

Jefferson County Public Schools - Standard Operating Procedure



Title	School Capacity		
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Department	Operations		
Audience	Leaders of JCPS Operations, ARSI, and Schools Divisions, the Office of School Choice, and Student Assignment		
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Approval Signature: _____

Date: _____

Effective Date: May 1, 2025

I. Purpose

1	Safety for Students & Staff and Effective Use of Facilities - The district employs various metrics to assess the effective use of school facilities, ensuring optimal conditions for both student and staff safety, well-being, and equitable access to learning opportunities.
2	Ongoing Monitoring & Response - Guidelines for annual evaluation metrics and strategies to maintain optimal capacity are established.
3	Communication Plan - A communication plan for conveying capacity status and associated actions is outlined, recognizing that school capacity affects multiple departments across JCPS.

II. Assumptions

1	School capacity is systematically tracked, projected, and monitored to ensure student and employee safety, as well as the efficient allocation of resources.
2	Buildings should operate within 75% to 115% of their optimal capacity.

III. Scope / Audience

	<p>Actions taken as a result of the strategies outlined in Section IV, Procedures, 4, may affect the following groups:</p> <ul style="list-style-type: none"> a. K-12 Principals b. Assistant Superintendents and Zone Leaders c. Early Learning Centers d. School Choice e. Schools Division f. Operations Division g. Human Resources Division h. Finance Division
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IV. Procedures

1	<p>Integrated Decision-Making Team</p> <p>A district team, jointly led by the Chief Operations Officer and the Chief of Accountability, Research, and Systems Improvement typically includes staff from Geographic Information Systems (GIS), School Choice, Safety, Facilities, Transportation, Schools Division, and other departments as assigned such as ML, ECE, and/or Early Childhood.</p>
2	<p>Timeline</p> <p>School capacity is estimated in the fall, usually in November, when enrollment projections are developed for the upcoming school year, along with an annual room usage survey.</p> <p>Proposed mitigation strategies for schools operating at or above 115% or below 75% capacity for one year are typically shared in December.</p>

3 Measurement Factors

The collaborative decision-making team analyzes current enrollment, projected enrollment, school size, and school usage to determine capacity limits. Buildings for which enrollment exceeds 115% of optimal capacity for one year are analyzed for causes, which may include boundary allotment, student transfers, choice zone enrollment, magnet enrollment, etc.

The team will provide both long- and short-term response strategies to reduce student enrollment for these buildings (outlined in Section 4) while considering that a solution strategy for one building may cause a capacity issue for another building.

4 Strategies for Maintaining Optimal Capacity

Strategies to address school capacity overages will be prioritized, beginning with those that present the least implementation complexity and are most applicable to the situation. Mitigation strategies to maintain optimal capacity may include the following:

Mitigation Strategies for Maintaining Optimal Enrollment				Impact Lead Time			
Implementation Difficulty	Department	Strategy	Enrollment Goal	0-6 months	6-12 months	1-2 years	More than 2 years
Low	Student Assignment	Halt student transfers if filled to 105% or greater capacity	Reduce	x	x		
Low	Student Assignment	Increase student assignment if 75% or less	Increase	x	x		
Low	Schools	Change Grade Configurations	Reduce			x	
Low	Operations	Portable classrooms	Reduce	No Longer an Option			
Medium	Schools	Reduce or eliminate magnet programs	Reduce		x		
Medium	Operations & Schools	Relocate Early Childhood or other programs	Reduce	x	x		
High	Operations & Schools	School merger	Increase		x	x	
High	Operations & Schools	Boundary or zone configuration changes	Reduce / Increase			x	x
High	Operations	Renovation of existing facility	Reduce			x	x
High	Operations	Addition to existing facility	Reduce				x
High	Operations	Build new facility	Reduce				x

5 Communication Plan

Two communication cycles will occur: one for confirming school capacity estimates and a second to recommend mitigation strategies for schools 115% or over capacity.

Group	Approximate Annual Notification Month	Purpose
All Schools	November	Confirmation of school capacity estimations.
Schools with enrollment at or over 115% or below 75%.	December	Proposed mitigation strategies

Following decisions for recommended mitigation strategies, the School Capacity Team will communicate expected capacity counts annually each November.

Both communication cycles are shared in order to verify final counts or acknowledge mitigation shared with the following groups in the order noted:

1. School Choice - for review beyond leadership members
2. Assistant Superintendents
3. School Leaders

Each group is asked to provide feedback and corrections are made before sharing with the next group.

This process is repeated each fall for the upcoming school year.

V. Follow-up Procedures

1 Decisions for Individual Schools

Decision points are established for each school that receives proposed mitigation strategies.

2 Schools Division

The implications of mitigation strategy changes are outlined for the Schools Division.

3 Office of School Choice

The implications of mitigation strategy changes are outlined for School Choice.

VI. Roles and Responsibilities

1	Chief Accountability, Research, and Systems Improvement - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any student data or research relevant to the issue.
2	Chief Operating Officer - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any infrastructure data relevant to the issue.
3	Geographic Information Systems (GIS) - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any population growth data relevant to the issue.
4	School Choice - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any student enrollment pattern data relevant to the issue.
5	Safety - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any safety data relevant to the issue.
6	Facility Maintenance - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any infrastructure data relevant to the issue.
7	Transportation - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any transportation data relevant to the issue.
8	Chief Information Officer - Collaborates with School Choice, Routing Team, GIS, and others as needed to update technology systems for schools, families, and students to reflect any changes relevant to the issue.

VII. Related Documents

1	Standard Operating Procedure – School Boundary
2	Schools Division: https://www.jefferson.kyschools.us/page/schools-division
3	Office of School Choice: https://www.jefferson.kyschools.us/page/office-of-school-choice

VIII. Terminology, Glossary, Definitions

1	Optimal Capacity - The ideal number of students based on the design of the building.
2	Program Capacity - The ideal number of students in a building based on how the school uses the rooms.