

POLICY TITLE Adjustment of School Attendance Boundary Lines		
ADOPTION/EFFECTIVE DATE 6/9/2008	MOST RECENTLY AMENDED 2/10/2014	MOST RECENTLY REAFFIRMED
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY District Management		

I. Purpose

The purpose of this policy is to establish a systematic and regular process and criteria for the adjustment of school attendance areas.

II. Definitions

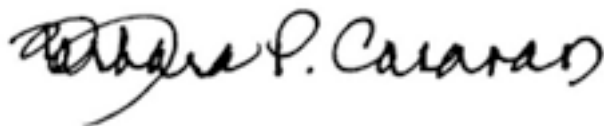
- A. Capacity means the State Rated Capacity of the school building as determined by the formula/calculation used by the State Interagency on School Construction.
- B. Overcrowding means that the student enrollment at a school exceeds the school's capacity to such a degree that one or more of the following conditions exist: school space is used for other than its intended purpose in order to deliver instruction; high class size; use of "floating" teachers; inefficient movement of staff and/or students; lack of sufficient space to deliver instruction.

III. Statement of Policy

- A. The Superintendent may make a recommendation to the Board that the attendance area of a school or schools be adjusted when:
 - 1. A new school is constructed;
 - 2. An addition to an existing school is constructed;
 - 3. A school's enrollment is at 100 percent or greater of its capacity; the school's projected enrollment for the next five years will be 100 percent or greater of its capacity; or the school's enrollment is less than 100 percent of its capacity, but there are programs or other conditions or circumstances that are causing or will cause overcrowding at the school;
 - 4. The Board directs the Superintendent to adjust school attendance boundaries; or
 - 5. The Superintendent, in his or her discretion, deems it appropriate.

- B. The Superintendent, in formulating the recommendation described in paragraph A above, shall:
 - 1. Study, analyze and evaluate relevant information and data and prepare such plan or plans as may be effective and appropriate for the adjustment of the boundary lines of a school's attendance area.
 - 2. Present to the Board in an open Board meeting such plan or plans for adjustment of the school's boundary line as the Superintendent deems effective.
- C. After the Superintendent initially presents the recommended plan or plans to the Board, the Superintendent shall schedule a meeting to present the recommended plan or plans to the public.
- D. After the meeting(s) described above in paragraph C, the Superintendent shall make any modifications to the recommendation he/she deems appropriate. The Superintendent shall present the plan with any modifications to the Board during an open meeting of the Board.
- E. After receiving the Superintendent's recommended plan or plans, the Board shall schedule at least one public hearing in order to receive testimony or written comments from the public regarding the Superintendent's recommended plan or plans.
- F. After the public hearing described in paragraph III.E above, the Board shall, in open session, decide whether to accept or reject, either in whole or in part, or modify the Superintendent's recommended plan or plans.
- G. In the event the Board approves any plan which adjusts the existing boundary lines of a school attendance area, such plan shall not become effective until at least 180 days after the Board's decision except and unless the implementation of the plan is required due to emergency circumstances.
- H. The Superintendent shall cause the decision of the Board, made pursuant to paragraph III.F above, to be distributed to the public, including posting the decision on the HCPS website and distribution of the decision to the principals of any school affected by the decision.

Board Approval Acknowledged By:

A handwritten signature in black ink, appearing to read "Barbara P. Canavan". The signature is written in a cursive style with a large initial 'B'.

Barbara P. Canavan
Superintendent

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	6/9/2008	
Amended	2/10/2014	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire		JOB POSITION OF LAST EDITOR/DRAFTER General Counsel
PERSON RESPONSIBLE Patrick P. Spicer, Esquire		JOB POSITION OF PERSON RESPONSIBLE General Counsel
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