



Administrative Regulation 5015 SCHOOL OF CHOICE

Responsible Office: Department of Student Accounting |

PURPOSE

This Administrative Regulation describes the process through which students may request to attend a school of their choice other than their zoned school in the Washoe County School District (District).

DEFINITIONS

1. "Homeschooled child" means a child who receives instruction at home and who is exempt from Nevada compulsory attendance laws.
2. "Zoned School" means the school a student will attend based on their official residence.
3. "School of Choice" means the request to attend a school outside of the student's official residence.
4. "Directed Variance" means that an Associate Chiefs in collaboration with principals determine that it is in the best interest of a student to attend a school outside of the student's official residence.

REGULATION

1. School Zoning and Residency
 - a. The establishment of school zones is a process designated to provide for the orderly control of the number of students assigned to a particular school. School zone areas shall be reviewed periodically by administrative employees and presented to the Zoning Advisory Committee. Recommendations from the Zoning Advisory Committee will be presented to the Board of Trustees (Board) in accordance with Board Policy and any accompanying administrative regulations and procedures.
 - b. The official residence of a student is that of their parent/guardian. A student may not claim residency by living with any relative other than a parent/guardian or with any other person, unless such relative or other person has obtained guardianship as provided for by the provisions of Nevada state law.

Commented [SAL2]: It is no longer called Department of Student Accounting, right?

Commented [DM3R2]: My office is still the Department of Student Accounting - yes. However, we are under Chief Ernst who's overall department title changed to Office of Continuous Improvement. We have several other APs that are Department of Student Accounting. Not sure which direction leadership will want here.

Commented [SAL4]: It seems like the intent of these changes is, in part, to remove the language "variance" from the School of Choice Application process, right? So the intent is that "variances" will only be used in reference to directed variances? If this is not the intent, feel free to disregard changes I have made regarding the terminology.

Commented [DM5R4]: You are correct. It would be only used for a directed variance. I could possibly switch it to "placement." Thoughts?

Commented [SAL6R4]: Only concern would be that we use the word placement in special education. For that reason I would suggest leaving it as directed variance. We will need to think about other documents and forms that discuss variances to change the terminology going forward.

Commented [DM7R4]: Ok, that makes sense. We also will continue to use the term "variance" for out of district

- c. Parent(s)/guardian(s) may be asked to complete a **affidavit** of residency.
 - i. False information provided on this affidavit will result in immediate disenrollment from the school and any other appropriate action as a result of the false information. Further, such cases may be forwarded to the Washoe County District Attorney's Office for potential criminal prosecution for perjury or other appropriate action.
- d. Exceptions to enroll in established zones may be granted in situations identified within this regulation. Official permission to enroll in schools other than those for which their residence is zoned may be requested through the School of Choice application process.

Commented [DM8]: Need to clarify this affidavit comment before going to public comment

Commented [DM9R8]: Removal of the word notarized as current practice is that we don't do that any more.

2. School of Choice Application Process

- a. All requests for a School of Choice application from a student's zoned school must be initiated by the parent/guardian through an application provided by the District during Online Registration and the Infinite Campus Parent Portal or directly from the School of Choice Office.
- b. There is no appeal process for a denial of an application. However, a parent/guardian may submit another application during the next available window.
- c. Students attending a school on a School of Choice placement are authorized to remain at the approved site throughout the grade levels of the school. Parents or guardians will need to submit a new School of Choice application should a student(s) want to attend a school other than their zoned school as student's enter their 6th and 9th grade year. No application is required for a student to attend their zoned school at any grade level.
- d. Students in specialized or self-contained programming in special education should receive their education at their zoned **school**. If the zoned school does not have the specialized program, the next closest program with space available will be identified by the Office of Teaching, Learning and Leadership and transportation will be provided to the student. To ensure consistent programming that meets the needs of the student, School of Choice applications for students in specialized or self-contained programming may only be approved by the Office of Special Education through the Associate

Commented [SAL10]: I recommend removing this term. This is the first time it is used in this regulation and is not defined. It also appears to have the same meaning as zoned school.

Commented [DM11R10]: Agree.

Commented [DM12R10]: d. stays as it's the only specific mention to special education.

Chief of Specialized Instruction and transportation will not be provided.

