice applications, the District will use finalized student enrollment projections for the following year, available school facilities utilization information, as well as the allocation guidelines formula in determining if the school has space available for acceptance of placements. The allocation guidelines formula used shall be the student/teacher formula used in the allocation for the current school year, or if different and determined, that of the proceeding school year's. Selection will be determined on a lottery basis as further detailed in this Regulation.
 - b. The district will post general available seats per school, per grade level 90 days before opening the School of Choice window. This information will be available on the School of Choice website and is updated at the beginning of each quarter.
 - c. Only complete and officially submitted applications will be processed and entered into the lottery. All incomplete applications will be cancelled.
 - d. Students attending a school on a School of Choice placement are authorized to remain at the approved site throughout the grade levels of the school. Parents or guardians will need to submit a new School of Choice application should a student(s) want to attend a school other than their zoned school as students enter their 6th and 9th grade year. No

School of Choice application is required for a student to attend their zoned school at any grade level.

- e. Students in specialized or self-contained programming in special education should receive their education at their zoned school. If the zoned school does not have the specialized program, the next closest program with space available will be identified by the Office of Student Development and Success and transportation will be provided to the student at that identified placement. To ensure consistent programming that meets the needs of the student as well as available space in the program, School of Choice applications for students in specialized or self-contained programming may only be approved by the Office of Student Development and Success and transportation will not be provided as the location of the placement is a parent/guardian decision and not an IEP team decision.
- f. When School of Choice placements are granted for students to attend schools other than those for which their residence is zoned, the District assumes no responsibility for transportation of the students to or from school.
- g. The District is not responsible for any missed deadlines on the parent/guardian's behalf.
- h. A parent/guardian may appeal the denial of an application if the parent/guardian believes the denial is due to one or more of the following reasons:
 - i. Violation of the state law;
 - ii. Violation of Board Policy;
 - iii. Violation of this District Regulation;
 - 1) The request for appeal must be made in writing to the School of Choice office at www.schoolofchoice@washoeschools.net, including the following details:
 - a) The student's full name;
 - b) Date of birth;
 - c) Grade level;
 - d) Student Infinite Campus ID number (if applicable); and;

e) Detailed description of the specific violation with supporting facts for the appeal.

2) The appeal must be received within ten (10) business days of the denial.

3) School of Choice Office will respond within twenty (20) business days of receipt of request for appeal and the decision is final.

3. School of Choice Applications and Athletic Eligibility

a. High school athletic eligibility is governed by the NIAA Regulations and policies.

4. School of Choice and Rezoning

a. A student who is on a School of Choice placement when a school undergoes rezoning is not guaranteed a placement at the same school. A new School of Choice application must be submitted and is subject to approval in accordance with the provisions in this Administrative Regulation.

b. The District will use the teacher allocation guidelines formula, finalized student enrollment projections, and available school facilities utilization information to ensure space is available for the following school year.

c. Rezoning School of Choice placements may be granted for the following reasons:

i. The requesting student would be an incoming 5th grade, 8th grade, and/or high school 11th and 12th grade student at the rezoned school;

ii. The younger sibling of a student granted a rezoning placement may also apply to remain at the original school of attendance.

d. Transportation will not be available to a student on a rezoning placement.

e. Once a school reaches capacity, based on teacher allocations, student enrollment projections and facility utilization information, the school will not accept any variances or School of Choice applications of any kind. This is a requirement to ensure zoned students will be able to attend their zoned school and schools do not become inadvertently overcrowded.

5. School of Choice Lottery Process:

- a. If there are more School of Choice applications than capacity seats at a school or particular grade level within the school, a lottery will be held. The lottery will take place on an as needed basis per school/grade level.
 - i. In the event a lottery is needed, the following process shall occur for a school:
 - 1) The names of all students who submitted a School of Choice application for a specific school/grade level will be placed into the automated lottery system.
 - 2) The lottery system will randomly assign each student application a unique generic number to ensure anonymity and randomization of selection.
 - ii. An additional weight will be given for each of the following reasons:
 - 1) The student who is applying is coming from a 1 or 2 star rated school per the annual Accountability Report Card for that school year or the previous school year.
 - 2) The student who is applying is certified for free and reduced lunch, or qualifies for migrant, homeless or is in foster care.
 - 3) The student who is applying has one or more siblings already enrolled in the choice school. Siblings will be waitlisted as needed.
 - iii. Once the lottery process is complete, parents/guardians will be notified by email or text message, depending on how the original application was submitted by the parent/guardian, on the status of the acceptance or denial of the application based upon the automated lottery system.
 - iv. All placements are final unless the parent/guardian contacts the School of Choice office to decline the placement.
 - v. The District is not responsible for any missed deadlines on the parent/guardian's behalf.
 - vi. The District is not responsible for any parent/guardian email/text blocks, delays, or emails/texts being directed to spam or junk folders by the parent/guardian's email or phone company.

