



Washoe County School District

Every Child, By Name And Face, To Graduation

Multi-Track Year-Round (MTYR) Calendar Procedures Manual

www.washoeschools.net

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Disclaimer:

- This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.
- This procedures manual is intended for information purposes only. It is not intended to change or create any contractual rights, policies, procedures, work site rules, and/or benefits which are continually evolving; therefore, this manual does not contain all the information you will need or be required to know during the course of your employment. While this is a legal position that must be noted, the manual will provide current and essential data for our teachers and administrators.
- Dates connected with specific events, such as evaluations, track schedules, professional development days, etc. change every year so year round administrators must keep abreast of timely tasks and schedule accordingly.

CONTENTS

I. INTRODUCTION.....	5
MTYR Procedures Manual Working Group	5
II. WHAT IS MTYR and WHAT ARE THE ADVANTAGES.....	5
III. ELEMENTARY EDUCATION PROCEDURES FOR CONVERSION TO MULTI- TRACK YEAR-ROUND (MTYR) CALENDAR	7
<i>General</i>	7
<i>Elementary Schools</i>	7
<i>Timeline/Deadlines: School Overcrowding Management Plan</i>	12
<i>Definitions</i>	13
<i>Implementation Guidelines & Associated Documents</i>	14
IV. MTYR TRANSITION TIMELINE.....	14
V. MULTI-TRACK YEAR-ROUND SPECIAL EDUCATION ALLOCATIONS AND ASSIGNMENTS.....	16
Special Education Self-Contained	16
Special Education Resource Teachers	17
VI. MTYR WORK SCHEDULES AND WORK RULES FOR CLASSIFIED EMPLOYEES.....	17
VII. VOLUNTARY TRANSFER.....	17
VIII. TEACHER ROOM ASSIGNMENTS / ROVING-ROTATION.....	18
Roving.....	19
Rotation.....	19
IX. MTYR TEACHER WORK DAYS AND PROFESSIONAL DEVELOPMENT DAYS ...	19
X. MULTI-TRACK YEAR-ROUND APPROVED ACTIVITIES FOR TRACK ON/OFF DAYS.....	21

XI. MULTI-TRACK YEAR-ROUND RE-TRACKING	21
XII. MULTI-TRACK YEAR-ROUND TWO ANNUAL PROFESSIONAL DEVELOPMENT DAYS.....	22
XIII. MULTI-TRACK YEAR-ROUND STUDENT WORK ON TRACK BREAKS	22
XIV. MULTI-TRACK YEAR-ROUND RANDOM DRAW PROCEDURES	23
Random Draw Process	23
XV. APPENDIX.....	24
APPENDIX A: 2017-2018 MTYR Calendar	24
APPENDIX B: MTYR Staff Orientation.....	26
APPENDIX C: MTYR School Community Letter	28
APPENDIX D: Navigating Multi-Track Year-Round Schedules.....	30
APPENDIX E: Article 27 in the Negotiated Agreement between the WCSD and the WEA 2015-2019	34
APPENDIX F: MTYR Parent Random Draw Meeting Letter.....	40
APPENDIX G: MTYR Teacher Preference Form.....	42
APPENDIX H: MTYR Family Track Preference Form.....	43
APPENDIX I: Track Placement Cards.....	44
APPENDIX J: MTYR Family Track Change Request Form.....	47

I. INTRODUCTION

A well-developed communication system is an essential component to the effective management of our schools. The Multi-Track Year-Round (MTYR) Procedures Manual has been created to provide continuity, equitability, and common procedures for the operation and management of the Multi-Track Year-Round schools in the Washoe County School District ("District").

MTYR Procedures Manual Working Group

The Multi-Track Year-Round Procedures Manual Working Group was created as a working group under the direction of the Superintendent. The members were as follows:

- Dr. Troy Parks, Committee Chair, Area Superintendent - Area 4, Office of School Performance
- Ms. Angie Bryan, Principal, Brown Elementary School
- Mr. Mike Dixon, Principal, Double Diamond Elementary School
- Mr. David Frydman, Executive Director of Programming and Compliance, Department of Student Support Services
- Dr. Byron Green, Chief Student Services Officer
- Mr. Chad Hicks, Area Superintendent - Area 5, Office of School Performance
- Dr. Susan Kehoe, Principal, Verdi Elementary School
- Dr. Doug Parry, Principal, Sepulveda Elementary School
- Ms. Janet Peraldo, Executive Assistant, Note Taker
- Mrs. Megan Pruitt, Assistant Principal, Double Diamond Elementary School
- Ms. Jenny Ricci, Executive Director of Performance and Instruction, Department of Student Support Services
- Mr. Riley Sutton, School Capital Needs Public Needs Initiative Public Relations Specialist, Office of Communications and Community Engagement
- Mrs. Jen Van Tress, Principal, Van Gorder Elementary School

II. WHAT IS MTYR and WHAT ARE THE ADVANTAGES

A multi-track year-round (MTYR) schedule is one in which students are divided into four different tracks. In the District, the different schedules are referred to as Green, Yellow, Purple and Blue tracks. Each track attends approximately 60 days and is then off for 20 days. When one track is off, three tracks attend school. When a track

returns, the next track scheduled for a break goes off. The teachers take the same time off as their students.

On the Multi-Track Year-Round (MTYR) schedule students attend school for 165 days (balanced calendar is 180 days). To make up for the loss of 15 days, the school day is extended by 30 minutes. Teachers on the Multi-Track Year-Round schedule work 175 days.

The Multi-Track Year-Round schedule was developed to allow 25%-33% more capacity in a school. For example, a school with a traditional capacity of 648 students would have a capacity of 842 students on the Multi-Track Year-Round schedule.

Multi-Track Year-Round schools utilize trimester grading periods.

The National Association for Year Round Education researched the impact on year round/multi-track schooling. The research showed with the increased capacity in the school provides both capital and operating savings by decreasing the operating costs for administrative and support staff, a decrease in utility costs by adding two months to an existing school versus an additional nine months for a new school. Research also showed a decrease in vandalism for schools.

The research also showed advantages for students and staff. Multi-Track Year-Round schools provide the opportunity for continuous instruction and learning leading to less learning loss over the summer break. Staff are able to provide quicker interventions to help struggling students by offering intersessions during track breaks. There was also an overall decrease in absenteeism for both students and staff. ¹

The District is adopting the Multi-Track Year-Round schedule due to budget restraints and overcrowding.

Based on Administrative Regulation 6111, School Calendars and Schedules to Relieve Overcrowding, a school will move to Multi-Track Year-Round when the student population is 120% or more of the base or designed capacity and projected to continue to grow or maintain a student population of 120% or more.

¹ <http://www.nayre.org/research.html>

- [Refer to Appendix A: 2017-2018 MTYR Calendar](#)
- Future Board approved calendars will be available on the District's website, visit www.washoeschools.net

III. ELEMENTARY EDUCATION PROCEDURES FOR CONVERSION TO MULTI-TRACK YEAR-ROUND (MTYR) CALENDAR

Administrative Regulation 6111, School Calendars and Schedules to Relieve Overcrowding was developed to “provide consistent direction to all members of the community regarding the management of overcrowding in the Washoe County School District (“District”). This regulation applies to all schools that are experiencing overcrowding but have not yet reached the critical overcrowding level for automatic conversion to a Multi-Track Year-Round Calendar or Double Sessions. Because of substantive differences between elementary and secondary education, this regulation treats these levels separately. ”

General

1. All schools in the District use the Balanced Calendar with the exception of Incline Schools or those elementary schools placed on the multi-track year-round calendar.
2. In accordance with action taken by the Board of Trustees, the automatic conversion threshold for both Multi-Track Year-Round, at the elementary level, and Double Sessions, at the secondary level, is 120% of Base Design Enrollment Capacity. Modification of these conversion thresholds requires approval by the Board of Trustees.
3. The plan, review, and decision timelines articulated in this regulation can be postponed by the Superintendent on a case by case basis.