Commented [SAL13]: Be sure to have Jen Van Tres review/approve this language. I believe and so I added that transportation is not provided when students attend a school of choice.

- e. When School of Choice placements are granted for students to attend schools other than those for which their residence is zoned, the District assumes no responsibility for transportation of the students to or from school.
- f. In reviewing all School of Choice applications, the District will use finalized student enrollment projections for the following year, available school facilities utilization information, as well as the allocation guidelines formula in determining if the school has space available for acceptance of placements. The allocation guidelines formula used shall be the student/teacher formula used in the allocation for the current school year.
- g. The District is not responsible for any missed deadlines on the parent/guardian behalf.

3. School of Choice Applications and Athletic Eligibility

- a. High school athletic eligibility is governed by the NIAA Regulations and policies.
- b. Freshman, sophomore and junior high school students granted a School of Choice placement shall be eligible to participate in sanctioned sports at the sub-varsity level only for 180 school days. Senior high school students granted a School of Choice placement would not be eligible to participate in sanctioned sports.
- c. If a student returns to their school of residence, the student loses athletic eligibility for 180 school days from their first date of enrollment upon return to their school of residence.
- d. Student athletes who attend an alternative school to include AACT, TMCC High School, NorthStar, or another approved WCSD designated program are eligible to participate in sanctioned sports at their school of residence only.

Commented [DM14]: Adding this per R. S's public comment

4. School of Choice and Rezoning

- a. A student who is on a School of Choice placement when a school undergoes rezoning is not guaranteed a placement at the same school. A new School of Choice application must be submitted and is

subject to approval in accordance with the provisions in this Administrative Regulation.

- b. The District will use the teacher allocation guidelines formula, finalized student enrollment projections, and available school facilities utilization information to ensure space is available for the following school year.
- c. Rezoning School of Choice placements may be granted for the following reasons;
 - i. The requesting student would be an incoming 5th grade, 8th grade, and/or high school 11th and 12th grade student at the rezoned school;
 - ii. The younger sibling of a student granted a rezoning placement may also apply to remain at the original school of attendance.
- d. Transportation will not be available to a student on a rezoning placement.
- e. Once a school reaches capacity, based on teacher allocations, student enrollment projections and facility utilization information, the school will not accept any variances or applications of any kind. This is a requirement to ensure zoned students will be able to attend their zoned school and schools do not become inadvertently overcrowded.

5. School of Choice Lottery Process:

- a. If there are more School of Choice applications than capacity seats at a school, a lottery will be held. The lottery will take place on an as needed basis per school either after the initial window in the fall or after the final application window closes in late spring.
 - i. In the event a lottery is needed, the following process shall occur for a school:
 - 1. The names of all students who submitted a School of Choice application for a specific school will be placed into the automated lottery system within Infinite Campus.

Commented [SAL15]: Thinking this will be renumbered as either 4 or 5 after additional edits are made, instead of it being a subpart.

Commented [DM16R15]: Agree - seems to be a formatting issue.

Commented [DM17R15]: 5

2. The Infinite Campus lottery system will randomly assign each student application a unique generic number to ensure anonymity and randomization of selection.

(i). An additional weight of 1 (one) point will be given for the following reasons:

1) The student who is applying has one or more siblings already enrolled in the school (1 (one) additional point);

2) The student who is applying is child of a contracted employee of the District (1 (one) additional point).

ii. Once the lottery process is complete, parents/guardians will be notified by email from the School of Choice Office on the status of the acceptance or denial of the application based upon the Infinite Campus automated lottery system.

iii. Parents/guardians will receive an email notifying them of their student's placement from the following email address: schoolofchoice@washoeschools.net. All placements are final unless and parent/guardian contacts the School of Choice office to decline the placement.

~~iv. The District is not responsible for any missed deadlines on the parent/guardian behalf.~~

i. iv. The District is not responsible for any parent/guardian email blocks, delays, or emails being directed to spam or junk folders by the parent/guardian's email company. Parents/guardians should add the schoolofchoice@washoeschools.net to their contacts to help ensure timely communication.

~~v. If the parent/guardian of the student selected in the lottery declines the placement, the next student on the lottery generated list will be notified by email of their acceptance.~~

Parents/guardians may always submit another application during the next appropriate School of Choice window if their initial application was denied.

