



Responsible Office: Office of the Deputy Superintendent

BOARD POLICY 6111

SCHOOL CALENDARS and SCHEDULE TYPES TO RELIEVE OVERCROWDING

PURPOSE

The Board of Trustees ("Board") believes that there is a benefit for all members of the community when the schools in the Washoe County School District ("District" or "WCSD") are on the same calendar. When overcrowding exists to the point that the benefit of one calendar is diminished, the Board of Trustees recognizes the need for school calendars and schedule types to change so that those benefits may again be realized. This policy and any associated documents shall establish the protocols related to the establishment of school calendars and schedules to relieve overcrowding.

POLICY

1. Guiding Principles

- a. The Board shall establish school calendars and schedule types to provide a program of instruction for its students. School calendars shall indicate beginning and ending dates, legal and local holidays, vacation periods, and other pertinent dates.
 - i. As needed, the Superintendent shall establish an advisory committee for the purpose of making school calendar recommendations to the Board of Trustees.
- b. The annual school calendar and schedule types shall be adopted with the intention of meeting the requirements of law as well as the needs of students, parents/guardians, the community, and the work year as negotiated for all employees.
- c. The Board recognizes that frequent changes in calendars are not in the best interest of students or the community and, therefore, future enrollment growth and/or loss will be considered when calendar changes are made.

2. Guiding Practices

- a. Initial changes to school calendars and schedule types for the purpose of alleviating overcrowding require the approval of the Board of Trustees.

- b. The Board recognizes the need for alternative schedule types to address overcrowding. Alternative schedule types may include, but are not limited to the multi-track year-round calendar in an elementary school and double sessions in a middle or high school.
 - i. Consideration of calendaring or other significant interventions to relieve overcrowding, including conversion to multi-track, year-round or other alternative schedules, for elementary schools will occur when the projected enrollment of a school for the following school year exceeds 120% of base design capacity.
 - ii. Consideration of calendaring or other significant interventions to relieve overcrowding, including conversion to double sessions or other alternative schedules, for middle and high schools will occur when the projected enrollment of a school for the following school year exceeds 120% of base design capacity.
 - iii. 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.
 - 1. The SOMP is intended to evaluate specific factors relative to the school, to include growth and safety issues, by getting feedback from the school community prior to consideration of converting a school to an alternative calendar or schedule type.
 - iv. If a school has not completed a School Overcrowding Management Plan, the school will be allowed to write a School Overcrowding Management Plan, and the Board of Trustees may grant a one-year deferral from conversion to Multi-Track Year-Round or Double Sessions.

DEFINITIONS

- 1. "Schedule types" include flex scheduling and double sessions.
- 2. "Calendars" include the balanced calendar and multi-track year-round (MTYR) calendars.
- 3. "Base Design Enrollment Capacity is the maximum enrollment capacity for a school (not including portable classrooms).
- 4. Multi-Track Year-Round Calendar (MTYR): The 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%.

5. Double Sessions: 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. Double Sessions can relieve overcrowding by as much as 50%.

DESIRED OUTCOMES

1. Through this policy, the development of school calendars and schedules support the following objectives:
 - a. Provide a safe and healthy learning environment for District students;
 - b. Provide significant blocks of instructional time for students;
 - c. Maximize the use of faculty workdays for professional learning opportunities by reducing District-imposed conflicts on those workdays;
 - d. Enhance the ability of administrators, faculty/staff, and parents/guardians to plan ahead; and
 - e. Enhance communication between the District, parents/guardians and community members.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District’s Strategic Plan and complies with the governing documents of the District, to include:
 - a. Administrative Regulation 6111, School Calendars
 - b. Administrative Manual 6112, Multi-Track Year-Round (MYTR) Calendar Procedures Manual.
 - c. Board Policy 7105, School Capacity Management and Attendance Zones
 - d. Administrative Regulation 7106, School Overcrowding Management Planning
 - e. Administrative Regulation 7107, Alignment of School Attendance Zones
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 387, Financial Support of School System, and specifically:

- i. NAC 387.120 – 387.153, School Schedules and School Days in Session
- b. Chapter 388, System of Public Instruction, and specifically:
 - i. NRS 388.080 – 388.110, School Year; Minimum Number of Days; Holidays

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
8/26/1997	1.0	Adopted
4/14/2015	2.0	Revised to include schedule types
1/10/2017	3.0	Revised: to document the Board established conversion threshold for elementary schools
8/22/2017	4.0	Revised: to clarify automatic conversion