Elementary Schools

1. Utilization of Facilities
 - a. The District will consider a school building to be overcrowded if the total number of classrooms being used, as of the second Friday of the school year, is above 100% of its total classroom capacity.

- b. The District will consider a building to be under-utilized if the total number of classrooms being used, as of the second Friday of the school year, is below 85% of its total classroom capacity.
2. Watch School: A school on Watch status is defined as reaching 95% of total classroom capacity.
 - a. The Area Superintendent, the Principal, a member of Facilities Management, and the Senior Director of Student Accounting will walk the school with a school map to ensure that the classroom count is correct, and to see if any modifications to the building or classroom usage may be made to add classroom capacity to the building.
 - b. If there are adjustments to the total classroom capacity of the building, the Facilities Management Planner will make adjustments to the number of classrooms for the building.
 - c. A principal may request a review of actual capacity when the total classroom capacity is inaccurate for any reason.
3. Plan School: A Plan School is a school that has reached or exceeded 100% of total classroom capacity and that is projected to reach or exceed 110% of total classroom capacity the following year. The school must be projected to maintain the 110% or higher threshold for the following three years to be considered a Plan School.
 - a. The unofficial count of the school is made on the second Friday of the school year.
 - b. When a school becomes a Plan School, an overcrowding meeting must take place at the school to inform the school community of the current and/or projected overcrowding, and describe the next steps that will be taken.
 - c. The school will be required to develop a School Overcrowding Management Plan.
4. To guide the creation of the School Overcrowding Management Plan, the District will consider the following options and, if applicable, will provide the school with a listing of District-level changes intended to support the school and updated projections of overcrowding based on those changes:
 - a. Modifications and cost estimates, such as placement of additional portable classrooms, that could be made to the site to create additional classroom space;

- i. Any proposal to convert space currently dedicated to a District program, such as the Signature Academies, must be approved by the Superintendent.
 - b. Moving 6th grade classes to the zoned middle school(s);
 - c. Rezoning;
 - d. Moving non-special education programs out of the school; and,
 - e. Any other available options that will reduce overcrowding, if any, such as utilizing leased, rented, or other commercial or non-District space near the school to hold classes.
5. The School Overcrowding Management Plan will be created by the school's Principal and Area Superintendent and will include input from the school community.
 - a. Parent/guardian, and staff volunteers will be solicited at school overcrowding meetings and via school-wide communications.
 - b. A minimum of three parents/guardians, and a maximum of five parents/guardians, will assist in the creation of the School Overcrowding Management Plan.
 - c. At least one educational support staff member and one certified school staff member, with no more than three total, will assist in the creation of the School Overcrowding Management Plan.
 - d. The overcrowding committee will be established no later than the 5th Friday in August.
6. The School Overcrowding Management Plan must be submitted to the Superintendent's Overcrowding Working Group by the 3rd Wednesday in September. The School Overcrowding Management Plan may include but is not limited to the following strategies:
 - a. Converting to the Multi-Track Year-Round Calendar (MTYR): Elementary schools will use a four track, 60/20 year-round calendar to decrease overcrowding by as much as 25%.
 - b. Adopting a Flex Schedule: Elementary schools may consider use of staggered start times to increase efficiency of drop-off and pick-up of students, lunch times, recesses, and more.

- i. Schools on alternative calendars or schedules will be expected to meet the yearly minutes and/or the hour requirements to earn a credit as required by Nevada state laws and regulations.
 - c. Converting a computer lab to a classroom;
 - d. Changing classroom utilization or moving offices out of space that could be used as a classroom;
 - e. Relocating smaller programs/supports currently using a full-sized classroom (primary or otherwise) to a smaller space;
 - f. Having smaller program/support teachers push into a regular classroom to support students rather than pull students out of a regular classroom;
 - g. Combining the teacher workroom with the teacher lounge if the existing workroom is a classroom or can be converted into a classroom;
 - h. Utilizing one classroom for two classes (i.e. "team teaching");
 - i. Converting storage or other non-classroom space to classroom space;
 - j. Carefully analyzing and considering existing and future variances; and/or
 - k. Requesting extra temporary storage.
7. The School Overcrowding Management Plan may not include:
- a. In certain building designs, the conversion of a dedicated music room adjoined to the cafeteria/multi-purpose room and/or eliminating dedicated space for music classes; or,
 - b. Relocating programs or elimination of variances that would not comply with District policy, and state or federal law.
8. The School Overcrowding Management Plan must include information regarding how overcrowding will be addressed for the next three years.
9. The School Overcrowding Management Plan must comply with all the applicable building and life safety codes.
10. The Superintendent's Overcrowding Working Group will meet and review the School Overcrowding Management Plan by the fourth Wednesday in September to determine what recommendations will go forward to the Superintendent.

- a. The Superintendent's Overcrowding Working Group will consist of the following members or their designee:
 - i. The Chief School Performance Officer;
 - ii. The Chief Operating Officer;
 - iii. The Senior Director of Student Accounting;
 - iv. The Chief Financial Officer;
 - v. The Chief Human Resources Officer; and,
 - vi. A member of the Office of Communications and Community Engagement. This member will serve ex officio as a non-voting member.
 - b. The Superintendent's Overcrowding Working Group will consider the following when evaluating the School Overcrowding Management Plan:
 - i. The instructional and educational value of the School Overcrowding Management Plan;
 - ii. The school's three-year projected classroom usage and needs;
 - iii. The cost of implementing the School Overcrowding Management Plan and the cost of any alternatives to the School Overcrowding Management Plan, balanced with another school's not being able to implement an item, such as single point of entry; and,
 - iv. Any plan to build a new school in the area, or other factors or actions that would reduce overcrowding at the school in the next three years.
11. The Superintendent's Overcrowding Working Group will make a final decision by the fifth Friday in September and forward the recommendation to the Superintendent.
- a. If the Superintendent's Overcrowding Working Group rejects all or part of a School Overcrowding Management Plan, the Superintendent or his/her designee will make the decision on what strategies, if any, will be used to relieve overcrowding and that will be included in the final School Overcrowding Management Plan.
 - b. The Superintendent or his/her designee will sign off on the plan by the first Wednesday in October.

- i. The recommendations for relief from overcrowding will go forward to the Board of Trustees if the School Overcrowding Management Plan includes any items or changes which require action by the Board of Trustees to implement as a function of fiscal impact. This may apply to a plan that includes capital improvements or calendar or schedule changes (e.g. Multi-Track Year-Round Calendar not prompted by the conversion threshold) that require Board of Trustees' approval.
 - ii. Following Board of Trustees' approval, the Superintendent or his/her designee will communicate the final plan to the school.
 - c. The Superintendent or his/her designee will forward to the Board of Trustees for their approval any Elementary schools that meet the automatic threshold for Multi-Track Year-Round calendar conversion.
- 12. School Overcrowding Management Plans must be reviewed annually by the Principal and Area Superintendent. The Area Superintendent may ask the Superintendent's Overcrowding Working Group to re-review the School Overcrowding Management Plan. The Area Superintendent may, on an annual basis, choose to revise the School Overcrowding Management Plan with the Principal and school community input per the process outlined in this regulation.
- 13. If a plan to build a school has been adopted by the Board of Trustees, the school(s) impacted by building the new school which is already on Multi-Track Year-Round calendar or Flex Schedule will remain on that calendar/schedule until relieved by the new facility in the method described below.
- 14. Conversion from Multi-Track Year-Round or Flex Schedule to the standard Balanced Calendar.
 - a. Should a school operating on a Multi-Track Year-Round calendar or Flex Schedule have a total classroom capacity that would fall below 110% projected total classroom capacity for the next three (3) if that school was removed from Multi-Track Year-Round calendar or Flex Schedule, that school shall be removed from Multi-Track Year-Round calendar or Flex Schedule the following school year. Schools going off Multi-Track Year-Round calendar will convert to the Balanced Calendar.

