



Administrative Regulation 7107 ALIGNMENT OF SCHOOL ATTENDANCE ZONES

Responsible Office: Office of the Deputy Superintendent

PURPOSE

This administrative regulation shall provide consistent direction to all members of the community regarding the management of overcrowding through the realignment of school attendance zones in the Washoe County School District ("District").

REGULATION

1. In accordance with Board Policy 7105, the Board of Trustees shall establish the school attendance zones within the District, to include determining which students must attend each school. The process for determining school attendance zones includes, but is not necessarily limited to, four major components:
 - a. Geographical attendance zones, based on residence. Generally, students shall be assigned to a school based on the area in which the student's custodial parent/guardian resides. This may include planned residential developments.
 - b. Class Size Assignments
 - c. Out-of-Zone Transfers/Variations. Students who qualify and are approved may attend outside their assigned attendance zones through the zone variance process.
 - d. Signature, Gifted and Talented, Magnet and Other Program Transfers
2. School Overcrowding Management is addressed in Administrative Regulation 7106, School Overcrowding Management Planning, which establishes procedures used for classifying a school as a Watch or Plan school and discusses potential options 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. Moving 6th grade classes to the zoned middle school(s);
 - ii. Rezoning of school attendance areas;
 - iii. Moving non-special education programs out of the school; and,
 - iv. 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.
- d. 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.

3. Realignment of School Attendance Zones

- a. Each year, staff from the Office of Capital Projects and Facilities management shall review current enrollment and design capacity of each school in the District. Such information shall be utilized to determine schools in need of a potential change to attendance zones. Consideration shall be given to such areas as, but not limited to, over- and under-utilization of schools, stability of educational programs, feeder school enrollment, current enrollment, and anticipated future growth.
- b. The following zoning procedures may be implemented by the District to relieve overcrowding at schools.
 - i. Elementary Schools
 - 1. 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.
 - 2. 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.

- ii. Middle and High Schools
 - 1. 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.
 - 2. 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.
- c. The District may consider revisions to school attendance zones for reasons to include, but not necessarily limited to:
 - i. Construction of a new school and/or the construction of additional capacity at an existing school.
 - ii. Closing or suspending operations of an existing school.
 - iii. Over-enrollment or under-enrollment of individual schools.
- d. Several factors may be considered when realigning school attendance zones. Such consideration shall include, but not necessarily be limited to:
 - i. Proximity of students to an individual school;
 - ii. Safety of students;
 - iii. Availability of space;
 - iv. Transportation;
 - v. Growth impact, as determined by the number and location of approved but unbuilt subdivisions; and
 - vi. Capacity and enrollment of the school to be rezoned, as well as surrounding schools.
- e. Variances based on rezoning
 - i. When rezoning occurs and when space is available, a principal may accept variance requests for those students whose own school has changed as a result of rezoning.

1. Principals shall not exceed the 100% of team capacity at the elementary schools or 100% of capacity in middle and high schools without the approval of the area superintendent.
2. The requested variance is for the first year of the realigned attendance zones.
3. The requesting student would be an incoming 5th grade or 8th grade student at the rezoned school. The younger sibling of a student granted a rezoning variance may also apply to remain at the original school of attendance.
4. Transportation will not be available to a student on a rezoning variance.

ii. See Administrative Regulation 5015, Variance from Zoned School for additional information.

4. Zoning Advisory Committee

- a. The Superintendent shall establish an advisory committee for the purpose of making school attendance zone recommendations to the Board of Trustees.
 - i. The District will provide the committee with demographic and other pertinent data.
 - ii. The committee will review target enrollments recommended by staff and develop options based on the following parameters:
 1. Keep subdivisions and small neighborhood units in the same attendance zone to the extent possible.
 2. Assign students to the closest school to the extent possible.
 3. Create compact attendance zones with few or no island areas.
 4. Include target enrollments that allow for growth and anticipated changing demographics.
 5. Comply with feeder patterns to the extent possible.
 6. Avoid placing a transportation burden on any identifiable diversity subgroup (socioeconomic, race/ethnicity, EL, or disability).

