



**Responsible Office:** Office of Operations

## **BOARD POLICY 7105**

### **SCHOOL CAPACITY MANAGEMENT AND ATTENDANCE ZONES**

#### **PURPOSE**

The Board of Trustees ("Board") believes in balancing and optimizing enrollments among schools based on individual school enrollment capacities and program requirements as part of the commitment to the overall academic success of students. Such capacity management ensures the efficient use of facilities and demonstrates the Board's sound stewardship of the public's significant financial investment in these facilities. Through this policy, and any associated governing documents, procedures related to school attendance zones and zone variances within the Washoe County School District ("District") shall be established.

#### **DEFINITIONS**

1. "Capital Improvement Plan" means prioritizing the District's capital improvement needs so that available funding can be applied to the areas of greatest need first.
2. "Rezoning" means 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.
3. "School Attendance Zone" means the geographical area in which resident students are assigned to a specific school and may include planned residential areas that have not yet been built.

#### **POLICY**

1. In accordance with state law, the Board shall establish the school attendance zones of the District, which includes determining the school each student attends.
2. Students shall attend the school(s) serving their School Attendance Zone unless otherwise permitted through policy and/or administrative regulation.
3. The Board shall make the final approval of School Attendance Zones, including changes to existing School Attendance Zones.

4. The Board shall manage the enrollment capacity of the District's school facilities through the creation of School Attendance Zones.
  - a. Capacity varies depending upon the need in a particular area, but in order to manage enrollment capacity, the Board may consider:
    - i. Opening or closing buildings;
    - ii. Adding to or renovating buildings;
    - iii. Adjusting School Attendance Zones;
    - iv. Implementing alternative school calendars and schedules such as multi-track year-round and double sessions;
    - v. Adding, relocating, or removing programs; and/or
    - vi. Adding or removing portables.
5. The District shall utilize the following guidelines to minimize the need for frequent revisions to School Attendance Zones.
  - a. Acquire school sites as far in advance as possible to aid in the future planning and assignment processes;
  - b. Evaluate the feasibility of building additional capacity on existing, overcrowded sites;
  - c. Monitor development trends and track new residential projects to evaluate potential impact on school enrollment;
  - d. Seek to secure additional funding for school construction and create lower enrollment/capacity ratios that provide for growth;
  - e. Recognize the value of lower utilization rates to provide for growth, lower class size, and program expansion and equity; and
  - f. Annually evaluate school enrollments, demographics and school capacities.
6. The District shall consider several factors when creating School Attendance Zones and/or Rezoning of current School Attendance Zones. Such consideration may include, but not necessarily be limited to:
  - a. Safety of students including proximity of students to a school;
  - b. The impact student demographic changes will have on existing educational programs within each school affected;

- c. Relieve overcrowded schools and utilize under enrolled schools;
  - d. Construction of a new school and/or the construction of additional capacity at an existing school including timing of planned facility;
  - e. Closing or suspending operations of an existing school;
  - f. Transportation issues;
  - g. Growth impact, as determined by the number and location of approved but unbuilt subdivisions;
  - h. Capacity and enrollment of the school and the schools in the area affected by the capacity and enrollment ; and
  - i. Consideration of financial implications related to these factors.
7. The Board of Trustees will regularly review School Attendance Zones for existing schools and projected attendance areas for new schools.
- a. This review will occur, minimally, prior to the completion of a new school, and following the annual update of the five (5) year Capital Improvement Plan.
  - b. This will allow for monitoring of changes in enrollment, demographics and program demand as it impacts capital program development.
  - c. The reporting shall include concerns related to School Attendance Zones, which may include such issues as student safety and transportation issues.
8. A standing advisory committee to the Board of Trustees, known hereafter as the Zoning Advisory Committee, shall be created to ensure School Attendance Zones are established as part of a cooperative effort between the District, the involved school(s) and the community. To the extent possible, recommendations from the Zoning Advisory Committee should be presented to the Board at least one school year before change is implemented, and at least two school years before changes are implemented in instances when an impacted school is anticipated to close as a result.
9. Community involvement and a regular exchange of information is important for fostering and maintaining support for any zoning and rezoning efforts. The District will take advantage of every opportunity to involve the community in applicable phases of such efforts. To ensure community engagement, the District will use available media, including the Internet and direct mail to advise administrators, faculty and staff; students; parents/guardians; and the community of pending changes in attendance zones and methods for public input.

10. The District strives to accommodate family choice to the maximum extent possible and offers zone variances for that purpose as well as to relieve overcrowded schools, fill under-enrolled schools, and allow students to participate in programs, such as signature academies, not offered in his/her zoned school. A student may attend a school other than the zoned school if he/she has been granted a variance in accordance with this policy and the accompanying administrative regulation.
11. The Superintendent shall establish any administrative regulations and procedures necessary to implement the provisions of this Board Policy, to include but is not limited to District protocols for establishing school attendance zones and zone variances.

### **LEGAL REFERENCES AND 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 7086, School Closure;
  - d. Board Policy 7110, Naming of Schools;
  - e. Administrative Regulation 5015, Variance from Zoned School;
  - f. Administrative Regulation 7106, School Overcrowding Management Planning; and
  - g. Administrative Regulation 7107, Realignment of School Attendance Zones.
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

**REVISION HISTORY**

Date	Revision	Modification
6/23/2009	1.0	Adopted
5/07/2012	1.1	Revised: Policy number changed from BOT-P083 to 7083
3/14/2017	2.0	Revised: Language reviewed; addition of realignment information; Policy number changed to 7105
06/10/2025	3.0	Revised: language revisions regarding enrollment boundary change recommendations