Timeline/Deadlines: School Overcrowding Management Plan

1. Enrollment Count: 2nd Friday of School Year

2. Updated Projections, Schools Notified: Wednesday following enrollment count
3. School Overcrowding Management Plans Due from Schools: 3rd Wednesday in September
4. Superintendent's Overcrowding Working Group Recommendations to Superintendent: 5th Friday in September
5. Superintendent's Final Decision: 1st Wednesday in October
6. Board Discussion and Possible Action (as necessary): 1st Regular Meeting After Superintendent's Final Decision

Definitions

1. Base Design Enrollment Capacity – This is the maximum enrollment capacity for a school (not including portable classrooms).
2. Total Classroom Capacity: Total number of classrooms at a school, including any portable classrooms.
3. Watch School: An elementary school that reaches 95% of total classroom capacity, or a secondary school that reaches 85% of base design enrollment capacity or total classroom, which will be walked by the Area Superintendent, the Principal, a person from Facilities Management, and a person from Student Accounting.
4. Plan School: An elementary school that has reached 100% of total classroom capacity and also has a projected total number of classes of above 110% total classroom capacity for the next three years. A secondary school that has reached 90% of base design enrollment capacity or total classroom capacity and also has a projected enrollment of 100% or higher for the next three years. A Plan School is required to submit a School Overcrowding Management Plan to the Superintendent's Overcrowding Working Group.
5. Flex Schedule: A staggered schedule. The school is divided into groups, and groups start and end the day at different times with significant overlap. Teacher prep periods are held only at the beginning or end of the school day.
6. 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%.
7. 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 have not been done in WCSD for over 30 years; all details are still in process in terms of exact start and end times, division of the school, and more. Other school districts in Nevada, which have more recent experience with Double Sessions, ran the first high school session from 5:55am to 11:55am and the second session ran from approximately 12:00 p.m. to 6:00 p.m. Double Sessions can relieve overcrowding by as much as 50%.

Implementation Guidelines & Associated Documents

1. This regulation reflects the goals of the District's Strategic Plan and complies with the governing documents of the District, to include:
 - a. [Board Policy 6111, School Calendars and Schedule Types to Relieve Overcrowding.](#)
2. This regulation aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. [Chapter 387, Financial Support of School System](#)
 - b. [Chapter 388, System of Public Instruction](#)
 - c. [Chapter 389, Examinations, Courses, Standards and Diplomas](#)

IV. MTYR TRANSITION TIMELINE

Once it has been determined by the District that a school will be transitioning to a Multi-Track Year-Round Schedule for the subsequent year, the following timeline will be used:

October/November	<ul style="list-style-type: none"> • Following the second Friday of the school year, the Superintendent and Area Superintendent will determine whether or not a school will convert to Multi-Track Year-Round and notify the school. • The Principal and Area Superintendent will meet to review the MTYR Procedures Manual. • The official announcement is made to the staff at a staff meeting. (Refer to Appendix B) • Notification letters and MTYR FAQs will be sent to staff and parents/guardians. (Refer to Appendix C/Appendix D) • Additional staff informational meetings will be held for certified and classified employees with Human Resources.
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<p>October/November, cont.</p>	<ul style="list-style-type: none"> • Administration will establish a committee charged with constructing a process of those areas that directly impact licensed teachers. (Refer to Appendix E; 27.4.1) • Parent informational meetings will be scheduled. The Area Superintendent and a current MTYR principal (if available) will attend to answer more complex questions surrounding MTYR. • Principal and administrative secretary and/or designee can begin to visit MTYR sites (if available). • Large and small multi-track calendars will be ordered through the Print Shop. • Administration will begin conversations with the Area Superintendent and Human Resources to identify MTYR allocations.
<p>November/December</p>	<ul style="list-style-type: none"> • Administration will provide opportunities for teachers to visit MTYR sites during the school day, or a track on/off day (if available). • Information will be provided to parents/guardians prior to winter break explaining the MTYR random draw process for track preference and placement. (Refer to Appendix F) • At this time, teachers should fill out the MTYR Teacher Preference Form. (Refer to Appendix G) • Administration will notify all certified staff that those who desire to be placed in a balanced calendar school shall notify administration in writing by February 1st. (Appendix E; 27.4.2) • Administration will establish a tentative deadline for the MTYR Family Track Preference Form which will be completed during on-line registration. (Refer to Appendix H) • Administration will schedule a tentative date for the random draw process and placement to be held in March.
<p>January</p>	<ul style="list-style-type: none"> • Schools converting to MTYR will receive a one-time allotment equal to one quarter of the general school budget. • Continue to communicate with all families regarding on-line registration, MTYR Family Track Preference Form (Refer to Appendix H), and the date of the Random Draw Process. • Administration will organize staff (both certified and classified) to help with the Random Draw Process.
<p>February</p>	<ul style="list-style-type: none"> • Administration will organize materials for the Random Draw Process. (master student list, special programs student lists, incoming kindergartners, and other materials as needed) • Administration will determine the number of grade level assignments per track based on allocations received. • Contact the Purchasing Department to order portable storage carts as needed.

March	<ul style="list-style-type: none"> • Administration will complete staff grade level and track assignments by April 1st. (Appendix E; 27.4.4) • Administration will finalize roving/rotation schedules developed for each grade level. • Administration will conduct Random Draw Process prior to spring break, in the evening. • Track placements will be finalized during the Random Draw Process.
April/May	<ul style="list-style-type: none"> • Track assignments are finalized in Infinite Campus and all track placement cards are sent home the Friday before Spring Break, or no later than April 15th. (Refer to Appendix I) • Administration will start a waiting list system for MTYR Family Track Change Request Form. (Refer to Appendix J) • Administration will finalize staff status forms and required UHRs to be submitted to Human Resources for all certified and classified employees. • Administration will order all text books, consumable materials, and supplies with your MTYR start-up funds.
June/July	<ul style="list-style-type: none"> • Green track prepares to be the first track off at the beginning of the MTYR calendar following the roving/rotation schedule. • Green Track tracks off. Purple, Yellow, and Blue set-up classrooms for the new year in August. • Send your school calendar/student handbook to Print Shop. • Administration will select two weeks to close the school with the exception of the office/custodial staff. This is the time when the school is completely cleaned prior to being included on the next year's Impact Cleaning Schedule.

V. MULTI-TRACK YEAR-ROUND SPECIAL EDUCATION ALLOCATIONS AND ASSIGNMENTS

Special Education Self-Contained

In order to best meet the needs of students receiving special education services in self-contained programs (CLS, Strategies, SIP, etc.) it is recommended that all self-contained programs are on the same track - preferably blue or purple track. Assigning self-contained programs to a single track will allow for better collaboration

between programs and help to serve children that need related outside services. (Occupational Therapy, Physical Therapy, Speech, etc.)

Special Education Resource Teachers

Special education resource teachers will be allocated at the current student to teacher ratio based on the number of resource students. After the Random Draw Process has occurred, resource teachers will be assigned to special education service case-loads based on the needs, as written in the Individualized Education Plans (IEP) of students across all tracks. Resource teachers will work an extended contract (rainbow track) with a minimum of 10 extra contract days. Additionally, up to 10 additional contract days, per resource teacher are available based on the needs of the special education population.

VI. MTYR WORK SCHEDULES AND WORK RULES FOR CLASSIFIED EMPLOYEES

The work schedules and work rules for education support professionals / classified employees shall be determined based on the negotiated agreement between the Washoe County School District and the Washoe Education Support Professionals/Nevada State Education Association. The negotiated agreements can be found on the District's website at <http://www.washoeschools.net/Page/2653>.

VII. VOLUNTARY TRANSFER

- [Refer to Article 27](#) in the Negotiated Agreement between the Washoe County School District and the Washoe Education Association 2015-2019.