Parents/guardians should add schoolofchoice@washoeschools.net to their contacts to help ensure timely communication.

vii. If the parent/guardian of the student selected in the lottery declines the placement, the next student on the sibling waitlist will be notified by email of their acceptance.

viii. A district employee may request a placement directly from the school principal or use the School of Choice application process.

6. School of Choice Revocation:

a. A School of Choice placement may be revoked for the following reasons: but are not limited to (1) failure to meet the District attendance standards; (2) any violation of Nevada or federal laws and regulations, including failure to adhere to a safe and respectful learning environment, or (3) rezoning changes.

i. The student has earned ten (10) or more days of out of school suspension during the previous or current school year.

ii. In consultation with their Area Superintendent, Site Principals may revoke SOC placements for students who are severely chronically absent the prior school year (if at the SOC site) or the current school year. At least two interventions must have been attempted and documented within the MTSS tab, and one meeting with parents/guardians must have been attempted and documented within attendance notes in order to revoke a SOC placement for attendance.

iii. The student has been expelled.

iv. In the event of revocation, a student will return to their zoned school at the beginning of the next school year. A student will need to show improved behavior and/or attendance at the zoned school the following school year, remaining at the zoned school for the entire school year. If behavior and/or attendance does improve while at the zoned school, the parent/guardian can apply for a new School of Choice placement during the official School of Choice window for the next school year. Improvement constitutes less than five (5) out of school suspension days for behavior. Attendance improvement means the student is not chronically absent during the year they return to their zoned school. Schools shall work in good faith with parents/guardians of students on a School of Choice placement to support the student's academic and

social success and the student must adhere to behavior and attendance expectations of the school.

7. The following schools are not part of the School of Choice process:
 - a. Academy of Arts, Careers and Technology (AACT), Debbie Smith CTE Academy, TMCC Magnet High School, Mt. Rose K-8 Academy, and Jessie Beck Elementary School. Contact these schools directly for enrollment opportunities.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5400, Student Attendance;
 - b. Board Policy 5100, Student Behavior;
 - c. Board Policy 7500, Transportation of Students;
 - d. Administrative Regulation 7106, School Overcrowding Management Planning; and
 - e. Administrative Regulation 7107, Alignment of School Attendance Zones.
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. NRS Chapter 386, Local Administrative Organization;
 - b. NRS Chapter 388, System of Public Instruction;
 - i. NRS 388.040, Zoning of school district by board of trustees; establishment of zones does not preclude pupil's attendance at certain other public schools.
 - c. NRS Chapter 392, Pupils;
 - i. NRS 392.070, Attendance excused for children in private school or homeschool;
 - ii. NRS 392.072, Participation of homeschooled children in programs of special education and related services; regulations;
 - iii. NRS 392.074, Participation of private school children and homeschooled children in classes and extracurricular activities; and
 - iv. NRS 388D.010 – 388D.070, Homeschooled Children.

- d. NAC Chapter 385B, Nevada Interscholastic Activities Association;
 - i. NAC 385B.700 – 385B.798, Eligibility of Pupils and Coaches.

REVISION HISTORY

Date	Revision	Modification
10/01/2009	1.0	Adopted as CSI Procedure STAC-P104
04/04/2009	1.1	Revised
04/02/2013	1.2	Revised
01/22/2014	1.3	Revised
08/28/2015	2.0	Converted to Administrative Regulation, aligned with other governing documents
06/21/2018	3.0	Revised: Clarify the rezoning variance process; Special Education variances
08/02/2022	4.0	Revised: Update format and clarify language
04/08/2024	5.0	Revised: Update to match the addition of the School of Choice application and process.
8/8/2024	6.0	Revised: Fixed formatting issues.
08/24/2026	7.0	Revised: Updated to reflect the changes to NRS 388.040