- iii. Student exceptions to a change of school based on a realignment of school zones may be considered by the committee as part of the recommendation to the Superintendent and Board of Trustees. Examples of such exceptions include, but are not limited to:
 - 1. A student beginning his/her 12th grade year during the first year of the realigned attendance zones will not be required to change his/her school of attendance.
 - 2. A student at a K-6 elementary school beginning his/her 6th grade year during the first year of the realigned attendance zones will not be required to change his/her school of attendance.
 - 3. A student at a K-5 elementary school beginning his/her 5th grade year during the first year of the realigned attendance zones will not be required to change his/her school of attendance.
 - 4. A current elementary student will not be required to shift to a different school if the area in which he/she resides has been previously rezoned during his/her attendance at that school.
 - 5. Siblings will be allowed to attend the same school to the extent possible. No transportation shall be provided by the District for this option unless otherwise provided by District policy, regulation or rule.
- b. The Zoning Advisory Committee 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 the realignment of whole school attendance zones shall rest with the Board of Trustees.
- c. The operation of the Zoning Advisory Committee 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. The Committee shall operate in accordance with 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. Membership
 - 1. Voting membership shall consist of thirteen (13) voting members as follows:

- a. Seven (7) members – one (1) selected by each member of the Board of Trustees, representing the election district of the Trustee.
 - b. Three (3) Parent/Guardian or other Community members selected through the District's application process.
 - c. Three (3) School Site Staff Members selected through the District's application process:
 - i. One (1) School Administrator
 - ii. One (1) Certified Teacher/Counselor
 - iii. One (1) Educational Support Staff Member
 2. A Non-voting member shall be designated by the Superintendent to serve as the staff liaison to the committee.
 - 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 attendance zones.
 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.
5. Reporting Structure and Recommendation of the Zoning Advisory Committee
 - a. The District shall provide for the distribution and publication of information to the community and to the affected schools outlining the school zoning process and methods for public input. Public input will also be solicited at the meetings of the Zoning Advisory Committee.

- b. The committee will consider public input, revise its alternative plans, as appropriate, and submit a plan or such alternate committee recommended plans as it deems appropriate to the Superintendent for further action as provided herein.
 - c. The Superintendent shall place recommendations on a publicly posted agenda of a meeting of the Board of Trustees. The Board of Trustees shall review the recommendations of the committee, accept public input, and
 - d. The Board of Trustees shall make the final decision regarding any and all school attendance zoning plans.
6. In the event a realignment of school zones will occur, the Capital Projects & Facilities Management Department shall be responsible, with the assistance of the Office of School Performance and principals of the schools involved, for organizing and working with the rezoning committee, scheduling appropriate public meetings, and preparing the zoning proposal for approval by the Board of Trustees.

DEFINITIONS

1. Rezoning refers to the realignment of school attendance zones based on a student's residence. A rezoning may require a transfer of students from one school of regular enrollment to another school of regular enrollment in accordance with established District procedures.

DESIRED OUTCOMES

1. Through the implementation of this administrative regulation:
 - a. All educational programs and schools shall have equitable facilities that are provided and maintained in a timely and cost efficient manner;
 - b. The District will provide a safe and healthy learning environment for District students;
 - c. Communication between the District, parents/guardians and community members will be enhanced;
 - d. The Board of Trustees will honor its commitment to be good financial stewards related to school facilities.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and complies/aligns with the governing documents of the District, to include:

- a. Board Policy 6111, School Calendars and Schedules to Alleviate 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 7106, School Overcrowding Management Planning
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
- a. Chapter 278, Planning and Zoning
 - b. Chapter 387, Financial Support of School System, and specifically:
 - i. NRS 387.328, Financing of Construction of Schools and Other Projects: Establishment; purposes; accumulation of money for specified period; source; reversion prohibited; pledge of proceeds for payment on bonds.
 - c. Chapter 388, System of Public Instruction, and specifically:
 - i. NRS 388.040, Zoning of School District by board of trustees.
 - d. Chapter 393, School Property

REVIEW AND REPORTING

- 1. This document shall be reviewed as part of the bi-annual 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 policy as well as an audit of the accompanying governing documents.
- 2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

REVISION HISTORY

Date	Revision	Modification
10/20/2009	A	Adopted as CSI Procedure CPFM-P310
4/11/2017	1.0	Revised: converted to administrative regulation
6/21/2018	2.0	Revised: updated with rezoning variance information