Article 27 will be used as the guiding document when working with voluntary transfers with special attention to:

Article 27.1.4

Teachers who are currently assigned to schools which are changing from a traditional schedule to a year-round schedule will have the ability to move to a school which will retain the traditional schedule. The process for placement of teachers moving from year-round to traditional will occur prior to any transfer or overage placement. The process used will reflect the process used for the placement of overaged teachers.

Article 27.1.5

If more than one (1) employee has requested a transfer to the same position, the employee best qualified and suited for the position shall be given preference. The following criteria shall be considered:

1. State licensure in the subject area.
2. Degree(s) held.
3. Experience in the subject area.
4. Number of course credits in the subject area.
5. Course hours in excess of degree(s).
6. Compatibility of the employee with respect to students, program, staff and administration.
7. Information contained in the personnel file.
8. Other subjective criteria peculiar to the position being sought.

Article 27.2.2

The principal shall inform the current staff of all known vacancies by posting, in writing, the anticipated positions. Those staff members who wish to be considered for a change in their assignment shall notify the principal in writing. Once school is out in June, the principal is no longer required to notify staff members, in writing, of openings. Teachers who wish to be considered for openings which occur during the summer shall indicate their preference in writing to the principal prior to the close of school.

Article 27.3.5

The employee shall then be advised in writing that she/he is being considered for directed transfer or reassignment and the reasons for such consideration.

- [Refer to Appendix E for Article 27 in its entirety.](#)

VIII. TEACHER ROOM ASSIGNMENTS / ROVING-ROTATION

After teacher track placements have been made, the principal must look at the building and determine how many classrooms will be needed each month. Grade

level teams should then be developed that consist of one teacher from each track. Once the grade level teams are developed, the teachers must decide whether one teacher will become a rover or whether they choose to do a room rotation. If they are unable to make that determination, the Principal should do so.

Roving

If one teacher is the rover, he/she changes rooms each month. For example, if the rover is on Blue Track, he/she starts in the Green Track classroom. When the Green Track teacher returns, the rover moves to the Yellow Track room and so on. If the roving system is selected, it should be made clear that every teacher will have their turn as the rover in subsequent years. The grade level team should decide who the rover will be the first year. If they are unable to make that determination, the Principal shall do so.

Rotation

Teachers change rooms based on tracking on/off. For example, the Yellow, Blue, and Purple Tracks will have classrooms for the beginning of the year. When Blue Track tracks off, Green track will move into the Blue Track classroom. When Blue Track tracks back on, the class will move into the Yellow Track classroom, which is tracking off.

Principals must weigh the pros and cons for each when making the decisions to rove or rotate classrooms. If grade levels rove, one set of students are changing classrooms monthly. This may lead to confusion for students as to where their classrooms are located and a lack of a sense of belonging to a classroom/school. Stand-alone teachers need to be supportive of the roving classroom. Students should be allowed to display work and be assigned a clean/empty desk and cubby. If the grade levels rotate, all students are changing classrooms quarterly. There may be some confusion for classroom location, but students stay in one location during the entire three-month track on timeframe.

IX. MTYR TEACHER WORK DAYS AND PROFESSIONAL DEVELOPMENT DAYS

In addition to the student contact days (165) on each track, there are additional teacher work days that are designated on the Multi-Track Year-Round master

calendar with either an "XP," "TP", and "P". "XP" stands for Track On and Professional Development. "TP" stands for Track Off and Professional Development. The "P" alone is Professional Development. These days are called Track On/Off days, and are mandatory work days for all teachers that may not be substituted with another day. That is, a teacher may not choose to work in their classroom on a day during their track break or a Saturday, Sunday, or holiday, and substitute it for their official Track On day.

If a teacher must miss a Track On day for personal reasons, that teacher must record a personal day on AESOP, the District's substitute teacher request system. Of course, if a teacher misses a Track On day due to family illness or are ill themselves, they may record a sick day on AESOP.

School days may not be traded with a colleague who is off track, with the exception of trading one-three days to participate in a professional development opportunity. If a teacher is tracking with an off track colleague to participate in a professional development, the teacher may not earn any recertification credit. Credit may only be earned if a teacher is using personal days rather than trading with a colleague. The school administrator is not responsible for monitoring or enforcing time traded between teachers to attend class, workshops, conferences, or seminars but teachers are required to communicate and get approval of the traded days from school administration prior to attending the professional development. The responsibility and commitment lies solely between teachers and cannot be enforced by school or district administrators. (See WEA Negotiated Contract for more information.)

All Track On/Off days are full contract days for teachers. Depending on the month, there are either no students at all, or only two tracks of students, and it is a full contact student day. (There are no student half days, except the last day of school, which is a district decision.)

*If there are snow days during the time a teacher is on track, the teacher needs to make up the snow day by doing a professional development training during their off track time. (This may change year to year due to changes in the calendar.)

X. MULTI-TRACK YEAR-ROUND APPROVED ACTIVITIES FOR TRACK ON/OFF DAYS

All Multi-Track Year-Round schools have monthly Track On/Off days for the purpose of teachers who are tracking off to be able to pack up their classroom; and for the teachers who are tracking back on to be able to set up their classroom for returning students. The Orange Track On/Off Days have no students and all staff will be in the building at the same time.

The schedule for the Orange Track On/Off Fridays will be as follows:

- 2 hours Professional Development
- 2 hours PLC/Common Planning Time
- 3 hours moving and packing/unpacking to prepare classroom for returning students

The non-orange Track On/Off days have two tracks of students who are present all day, and two tracks that do not have students. All staff will be in the building on these days. A possibility for these days is to get substitutes to rotate throughout the day and sub out the teachers with students for an hour so that each grade level can have an hour PLC when all staff members are in the building. This would provide grade levels time to work together every Track On/Off day which is approximately one time a month.

XI. MULTI-TRACK YEAR-ROUND RE-TRACKING

A certain amount of re-tracking may occur each year for a variety of reasons. Some examples include the fluctuation in student population, differences in the student-teacher ratio of grade levels: 16:1 in grades one and two, 19:1 in grade three, and 26:1 in grades four, five, and six.

In February, parents/guardians who have students in grade levels involved in the re-tracking process will receive a letter of explanation of the re-tracking process. Parents/guardians are asked to list their 1st, 2nd, 3rd, and 4th choice of tracks for the upcoming school year. Also, any special considerations regarding joint custody, court mandated parent visitation or child care issues should be documented in the comment section of the re-tracking form. Families are guaranteed to have all siblings on the same track.

In addition to the principal, assistant principal and a secretary, teachers may be asked to participate in the re-tracking process, or to provide input regarding student placement. It is very important to make the four tracks as even as possible because of the impact on special education, the duty schedule and the scheduling of music, library, and computers.

When the re-tracking process is completed, cards notifying families of their track for the following school year will be mailed home on the Friday prior to spring break, or no later than April 15th.

A waiting list will be created at the request of families who did not receive their first choice of tracks. The name on the waiting list must be in the order that they were received. As student withdrawals open up spots, parents/guardians will be notified by phone that their children have been moved to their requested track.

Movement between tracks must occur before the first day of the new school year for that track. Once the school year commences, there will be no movement from the waiting list to another track.

XII. MULTI-TRACK YEAR-ROUND TWO ANNUAL PROFESSIONAL DEVELOPMENT DAYS

There are two professional development days that are included in the teacher negotiated contract each year. It has been established that at a MTYR site, these two professional development days have been divided and integrated into the Orange Track on/off days. Please see Multi-Track Year-Round calendar for details.

XIII. MULTI-TRACK YEAR-ROUND STUDENT WORK ON TRACK BREAKS

On a multi-track schedule, track breaks are treated similarly to the traditional summer vacation. Students will not be required to complete any assigned work during their track breaks. If teachers send home supplementary practice or enrichment packets with their students prior to track breaks, completion of work must be completely optional and not count against a student's grade if not completed and/or returned to the teacher.

