



# Administrative Regulation 7106 SCHOOL OVERCROWDING MANAGEMENT PLANNING

**Responsible Office(s):** Office of 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 schools of the Washoe County School District ("District").

## **REGULATION**

1. The plan, review, and decision timelines articulated in this regulation can be postponed by the Superintendent on a case-by-case basis.
2. Utilization of Facilities
  - a. Elementary Schools
    - i. The District will consider an elementary school to be overcrowded if the total number of classrooms being used, as of the second Friday of the school year, is above 100% of its total classroom capacity.
    - ii. The District will consider an elementary school building to be under-utilized if the total number of classrooms being used, as of the second Friday of the school year, is below 85% of its total classroom capacity.
  - b. Middle and High Schools
    - i. The District will consider a middle or high school to be overcrowded if student enrollment is at or above the base design enrollment as of the second Friday of the school year.
    - ii. The District will consider a middle or high school building to be under-utilized if student enrollment is at or below 75% of base design enrollment capacity as of the second Friday of the school year.
3. Watch School
  - a. Watch School Defined
    - i. An elementary school is defined as a Watch School when its total classroom capacity reaches 95%.

- ii. A middle or high school is defined as a Watch School when its base design enrollment capacity reaches 85%.
- b. Once a school is classified as a Watch School, the following steps shall be taken to ensure accuracy:
  - i. The Area Superintendent, the Principal, a member of Facilities Management, and the Senior Director of Student Accounting will walk the school to ensure that the classroom count is correct, and to see if any modifications to the building or classroom usage can be made to increase classroom capacity in the building.
  - ii. If there are adjustments to the total classroom capacity of the building, the Facilities Management Planner will make adjustments to the number of classrooms for the building.
  - iii. A principal may request a full review of actual capacity when the total classroom capacity is inaccurate for any reason.

#### 4. Plan School

- a. Plan School Defined
  - i. An elementary school is classified as a Plan School when that school has reached or exceeds 100% of total classroom capacity and is projected to reach or exceed 105% of total classroom capacity the following year. The school must be projected to maintain the 105% or higher threshold for the following three years to be considered a Plan School.
  - ii. A middle or high school is classified as a Plan School when that school has reached or exceeds 90% of base design enrollment capacity or total classroom capacity and is projected to reach or exceed 100% of base design enrollment capacity or total classroom capacity the following year. The school must be projected to maintain the 100% or higher threshold for the following three years to be considered a Plan School.
  - iii. For the purposes of this process, the unofficial count of the school is made on the second Friday of the school year.
- b. When a school becomes a Plan School, an overcrowding meeting must take place at the school to inform the school community of the current and/or projected overcrowding and describe the next steps that will be taken, to include creation of a School Overcrowding Management Plan ("SOMP").

## 5. School Overcrowding Management Plan

- a. Upon becoming a Plan School, a School Overcrowding Management Plan shall be created by the school's Principal and Area Superintendent.
  - i. The school's Principal and Area Superintendent shall establish a working group for the purpose of developing the School Overcrowding Management Plan and soliciting input from the school community.
    1. Such working group shall include:
      - a. Three (3) to five (5) parent/guardian members; and
      - b. Two (2) to three (3) staff members, to include at least one certified staff member and one educational support staff member.
    2. Members will be solicited at school overcrowding meetings and via school-wide communications and selected by the school principal and area superintendent.
    3. The overcrowding committee will be established no later than the fourth Friday of the school year.
- b. The District will provide the school a list of potential District-level recommendations and/or changes, if applicable, intended to support the school, and updated projections of overcrowding based on those changes:
  - i. Modifications and cost estimates, such as placement of additional portable classrooms, that could be made to the site to create additional classroom space;
    1. Any proposal to convert space currently dedicated to a District program, such as the Signature Academies, must be approved by the Superintendent.
  - ii. Moving 6<sup>th</sup> grade classes to the zoned middle school(s);
  - iii. Rezoning – recommendations to realign school attendance zones shall comply with Administrative Regulation 7107, Alignment of School Attendance Zones;
  - iv. Moving non-special education programs out of the school; and,

- v. Any other available options that will reduce overcrowding, if any, such as utilizing leased, rented, or other commercial or non-District space near the school to hold classes.
- c. The School Overcrowding Management Plan may include but is not limited to the following strategies:
- i. Adoption of an alternative calendar (Note: Schools on alternative calendars 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.
    - 1. An elementary school may be converted to a Multi-Track Year-Round Calendar (MTYR) in which the school is divided into four groups ("tracks") of students who 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%.
    - 2. A middle or high school may adopt a Double Session schedule in which two "schools" are operated out of one building; the school is divided into two separate groups which start and end the day at different times, with no overlap.
  - ii. Adoption of a Flex Schedule (Note: Schools on a flex schedule 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.
    - 1. Elementary schools may consider use of staggered start times to increase efficiency of drop-off and pick-up of students, lunch times, recesses, and more.
    - 2. Middle and high schools may consider use of staggered start times to increase capacity.
  - iii. Converting a computer lab to a classroom;
  - iv. Changing classroom utilization or moving offices out of space that could be used as a classroom;
  - v. Relocating smaller programs/supports currently using a full-sized classroom (primary or otherwise) to a smaller space;

