

**GUIDELINES FOR MITIGATING OVERGROWDING AND  
CONVERTING ELEMENTARY AND MIDDLE SCHOOLS TO A MULTI-  
TRACK YEAR ROUND CALENDAR**

The Governing Board believes that neighborhood schools of an optimum size, as adopted in the School Facilities Master Plan, maximize learning and opportunities for student participation. Schools larger than this optimum size result in overcrowding and force the consideration of alternate housing plans. The Governing Board recognizes that future enrollment projections show the potential for growth that will result in overcrowding resulting in an inability to keep pace with new school construction to adequately house the students.

A multi-track, year round calendar shall be considered as a means to alleviate overcrowding when an elementary or middle school projection indicates that the enrollment will exceed that schools ability to adequately house students with current capacity.

**Legal Reference:**

EDUCATION CODE

35160	Authority of governing boards
37610	Year round schools

**Adopted: 3/16/98**

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**A. Purpose and Scope**

To provide guidance and direction for mitigating overcrowding and the consideration of a multi-track, year round calendar as a means to alleviate overcrowding when elementary or middle school enrollment projections indicate they will be unable to adequately house students with current capacity.

**B. General**

1. The Board recognizes that enrollment projections show overcrowding in the District beyond its ability to keep pace with new school construction to adequately house the students.
2. All new elementary schools constructed after 1997 will be designed to accommodate up to 768 students on a traditional calendar and 920 on a multi-track year round calendar with up to a 30% increase in capacity created by a year round calendar.
3. All new middle schools constructed after 1997 will be designed to accommodate up to 1200 students with up to a 30% increase in capacity created by a year round calendar.
4. All new elementary schools opened after 1997 will open on a multi-track year round calendar, should no State funds be received and other site options to alleviate overcrowding have been considered

**C. Forms and References**

None.

**D. Procedure for Consideration of a Multi-Track Year Round Calendar**

1. There are two (2) criteria which can lead to the designation of a year round school:

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- a. voluntarily with a plan developed by a Year Round Implementation Advisory Committee working in compliance with the guidelines detailed in sections D.3, 4.a, 4.b, and 5 (a site letter of agreement and contract is required )
  - b. site overcrowding: i.e. an elementary or middle school projection indicates that the enrollment will exceed that schools ability to adequately house students with current capacity.
2. Annually, when enrollment projections are brought to the Board, any elementary or middle school whose projections indicate with their assigned students, they will exceed their housing capacity within 1 to 5 years, will be asked to form a site overcrowding and year round implementation advisory committee.
  3. The membership of the Site Overcrowding and Year Round Implementation Advisory Committee will be chaired by the Year Round Coordinator and will be comprised of a minimum of the site principal, two (2) site staff members, union site representatives, three (3) parents, one board member, the Year Round Coordinator and a representative from the Facilities Development Department.
  - 4.. When conversion to a MTYRE calendar is determined by the school board to be the most viable option, then the site YRE Implementation Committee will work on development of an implementation plan.
    - a. The committee will conduct a public forum for the parties within their school attendance boundaries to review the study and the recommendations.
    - b. The public comments will be included in the final report to the Superintendent.
  5. The site YRE Implementation Committee will prepare a final report for the Superintendent that includes the Committee's recommendation, along with the fiscal impact of the recommendation.

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6. The report shall be submitted to the Superintendent no later than September 1<sup>st</sup> of the year before the proposed change would need to be implemented.
7. The Board will review the report and recommendations and make the final determination.
  - a. Prior to a final Board decision, an opportunity for comment will be provided during a Public Hearing at a regularly scheduled Board meeting. Public Notice will be given to the community prior to the Public Hearing.
8. Board action and notification published in the local newspaper during the November prior to implementation. (See required reports)

**E. Reports Required**

1. Site YRE Implementation Committee:
  - Final report to the Superintendent will include an implementation plan if a multi-track year round calendar is considered the most viable option. Report due by September 1<sup>st</sup> of the year preceding the implementation of the proposed change to YRE.
2. Board of Education:
  - If a year round calendar is to be implemented, a notice of intention shall be published weekly for three (3) consecutive weeks, not later than November 1<sup>st</sup> of the school year preceding the commencement of a year round program, if its intention is to operate year round school program in such a manner as to require any pupil to enroll in the year round program.
3. Following a decision by the Board of Education to proceed with implementation of Year Round Education, the Year Round Education Coordinator will assume leadership responsibility working with the site principal and the Year Round Education Advisory Committee to complete detailed planning and implementation.

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**F. Record Retention**

None.

**G. Responsible Administrative Unit**

Business Services

**H. Approved By**

Assistant Superintendent for Business Service

**Approved: 3/16/98**