However, if practice or enrichment school work is completed during a track break and returned to school, the teacher may give the student extra credit.

XIV. MULTI-TRACK YEAR-ROUND RANDOM DRAW PROCEDURES

1. Prior to the random draw process office staff and the Equity and Diversity Department will verify that all parents/guardians have registered and filled out the preference forms in Infinite Campus (IC).
 - a. When parents/guardians register their children in IC they will also fill out their Multi-Track Year-Round Track Preference Form. Parents/guardians will be encouraged to provide four track preferences based on one being the most preferred and four being the least preferred.
2. All Multi-Track Year-Round Family Track Preference Forms will be assigned a random number for the track selection process. [\(Refer to Appendix H\)](#)
3. All students will be part of the random draw process with the exception of students enrolled in special programs.

Random Draw Process

Parents/guardians will be given notice and encouraged to attend the random drawing via the District's electronic communication system, e-mail, hard copy, etc.

1. Each grade level will have a chart for each track with the total number of students. Teacher names will NOT be on the charts.
2. A random number will be drawn and the corresponding family request will be pulled. The first choice will be checked in each grade level to see if there is space. If there is no space for the first choice, then the second choice will be considered next, third choice next, and in some cases families may be assigned to their fourth choice.
3. The drawing will continue until all students are placed on a track. If a family has not registered in IC and completed a form and all attempts have been made to get them to fill out a form the family will be randomly assigned a track.
4. If a family would like to request a change in track, forms will be available in the school office for families to complete. These forms will be available starting May 1st. Track changes may happen up until the first day of school

and is based on classroom space availability, classroom dynamics, and schedules. School Administration will work with the families to address their concerns but there is no guarantee that a change in track placement will occur.

XV. APPENDIX

APPENDIX A: 2017-2018 MTYR Calendar

APPENDIX B: MTYR Staff Orientation

Staff Multi-Track Year-Round (MTYR) Conversion Orientation

Agenda [Date]

Reason for MTYR

- Regulation 6111 – SOMP or Conversion Threshold
- Funding

How It Works

- Calendar
- Sharing Rooms

Contract Language

- “Opting Out”

Conversion Committee [Applicable?]

Additional Staffing [still accurate?]

- Assistant Principal
- Secretary
- Extra Days (Library; Computer Lab; Clinical Aide)

Parent Info Night(s)

Staff Multi-Track Year-Round (MTYR) Conversion Orientation

Orientación para el personal sobre la

Conversión a las Sesiones Múltiples durante todo el año

Agenda [*Date*]

Razón para MTYR

- Regulación 6111 - SOMP o Límite de la conversión
- Fondos

Como funciona

- Calendario
- Compartiendo salas de clases

Lenguaje para el contrato

- “Optando por no”

Comité de la conversión [¿Aplicable?]

Personal adicional [¿todavía exacto?]

- Vice Director
- Secretaria
- Días extras (Biblioteca; Laboratorio de Computadoras; Ayudante de Clínica)

Noche(s) de información para padres

APPENDIX C: MTYR School Community Letter

(Place on Letterhead)

[Date]

Dear [School Name] Community,

Washoe County is experiencing significant population growth. Our school has reached the critical point of overcrowding where we must transition to a multi-track year-round schedule to accommodate our current students as well as projected enrollment growth. [School name] will begin operating on a multi-track calendar next school year, (2017/2018)

For those who are unfamiliar, multi-track reduces overcrowding by as much as 25%-33%. The school is split into four groups and is run year-round, with three groups in school at a time and one group on break on a rotating basis. Each group attends school for approximately three months and then is on break for one month. The multi-track calendar is available on-line and will be available in the office. As you can see, all students still have a common two-week winter break and one-week spring break. Teachers have the same schedule as their students, and maintain the same students for the entire year.

Students will be placed on tracks by random draw; with siblings placed on the same track. All track assignments will take place prior to spring break, following final teacher allocation numbers from the District. Track assignments for teachers will be made by the principal based on the needs of students.

More information will be provided to you this fall and winter as we follow the procedures for multi-track implementation, which you can view in the handbook online at [site]. There will be meetings at the school to describe the process in greater detail and to answer questions; the first such meeting is [date/time], [and a staff-specific meeting will be held on [date/time]?].

Please know that no one at the school or in the District “wants” to move this school, or any others, onto a multi-track calendar; we would all prefer to build new schools to accommodate our enrollment growth. However, since we do not currently have the funding to build those schools, multi-track is the best available option to relieve our overcrowding. The entire District is committed to making this transition and schedule as easy and equitable as possible.

For more information on our school’s current enrollment, growth projections, repair needs, and more, visit WCSD’s Data Gallery, www.datagallery.washoeschools.net. For more information on the broader issue of why we are experiencing overcrowding at this school and across the District, and why we do not have funding to build schools to address the issue, visit www.washoeschools.net/overcrowding.

Sincerely,

[Principal]

[Date]

Estimado (a) de la comunidad de la escuela [School Name],

El Condado de Washoe está experimentando un crecimiento de población significativo. Nuestra escuela ha alcanzado un punto crítico de sobrepoblación estudiantil y por eso debemos pasar a la Sesión Múltiple del calendario durante todo el año para acomodar a los estudiantes actuales así como también al crecimiento proyectado de inscripción. La escuela [School name] comenzará a funcionar en el calendario de Sesión Múltiple el próximo año escolar del (2017/2018).

Para aquellos que no están familiarizados, la Sesión Múltiple reduce la sobrepoblación hasta un 25% -33%. La escuela se divide en cuatro grupos y funciona durante todo el año, con tres grupos en la escuela a la vez y un grupo en descanso y en forma rotativa. Cada grupo asiste a la escuela durante aproximadamente tres meses y luego está en descanso durante un mes. El calendario de sesiones Múltiples está disponible en línea y estará disponible en la oficina. Como se puede ver, todos los estudiantes todavía tienen un descanso de dos semanas de invierno en común y una semana de vacaciones de primavera. Los maestros tienen el mismo horario que sus estudiantes y mantienen la misma clase por todo el año.

Los estudiantes serán colocados en las Sesiones por sorteo; con los hermanos colocados en la misma Sesión. Todas las asignaciones de Sesiones tendrán lugar antes de las vacaciones de primavera, después de la asignación de números finales de cada maestro del distrito. Las asignaciones de maestros para las Sesiones serán hechas por el director en base a las necesidades de los estudiantes.

Se les proporcionará más información en este otoño y en el invierno a medida que seguimos los procedimientos para la implementación de Sesión Múltiple, que se pueden ver en el manual en línea en [site]. Habrá reuniones en la escuela para describir el proceso con mayor detalle y para responder a las preguntas; la primera de estas reuniones es [date/ time], [y una reunión de personal específico se llevará a cabo en [date/ time]?].

Por favor sepan que nadie en la escuela o en el Distrito "quiere" mover a esta escuela, o cualquiera otra, a un calendario de Sesiones Múltiples; Todos preferiríamos construir nuevas escuelas para acomodar nuestro crecimiento de inscripción. Sin embargo, puesto que no tenemos actualmente la financiación para construir esas escuelas, la Sesión Múltiple es la mejor opción disponible para aliviar nuestra sobrepoblación escolar. Todo el Distrito está comprometido en hacer esta transición con un horario bien fácil y como sea posible equitativamente.

Para obtener más información sobre la inscripción actual de nuestra escuela, las proyecciones de crecimiento, las necesidades de reparación, y más, visite la galería de datos del WCSD, www.datagallery.washoeschools.net. Para obtener más información sobre el problema más amplio de por qué estamos experimentando la sobrepoblación en esta escuela y en todo el Distrito, y por qué no tenemos fondos para construir escuelas para abordar el problema, visite www.washoeschools.net/overcrowding

Atentamente,

[Principal]



Washoe County School District

Every Child, By Name And Face, To Graduation™



Navigating Multi-Track Year-Round Schedules



The following information is provided to help you understand the changes that will be taking place to convert to a Multi-Track Year-Round (MTYR) calendar. These questions and answers will help you to learn about MTYR, why your school is converting to this calendar, and what to expect through this process.

