

Instruction

FACILITY USE AND PROGRAM IMPLEMENTATION

In an effort to create a process for ongoing evaluation of school capacity and facility use needs, each school principal will annually report attendance area population and demographic trends to community and staff.

Classroom space and instructional program needs must be thoroughly evaluated. Schools must ensure that decisions regarding accommodation of students, program development, calendar, and bell schedules do not negatively affect other district schools. To maximize support for individual students and communities, schools are encouraged to cooperatively plan within regional clusters. Responsibility for creating needed classroom space and appropriate program support is a collaborative function of individual school sites, regional clusters, and the Education Service and Support Center.

Student services and instructional programs must be aligned with District guidelines, frameworks, master plans, current recommendations, and District Visions and Values. Program development and implementation will be planned in cooperation with appropriate Education Service and Support Center offices.

In order for schools to assume full facility and program responsibility for students in their attendance area, the following timeline shall be observed:

March	Develop student enrollment, demographic and program report for parents, community, and staff.
April	Present reports to parents and appropriate groups.
May - June	Examine school's ability to accommodate the attendance area population and provide for their instructional needs. If necessary, initiate plan to modify school capacity and/or provide needed program services.
June – September	Finalize plan and share with parents and appropriate groups.

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FACILITY USE AND PROGRAM IMPLEMENTATION (continued)

Calendar Change – Continuous School Year (Year-Round Education)

November 1	For schools moving to continuous school year programs (year-round education) in the subsequent year, November 1 notification must be given in accordance with Education Code Section 37611 and interpretation as per this Administrative Regulation.
November	Submit plan to Cabinet. Submit plan for possible School Board consideration.
December - January	Initiate parent/community contacts regarding substantive changes in school programs, calendar, bell schedules, or staffing for subsequent school year.
January - February	Finalize calendar, schedules, staffing, or other change issues. Plans must be finalized by March 1.

Education Service and Support Center staff shall provide schools with student population and demographic data that reflect attendance area trends.

Definitions of Terms:

School Attendance Area - Area within a school's boundaries in which potential school attendees reside.

Maximum Student Capacity - The total number of students that could be accommodated if all full-size classroom space is used for regular and special education (includes all auxiliary rooms that could accommodate a class of 20 students in grades kindergarten through three and 31 students in grades four through six).

Attendance Area Population - The number of students residing in an attendance area. This includes students enrolled for state preschool, as well as the K-6 student population.

Regional Cluster - The group of elementary schools which feed most students into a single secondary school.

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FACILITY USE AND PROGRAM IMPLEMENTATION (continued)

KEY FINDINGS OF EDUCATION CODE SECTION 37611

- If the entire school community fully agrees that moving to a year-round calendar is desirable and beneficial, the November 1 notification may be waived.
- If children are not required to attend a year-round calendar school and alternative placement is provided at other District traditional calendar schools, the November 1 notification can be waived. This waiver requires the District to substantiate basis for this conclusion by collecting data on numbers of students requesting options out of year-round and available classroom seats in other District schools. Unsupported claims (no definitive data) of transfer options would not satisfy intent of this Education Code language. This provision does not require the District to provide transportation for students who select alternative traditional calendar schools. Education Code related to transportation is permissive in nature and does not bind districts to provide transportation based on geographical convenience.
- If none of the above conditions can be substantiated, the November 1 timeline specified in Education Code Section 37611 must stand.

Implementation – Alternative Calendar

November	Submit plan to Cabinet.
December - January	Present report to parents, community, and staff. Initiate parent/community contacts regarding substantive changes in school programs, calendar, bell schedules, or staffing.
January - February	Finalize calendar, schedules, staffing, or other change issues.
February (prior to March 1)	Board adoption.

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California