



# Administrative Regulation 7087

## School Closure

**Responsible Office:** Office of Operations

### **PURPOSE**

This Administrative Regulation establishes the process used by the Washoe County School District (District) and Board of Trustees (Board) to change the location of a school, close a school, or change the use of a school.

### **DEFINITIONS**

1. "Closure" means permanent closure of a school site.
2. "Emergency closure" means a temporary closure of a school site to protect the health and safety of students and staff or caused by other unforeseen circumstances such as a fiscal crisis.
3. "Temporary Closure" means closure of a school site until the district decides its future use such as K-12, School Support office spaces, support for community spaces, lease to outside entities, etc.

### **REGULATION**

1. Closure of a School.
  - a. The District may consider closure of a school for any one, or more, of the following reasons: enrollment, age of school, costs related to operating the school, costs related to updating the school to meet current educational building facility standards, transportation impacts including costs and safe walking routes, and/or other impacts to the school community such as diversity and special programs as well as other uses.
    - i. When closure of a school is proposed, the Superintendent shall notify the Board of the proposal to close a school including analysis of the reasons for the proposal.
    - ii. After notification of the Board, the Superintendent will bring the proposal to the Zoning Advisory Committee for public input on the proposal.
  - b. The duties of the Zoning Advisory Committee (Committee) are to:
    - i. Review information pertinent to the proposed school closure including information presented to the Board and transition

- planning in support of a recommendation on the matter to the Board;
  - ii. Hold at least two public meetings at the school considered for closure to gather input from the Committee and the community;
  - iii. Evaluate alternatives to closing the school including feasible alternatives that target the reason why the school is proposed for closure; and
  - iv. Make a recommendation to the Board regarding the proposed closure of a school.
- c. After the Committee makes its recommendation, the Board shall:
- i. Conduct at least one public hearing to consider the proposed closure of a school;
  - ii. Prior to the public meeting, the Board shall give at least 30 days' written notice of the meeting to the principal, teachers at the affected school, and to the parents of the students attending the school; and
  - iii. Prior to the public meeting, the Board shall publish a notice of the subject, time, and place of the meeting at which the matter will be considered, in a newspaper of general circulation in the county at least 10 days before the meeting.
- d. Reconsideration by the Board. If the Board decides to close a school, any resident of the District aggrieved by the Board's decision may, within 30 days after the decision, make a written request to the Board for a hearing of reconsideration of the decision. The Board shall schedule the hearing within 30 days after receiving the request for reconsideration and shall publish a notice of the time and place of the hearing in a newspaper of general circulation in the county at least 10 days before the hearing. The decision of the Board after its reconsideration is final.
2. Temporary Closure. The District may temporarily close a school until the District decides whether to change the location of the school, close the school, or change the use of the school. If the District decides to permanently change the location of the school, close the school, or change the use of the school, then the District will follow the process for doing so as stated herein.

3. Emergency Closure. This procedure does not affect the District's ability to immediately close a school to protect the health and safety of students and staff, or caused by other unforeseen circumstances, such as a fiscal crisis, if deemed necessary.
4. Change the Location of a School or Change the Use of a School.
  - a. The District may consider to change the location of a school or change the use of a school for any one, or more, of the following reasons: enrollment, age of school, costs related to operating the school, costs related to updating the school to meet current educational building facility standards, transportation impacts including costs and safe walking routes, and/or other impacts to the school community such as diversity and special programs as well as other uses.
  - b. If the Superintendent recommends to change the location of a school or change the use of a school, the Board shall:
    - i. Conduct at least one public hearing to consider the proposed change of location or change of use of a school;
    - ii. Prior to the public meeting, the Board shall give 30 days' written notice of the meeting to the principal, teachers at the affected school, and to the parents of the students attending the school; and
    - iii. Prior to the public meeting, the Board shall publish a notice of the subject, time, and place of the meeting at which the matter will be considered, in a newspaper of general circulation in the county at least 10 days before the meeting.
  - c. If the Board decides to close a school, any resident of the District aggrieved by the Board's decision may, within 30 days after the decision, make a written request to the Board for a hearing of reconsideration of the decision. The Board shall schedule the hearing within 30 days after receiving the request for reconsideration and shall publish a notice of the time and place of the hearing in a newspaper of general circulation in the county at least 10 days before the hearing. The decision of the Board after its reconsideration is final.
  - d. Reconsideration by the Board. If the Board decides to change the use of a school or change the location of a school, any resident of the District aggrieved by the Board's decision may, within 30 days after the decision, make a written request to the Board for a hearing of reconsideration of the decision. The Board shall schedule the hearing within 30 days after

receiving the request for reconsideration and shall publish a notice of the time and place of the hearing in a newspaper of general circulation in the county at least 10 days before the hearing. The decision of the Board after its reconsideration is final.

## **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 7086, School Closure.
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 393, School Property, specifically:
    - i. NRS 393.080, General powers of board of trustees; notice required to close school or change location or use of school.
    - ii. NRS 393.085, Decision to close or change use of school: Hearing for consideration by board of trustees; judicial review.

## **REVISION HISTORY**

Date	Revision	Modification
8/3/2023	1.0	Adopted
11/21/2024	2.0	Revised: updated reasons for closure; added notification of proposed closure to Board; added guidelines for public hearings regarding proposal; updated reconsideration guidelines.