The Washoe County School District is committed to providing an environment free from any form of discrimination. See Board Policy 9201 for additional information.

APPENDIX D

Special Programs (These programs include *Special Education Programs such as Comprehensive Life Skills (CLS), Strategies, and Social Intervention Program (SIP)*)

Track Selection: Special Programs will be assigned to a single track. Siblings of students in special programs will be assigned to the same track. Information about the Special Programs track will be available at each school site to allow for collaboration between programs and help support children who need related outside services.

What happens if your family has students in both elementary and secondary schools?

In MTYR elementary schools, all siblings going to elementary school at the same time will be placed on the same track. Since the Balanced Calendar applies to all middle and high school students, these students will have a different schedule than the MTYR schedule. All schools follow the calendar that is approved by the WCSD Board of Trustees.

Will students remain on the same track year to year?

Every effort will be made to keep students on the same track from year to year unless a family wishes to change tracks and fills out a Track Change Request Form. There may be a need for students to be re-tracked based on changes in the number of teacher allocations each year.

What is the cost to operate MTYR schools?

The additional annual cost is \$250,000 - \$300,000 compared with a school that is on the Balanced Calendar and the same size of the school converting to MTYR. The added costs are due to extended contracts for administrators, certified teachers, classified employees, and additional operating costs, such as utilities.

How will you communicate the details about MTYR schedules and let families know their student's school is going to this schedule?

Families will be notified in October before the year their school is switched to MTYR. The Random Draw Process for student placement on tracks will occur from January 23 – February 3, 2017, and will be open to the public. Your individual school will notify you of the date of the Random Draw at your school site and the Random Draw will be held in the evening. Families will also be notified of track placement through a postcard mailed home within 10 days of the Random Draw at your school.

NAVIGATING MTYR SCHEDULES

How and when can families appeal if they are not satisfied with their track placement?

If a family would like to request a change in track, forms will be available in the school office. The date the forms will be available and will be due back to the school will be provided by the individual schools and will be announced at the Random Draw. Track changes are based on classroom space availability, classroom dynamics, and schedules. School administration will work with families to address their concerns, but there is no guarantee that a change in track placement will be approved.

How will this schedule impact programs such as music, computers, physical education, Gifted and Talented program, and Special Education? Also, how will this impact testing?

All students will have access to music, computers, library, and physical education. Gifted and Talented and Special Education will be available on all tracks. However, a student's daily schedule may change, based on which tracks are in session.

All students will participate in District and state-wide assessments. Testing schedules will be developed based on WCSD guidelines and testing window dates.

Will there be community services such as daycare, before-and-after school care, and off-track care and programs?

The District and/or school staff will notify those agencies that provide before-and-after school care when a particular school will change to MTYR. (Information regarding child care during off-track times will be provided as it becomes available at the individual school.)

Will variances be accepted at other WCSD schools that are not on a MTYR schedule?

All WCSD schools may provide variances on a year-to-year basis at the principal's discretion. Variances are subject to the number of available seats in a particular grade level (teacher: student ratios). Variances are also subject to student attendance and behavior. All variances are approved for one school year and families must reapply annually for consideration.

For more information, visit
<http://www.washoeschools.net/mtyr>

APPENDIX E: Article 27 in the Negotiated Agreement between the WCSD and the WEA 2015-2019

ARTICLE 27, TRANSFER

27.1 VOLUNTARY TRANSFERS

27.1.1

Within fifteen (15) days of receipt of final allocations by the schools each year the Human Resources Division shall publish a list of the vacancies which will in all probability be available for the following year including school, grade level and/or subject, and special characteristics such as half-time or one (1) year only. As additional vacancies occur, such list shall be updated weekly. Said list shall be posted on the District's Website in the Employment section at the Eligible WCSD certified employees Job Board. (2011)

27.1.1.1

If a school has three (3) or more limited term teachers, the principal of the school may designate one (1) or more of the limited term teachers, who receive an evaluation of Effective or Highly Effective, as not being a vacant position for purposes of Transfer or Overage Process. (2011)

If the position is not needed to avoid a reduction in force, the principal may then hire the limited term teacher. (2011)

However, if a school has three (3) or more limited term teachers, a minimum of two (2) of the OYO positions must be designated as vacancies available for the Transfer or Overage Process. (2011)

If the limited term teacher or teachers are retained, and the position would normally be a standard allocation, the teacher or teachers must be made standard. (2011)

27.1.1.2

If a school has one or more vacancies, the principal may be required to hold at least one (1) of those vacancies until after the Transfer Process. (2011)

27.1.2

Employees who desire to transfer to another building shall file a Transfer Request form on-line at the District's website location with the Human Resources Division. Voluntary transfers will occur no later than three (3) weeks prior to the first day returning teachers report to work for the particular school, except where both principals approve the transfer. Transfer requests shall remain active from January 1 to December 31 of any calendar year. (2011)

27.1.3

Commencing with the posting of the first needs list, for ten (10) working days, principals or supervisors are required to interview only transfer candidates whose applications are on file in the Human Resources Division Office. The transfer period may be for more than ten (10) days, and the transfer period may be opened for one (1) week, closed for one (1) week, and then opened for one (1) week. The only exception would be those positions (grade level and subject matter) which are impacted by overage teachers who have not been placed.

Principals or supervisors must interview a minimum of three (3) employees requesting transfers (if there are three (3) or more applicants) whose applications are on file. (2011)

27.1.3.1

During the exclusive transfer period, should there be no specific requests for a particular school or subject, the principal may offer a position to a qualified candidate with the intent of achieving ethnic diversity on the faculty. The candidate must have a contract offered through the District's Minority Educator Recruitment Program.

27.1.4

Teachers who are currently assigned to schools which are changing from a traditional schedule to a year-round schedule will have the ability to move to a school which will retain the traditional schedule. The process for placement of teachers moving from year-round to traditional will occur prior to any transfer or overage placement. The process used will reflect the process used for the placement of overaged teachers.

27.1.5

If more than one (1) employee has requested a transfer to the same position, the employee best qualified and suited for the position shall be given preference. The following criteria shall be considered:

1. State licensure in the subject area.
2. Degree(s) held.
3. Experience in the subject area.
4. Number of course credits in the subject area.
5. Course hours in excess of degree(s).
6. Compatibility of the employee with respect to students, program, staff and administration.
7. Information contained in the personnel file.
8. Other subjective criteria peculiar to the position being sought.

27.1.6

Following the ten (10) day transfer period any employee who has a request on file may be considered for vacancies.

27.1.7

Employees who are interviewed for a possible transfer shall be notified in writing as to the disposition of their transfer request.

27.1.8

An employee who has formally sought a transfer for at least three (3) years without success may contact a Human Resources Division Administrator for assistance in evaluating his/her personnel file and providing, if possible, recommendations to overcome possible obstacles to a successful transfer.

27.1.9

Only teachers who are HQ for a non-SPED core assignment are eligible to transfer into such an assignment during the exclusive internal voluntary transfer period. (2007)

27.1.10

Schools designated through the Nevada Department of Education and the US Department of Education as High Need Schools, will be eligible to fill their openings through a special exclusive transfer process earlier than non-High Need Schools. Overage teachers will not be eligible to be placed in these designated schools. This would not prevent an administrator from selecting a teacher who might otherwise be placed on the overage list. High Need Schools will be eligible to begin filling positions with external applicants earlier than non-High Need Schools. Once an outside applicant accepts a position with a High Need School, the applicant will not be eligible for transfer for that school year. (2007)

27.2 REASSIGNMENTS

27.2.1

Vacancies shall first be announced to those employees working at the school site.