6. School of Choice Revocation:

Commented [DM18]: Removal of previous #2 - Spoke with IT - not needed for CTE explanation

Commented [DM19]: Removal of "Parents/guardians are given 3 (three) business days to review the School of Choice placement."

Commented [DM20]: Moved to section 2 item g.

Commented [DM21]: Delete entirely

Commented [AS22]: I started to try to fix the formatting in the above section, but this will need to be completed before posting.

- a. A School of Choice placement may be revoked for the following reasons, but are not limited to (1) failure to meet the District attendance standards, including tardies; (2) any violation of Nevada or federal laws and regulations, including failure to adhere to a safe and respectful learning environment, or (3) rezoning changes.

Commented [DM23]: Updated 3/6 reflects public comment feedback

Commented [DM24]: Added back in the anti-bullying language here as removing it might cause a larger state or federal issue/concern.

Commented [DM25]: Ask Legal again on this one - done

Commented [DM26R25]: done

Commented [DM27]: Updated with KK's suggestions

Commented [DM28R27]: Updated again on 1/31

- i. The student must meet minimum requirements for attendance. A student's placement may be revoked if the student is on the chronic or severe absenteeism list throughout the course of the school year.

- ii. If a student is on the chronic or severe absenteeism list, the school will work with the student and their parent/guardian to improve attendance through notification letters, various meetings, involvement of the truancy office, and any other strategies the school deems necessary to support the student.

- a. In the event of revocation, a student will return to their zoned school at the end of the school year. A student will need to show improved attendance at the zoned school the following school year, remaining at the zoned school for the entire year. If attendance does improve while at the zoned school the parent/guardian can apply for a new school of choice placement during the official School of Choice window for the next school year.

- iii. Schools shall work in good faith with parents/guardians of students on a School of Choice placement to support the student's academic and social success and the student must adhere to behavior expectations of the school.

Commented [DM29]: Updated 3/6 reflects public comment feedback.

7. ~~CTE~~ High School Signature Programs Academies:

Commented [DM30]: Updated 3/6 reflects public comment feedback

- a. An additional application may be required to apply to a high school CTE Signature Academy. This is to ensure the family and student understand the additional expectations and the program specific requirements.

Commented [DM31]: Public comment requested the mentioned of Wooster IB specifically here. After re-reading the section and seeing that we do not list each Sig. program at the HS level that stating Wooster here seems strange and unnecessary.

- b. The student's eligibility will be reviewed each school year to determine if a student is in good standing. Students found to be in good standing will be allowed to continue in their magnet programs and do not need to reapply.

Commented [DM32]: 7c - removed completely per leadership direction and streamlining of other district documents, policies, regs.

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 5400, Student Attendance;
 - b. Board Policy 5100, Student Behavior;
 - c. Board Policy 7500, Transportation of Students;
 - d. Administrative Regulation 7106, School Overcrowding Management Planning; and
 - e. Administrative Regulation 7107, Alignment of School Attendance Zones.
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. NRS Chapter 386, Local Administrative Organization;
 - b. NRS Chapter 388, System of Public Instruction;
 - i. NRS 388.040, Zoning of school district by board of trustees; establishment of zones does not preclude pupil's attendance at certain other public schools.
 - c. NRS Chapter 392, Pupils;
 - i. NRS 392.070, Attendance excused for children in private school or homeschool;
 - ii. NRS 392.072, Participation of homeschooled children in programs of special education and related services; regulations;
 - iii. NRS 392.074, Participation of private school children and homeschooled children in classes and extracurricular activities; and
 - iv. NRS 388D.010 – 388D.070, Homeschooled Children.
 - d. NAC Chapter 385B, Nevada Interscholastic Activities Association;
 - i. NAC 385B.700 – 385B.798, Eligibility of Pupils and Coaches.

REVISION HISTORY

Date	Revision	Modification
10/01/2009	1.0	Adopted as CSI Procedure STAC-P104
04/04/2009	1.1	Revised

04/02/2013	1.2	Revised
01/22/2014	1.3	Revised
08/28/2015	2.0	Converted to Administrative Regulation, aligned with other governing documents
06/21/2018	3.0	Revised: Clarify the rezoning variance process; Special Education variances
08/02/2022	4.0	Revised: Update format and clarify language
TBD	5.0	Revised: Update to match the addition of the School of Choice application and process.