- vi. Having smaller program/support teachers push into a regular classroom to support students rather than pull students out of a regular classroom;
  - vii. Combining the teacher workroom with the teacher lounge if the existing workroom is a classroom or can be converted into a classroom;
  - viii. Utilizing one classroom for two classes (i.e. "team teaching");
  - ix. Converting storage or other non-classroom space to classroom space;
  - x. Carefully analyzing and considering existing and future student variances;
  - xi. Requesting extra temporary storage; and/or
  - xii. Utilizing prep-period classrooms in middle/high schools.
- d. The School Overcrowding Management Plan may not include:
- i. In certain elementary school building designs, the conversion of a dedicated music room adjoined to the cafeteria/multi-purpose room and/or eliminating dedicated space for music classes; or,
  - ii. Relocating programs or elimination of student variances that would not comply with District policy, and state or federal laws and regulations.
- e. The School Overcrowding Management Plan:
- i. Shall include information regarding how overcrowding will be addressed for the next three years.
  - ii. Shall comply with all the applicable building and life safety codes.
  - iii. Shall be submitted to the Superintendent's Overcrowding Working Group by the 3<sup>rd</sup> Wednesday in September.
6. Superintendent's Overcrowding Working Group
- a. The Superintendent's Overcrowding Working Group will meet and review the School Overcrowding Management Plan by the 4<sup>th</sup> Wednesday in September to determine what recommendations will go forward to the Superintendent.

- b. The Superintendent's Overcrowding Working Group will consist of the following members or their designee:
    - i. Chief Ombudsman and Strategy Officer;
    - ii. Chief Operating Officer;
    - iii. Senior Director of Student Accounting;
    - iv. Chief Financial Officer;
    - v. Chief Human Resources Officer; and,
    - vi. A member of the Office of Communications and Community Engagement, who shall serve ex officio as a non-voting member.
  - c. The following will be considered when evaluating the School Overcrowding Management Plan:
    - i. The instructional and educational value of the School Overcrowding Management Plan;
    - ii. The school's three-year projected classroom usage and needs;
    - iii. The cost of implementing the School Overcrowding Management Plan and the cost of any alternatives to the School Overcrowding Management Plan, balanced with another school's not being able to implement an item, such as single point of entry; and,
    - iv. Any plan to build a new school in the area, or other factors or actions that would reduce overcrowding at the school in the next three years.
  - d. A final decision will be made by the Superintendent's Overcrowding Working Group by the 5<sup>th</sup> Friday in September and the recommendation shall be forwarded to the Superintendent.
7. Superintendent Review
- a. If the Superintendent's Overcrowding Working Group recommendation is to reject all or part of a School Overcrowding Management Plan, the Superintendent or his/her designee will make the decision on what strategies, if any, will be used to relieve overcrowding. Such recommendation shall be included in the final School Overcrowding Management Plan.

- b. The Superintendent or his/her designee will sign off on the plan by the first Wednesday in October.
  - c. The recommendations for relief from overcrowding will go forward to the Board of Trustees if the School Overcrowding Management Plan includes any items or changes which require action by the Board of Trustees to implement as a function of fiscal impact.
    - i. This may apply to a plan that includes capital improvements or calendar or schedule changes (e.g. Multi-Track Year-Round Calendar not prompted by the conversion threshold, or Flex Schedule) that require Board of Trustees' approval.
    - ii. The Superintendent or his/her designee will forward to the Board of Trustees for their approval any Elementary schools that meet the automatic threshold for Multi-Track Year-Round calendar conversion or middle/high schools that meet the automatic threshold for Double Session calendar conversion.
  - d. Following Board of Trustees' approval, the Superintendent or his/her designee will communicate the final plan to the school.
8. School Overcrowding Management Plan Review / Revision
- a. School Overcrowding Management Plans must be reviewed annually by the Principal and Area Superintendent.
  - b. The Area Superintendent may ask the Superintendent's Overcrowding Working Group to re-review the School Overcrowding Management Plan.
  - c. 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 previously in this regulation.
  - d. 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 Multi-Track Year-Round calendar, Double Session or Flex Schedule will remain on that calendar/schedule until relieved by the new facility in the method described in Administrative Regulation 6111, School Calendars and Schedules to Relieve Overcrowding.
9. Timeline/Deadlines: School Overcrowding Management Plan
- a. Enrollment Count: 2<sup>nd</sup> Friday of School Year

- b. Updated Projections, Schools Notified: Wednesday following enrollment count
- c. School Overcrowding Management Plans Due from Schools: 3<sup>rd</sup> Wednesday in September
- d. Superintendent's Overcrowding Working Group Recommendations to Superintendent: 5<sup>th</sup> Friday in September
- e. Superintendent's Final Decision: 1<sup>st</sup> Wednesday in October
- f. Board Discussion and Possible Action (as necessary): 1<sup>st</sup> Regular Meeting After Superintendent's Final Decision

## **DEFINITIONS**

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

## **DESIRED OUTCOMES**

1. Through the implementation of this administrative regulation:
  - a. The District will provide a safe and healthy learning environment for District students;
  - b. Communication between the District, parents/guardians and community members will be enhanced;
  - c. The Board of Trustees will honor its commitment to be good financial stewards related to school facilities.

## **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 Capacity Management and Attendance Zones
  - d. Administrative Regulation 5015, Variance from Zoned School



- e. Administrative Regulation 7107, Alignment of School Attendance Zones
- 2. This policy aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 387, Financial Support of School System
  - b. Chapter 388, System of Public Instruction
  - c. Chapter 393, School Property

### **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
4/11/2017	1.0	Adopted