27.2.2

The principal shall inform the current staff of all known vacancies by posting, in writing, the anticipated positions. Those staff members who wish to be considered for a change in their assignment shall notify the principal in writing. Once school is out in June, the principal is no longer required to notify staff members, in writing, of openings. Teachers who wish to be considered for openings which occur during the summer shall indicate their preference in writing to the principal prior to the close of school.

27.2.3

The principal shall notify the teacher making the reassignment request as to his/her decision.

27.2.4

Should the teacher not receive the reassignment, reasons shall be provided, in writing, if requested. Criteria identified in Section 27.1.5 shall be used.

27.3 DIRECTED TRANSFER OR REASSIGNMENT

27.3.1

A directed transfer is an involuntary transfer to a different work site which may or may not include a different work assignment.

27.3.2

A reassignment is an assignment to a different grade level or subject in the same building.

27.3.3

A directed transfer or reassignment shall not be arbitrary, capricious, or punitive in nature. The employee affected by a non-performance directed transfer will be provided a list of openings available and asked to designate a list of preferred placement. The ultimate decision will be the Superintendent of the appropriate level. Should the employee not receive one of his/her preferences, reasons will be provided.

27.3.4

Prior to notifying an employee he/she is being considered for a directed transfer, the administrator's recommendation must be reviewed and approved by the appropriate Area Superintendent or designee. (2007)

27.3.5

The employee shall then be advised in writing that/he is being considered for directed transfer or reassignment and the reasons for such consideration.

27.3.6

If a conference with the administrator is requested by the employee, other parties may be present at the request of the employee or administrator.

27.3.7

If after such conference, the transfer or reassignment is still to take place, (or if no conference is requested) the employee will receive a final written notice to that effect including the reasons for the action.

27.4 MULTI-TRACK YEAR-ROUND TEACHING ASSIGNMENTS (1998)

27.4.1

Immediately following the designation that a school is being placed on a year round schedule, a committee comprised of a majority of licensed staff shall be established. This

committee shall be charged with constructing a process of those areas that directly impact licensed teachers.

27.4.2

By February 1, if reasonably possible, the school District shall present all schools with the tentative teacher allocations. Employees of schools that have been placed on year-round schedules by the District, shall be eligible to "opt out" to a school on a traditional schedule. Schools whose staff voluntarily vote to move to a year round schedule are not eligible for the "opt out" provision. Prior to this date, licensed staff who desire to be placed in a traditional school, and are eligible for this process, shall place their preference, in writing, to the administrator. (2005)

27.4.3

An initial needs list shall be distributed to all schools in order for the licensed staff to complete their preference to transfer to a traditional school. Licensed staff who desire to transfer into a year round school from a traditional calendar shall also be given the opportunity to complete transfer forms at the same time.

27.4.4

All staff assignments (of current standard licensed staff) for the year round schools shall be finalized by April 1, if reasonably possible. Commencing after April 1, year round schools shall have the opportunity to interview OYO contract teachers and new hires. The schedule agreed-upon by the parties will contain the specific dates. (2001)

27.4.5 TRACK ASSIGNMENTS

27.4.5.1

The administrator shall have the authority and obligation to post, in writing, the number of allocations for each grade level and track.

27.4.5.2

Licensed staff shall place, in writing, their preference for grade level and track selection.

27.4.6

Itinerant licensed staff shall be given the opportunity for an extended contract in order to service the year round schedule (nurses, counselors, music, etc.)

27.4.7

Licensed staff shall have the opportunity to "sub" during their off-track schedule at the regular substitute pay. The administrator shall be informed by the licensed staff when they would be available to do so. Substitutes will be placed through the regular substitute office procedures.

27.4.8

If two teachers at a school determine they wish to exchange track assignments for the following school year, they will jointly make a written request for such an exchange to the site administrator prior to the end of the school year. The administrator shall determine if the request will be approved or denied. If a request by a teacher is denied, the administrator shall submit his/her rationale in writing. The employee may appeal this decision through the grievance procedure.

27.4.9

To provide for multi-track year round teachers to attend educationally related classes, conferences, workshops and meetings which have been scheduled during their track assignment, two employees may mutually agree to request approval from the administrator to exchange days within the same school year. The administrator shall determine if the request is approved or denied. If a request by a teacher is denied, the administrator shall submit his/her rationale in writing. If a request is approved, the employees shall give their administrator written confirmation of their agreement

A request from two employees to exchange days for a purpose other than professional development must be approved by the Superintendent of Elementary Education or designee. (2003)

27.5 APPEAL OF DIRECTED TRANSFER OR REASSIGNMENT

27.5.1

An employee wishing to appeal a directed transfer or reassignment shall start at Level II of the grievance procedure.

APPENDIX F: MTYR Parent Random Draw Meeting Letter

(Place on Letterhead)

Dear Parent/Guardian,

As we discussed at our school meeting [date of fall meeting], and in other communications, our school is critically overcrowded. Therefore, we must transition to a multi-track year-round calendar next school year, [year], to relieve overcrowding.

This letter is to inform you that the Multi-Track Year-Round (MTYR) Random Draw Meeting for students at the school will take place [date, time, location]. The process will be a random draw. Each family will be assigned a number during the upcoming school year's on-line registration process. All numbers will be randomly selected and each family will be placed on a track taking into consideration the family's 1st, 2nd, 3rd, and 4th track choices in conjunction with the availability of the required grade level(s) for the family's student(s). All students within the same family will be placed on the same track. You are invited to attend to learn what your track assignment is; track assignments will also be available on the parent portal in IC and track-assignment postcards will be mailed out to all families during spring break.

For those who are unfamiliar, multi-track reduces overcrowding by as much as 25%-33%. The school is split into four groups and is run year-round, with three groups in school at a time and one group on break on a rotating basis. Each group attends school for approximately three months and then is on break for one month. The multi-track calendar for the next school year is attached. As you can see, all students still have a common two-week winter break and one-week spring break. Teachers have the same schedule as their students, and maintain the same class for the entire year (the same as on the Balanced Calendar).

Please know that no one at the school or in the District "wants" to move this school, or any others, onto a multi-track calendar; we would all prefer to build new schools to accommodate our enrollment growth. However, since we do not currently have the funding to build those schools, multi-track is the best available option to relieve our overcrowding. The entire District is committed to making this transition and schedule as easy and equitable as possible.

For more information on our school's current enrollment, growth projections, repair needs, and more, visit WCSO's Data Gallery, www.datagallery.washoeschools.net. For more information on the broader issue of why we are experiencing overcrowding at this school and across the District, and why we do not have funding to build schools to address the issue, visit www.washoeschools.net/overcrowding.

Sincerely,

Principal

Estimado padre o guardián,

Como ya comentamos en nuestra reunión de la escuela [*date of fall meeting*], y en otras comunicaciones, nuestra escuela tiene una sobrepoblación crítica. Por lo tanto, tenemos que hacer la transición al calendario de Sesión Múltiple de todo el año el próximo año escolar, [*year*], para aliviar la sobrepoblación.

Esta carta es para informarles que la reunión del sorteo de los estudiantes para la Sesión Múltiple durante todo el año (*Multi-Track Year-Round*) (MTYR) de la escuela se llevará a cabo el [*date, time, location*]. El proceso será un sorteo al azar. A cada familia se le asignará un número durante el proceso de registro en línea del próximo año escolar. Todos los números serán seleccionados al azar y a cada familia se colocarán en la 1^a, 2^a, 3^a, y 4^a Sesión tomando en consideración a la familia en relación con la disponibilidad del nivel(es) de grado requerido para los estudiantes de la familia. Todos los estudiantes dentro de la misma familia serán colocados en la misma Sesión. Ustedes están invitados a asistir para aprender sobre cuál será su asignación de Sesión; las asignaciones de sesiones también estarán disponibles en el portal de los padres en la IC y la Sesión de asignación de tarjetas postales se enviará por correo a todas las familias durante las vacaciones de primavera.

Para aquellos que no están familiarizados, (Multi-Track) la Sesión Múltiple reduce la sobrepoblación estudiantil en hasta un 25% -33%. La escuela se divide en cuatro grupos y funciona durante todo el año, con tres grupos en la escuela a la vez y un grupo en descanso en forma rotativa. Cada grupo asiste a la escuela durante aproximadamente tres meses y luego está de vacaciones durante un mes. Se adjunta el calendario de Sesiones Múltiples para el próximo año escolar. Como se puede ver, todos los estudiantes todavía tienen un descanso de dos semanas de invierno en común y de una semana de vacaciones de primavera. Los maestros tienen el mismo horario que sus estudiantes y mantienen la misma clase para todo el año (lo mismo que en el Calendario Equilibrado).

Por favor sepan que nadie en la escuela o en el Distrito "quiere" mover esta o cualquier otra escuela a un calendario de Sesiones Múltiples; Todos preferiríamos construir nuevas escuelas para acomodar nuestro crecimiento de inscripción. Sin embargo, puesto que no tenemos actualmente la financiación para construir esas escuelas, la Sesión Múltiple es la mejor opción disponible para aliviar nuestra sobrepoblación escolar. Todo el Distrito está comprometido en hacer esta transición con un horario bien fácil y como sea posible equitativamente.

Para obtener más información sobre la inscripción actual de nuestra escuela, las proyecciones de crecimiento, las necesidades de reparación, y más, visite la galería de datos del WCSD, www.datagallery.washoeschools.net. Para obtener más información sobre el problema más amplio de por qué estamos experimentando la sobrepoblación estudiantil en esta escuela y en todo el Distrito, y por qué no tenemos fondos para construir escuelas para solucionar el problema, visite www.washoeschools.net/overcrowding .

Atentamente,

Director

APPENDIX G: MTYR Teacher Preference Form

(Place on Letterhead)

Teacher Name _____

I understand that my track assignment will be discussed with me for the _____ school year. I further understand that track assignments are not made on the basis of seniority in the District or at the school, but may be considered along with other factors (i.e., student needs, training and experience of the teachers, certification of teachers, District needs, program needs, individual needs).

I have reviewed each track of the MTYR calendar. Please indicate your 1st track choice through 4th track choice, as well as your grade level choice, in order of preference. Please do not put the same preference for all choices. **If only one choice is listed, the administration will determine the track placement as needed.**

A.

1 st Track Choice	2 nd Track Choice	3 rd Track Choice	4 th Track Choice

B.

1 st Grade Level Choice	2 nd Grade Level Choice	3 rd Grade Level Choice	4 th Grade Level Choice

C. Information that I would like to be considered when making my track assignment:

D. Which is more important to me: _____ Track Assignment _____ Grade Level Assignment

E. I have the following questions/suggestions regarding teachers' track assignments:

I have read and completed this form. I understand my administrator will make every effort to assign teachers in the best interest of students and taking my preference into consideration.

Signature of Teacher

Date

APPENDIX H: MTYR Family Track Preference Form

(Place on Letterhead)

_____ Elementary School
 Multi-Track Calendar Track Request Form
 _____ School Year

Parent/Guardian Name _____

Physical Address _____

Telephone (Home) _____ (Cell) _____ (Work) _____

Grades K-5/K-6 Track Preference

Parental preference for track assignment will be honored whenever possible; however, the principal has the final responsibility to determine all track placements. Please indicate below your 1st, 2nd, 3rd, and 4th track color preferences. Write "Green", "Yellow", "Blue" or "Purple" in the boxes below. Make certain that you mark **ALL** four choices to avoid a delay in the registration process. You must select a different color track for each choice.

1 st Color Choice	2 nd Color Choice	3 rd Color Choice	4 th Color Choice

Students To Be Registered

Please list **ALL** children in your family, including Kindergarten students, who will be attending this school during the school year. If you want your student on different tracks, please contact our office.

Please Print

Grade Level	Last Name	First Name

Escuela Primaria _____
Multi-Track Calendar Track Request Form
 Formulario de pedido para la Sesión Múltiple
 Año escolar _____

Nombre del padre o
 guardián _____

Dirección _____

Teléfono (Casa) _____ (Cell) _____ (Trabajo) _____

Grados K-5/K-6 Preferencia de Sesión

La preferencia de los padres para la asignación de Sesiones será respetada siempre que sea posible; Sin embargo, el director tiene la responsabilidad final para determinar todas las colocaciones de Sesiones. Por favor, indique a continuación su 1^a, 2^a, 3^a y 4^a preferencias con el color de la Sesión. Escriba "verde", "amarillo", "azul" o "púrpura" en los cuadros a continuación. Asegúrese de que usted marque **TODAS** las cuatro opciones para evitar un retraso en el proceso de registro. Debe seleccionar una Sesión de color diferente para cada elección.

1 ^a Elección de Color	2 ^a Elección de Color	3 ^a Elección de Color	4 ^a Elección de Color

Estudiantes a ser inscriptos

Por favor anote a **TODOS** los niños en su familia, incluyendo los estudiantes del Kindergarten en su familia, quienes estarán asistiendo a esta escuela este año escolar. Si quieren que sus estudiantes vayan a diferentes Sesiones, por favor contacte a nuestra oficina.

Por favor imprima

Nivel de grado	Apellido	Nombre

APPENDIX I: Track Placement Cards

APPENDIX I: Track Placement Cards

Washoe County School District

Dear Parents:

Welcome to Multi-Track Year Round (MTYR) Education.

Your child/children is/are assigned to (Track) for the (20xx-20xx) school year.

Starting (Date).

(School Name and Address)



Washoe County School District

Dear Parents:

Welcome to Multi-Track Year Round (MTYR) Education.

Your child/children is/are assigned to (Track) for the (20xx-20xx) school year.

Starting (Date).

(School Name and Address)



Washoe County School District

Dear Parents:

Welcome to Multi-Track Year Round (MTYR) Education.

Your child/children is/are assigned to (Track) for the (20xx-20xx) school year.

Starting (Date).

(School Name and Address)



Washoe County School District

Dear Parents:

Welcome to Multi-Track Year Round (MTYR) Education.

Your child/children is/are assigned to (Track) for the (20xx-20xx) school year.

Starting (Date).

(School Name and Address)



APPENDIX J: MTYR Family Track Change Request Form

(Place on Letterhead)

_____Elementary School
 Multi-Track Calendar Track Change Request
 _____School Year

Parent/Guardian Name _____

Physical Address _____

Telephone (Home) _____ (Cell) _____ (Work) _____

Reason For Track Change

Track Preference

Please indicate your choice of track by writing, "Green", "Yellow", "Blue", or "Purple" in the boxes below.

1 st Color Choice	2 nd Color Choice	3 rd Color Choice

Please list **ALL** children in your family who will be attending this school during the school year, including children entering Kindergarten.

Please Print

Grade Level	Last Name	First Name

This request does not guarantee your first preference. The Principal has the responsibility to determine and approve all track placements.

Escuela Primaria _____
Multi-Track Calendar Track Change Request
 Formulario de pedido para cambio de Sesión en la Sesión Múltiple
 Año escolar _____

Padre o Guardián

Nombre _____

Dirección _____

Teléfono (Casa) _____ (Cell) _____ (Trabajo) _____

Razón para el cambio de Sesión

Preferencia de Sesión

Por favor, indique el tipo de Sesión, escribiendo, "verde", "amarillo", "azul", o "púrpura" en los cuadros a continuación.

1ª Elección de Color	2ª elección de Color	3ª Elección de Color

Por favor anote a **TODOS** los niños en su familia, incluyendo los estudiantes del Kindergarten en su familia, quienes estarán asistiendo a esta escuela este año escolar.

Por favor imprima

Nivel de grado	Apellido	Nombre

Este pedido no garantiza su primera preferencia. El director tiene la responsabilidad para determinar y aprobar todas las colocaciones en cada Sesión.