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Administrative Regulation

1. Purpose

To establish procedures that will be used to determine geographic attendance areas for schools.

2. Scope

This policy defines the conditions under which a boundary adjustment may be considered, and provides a process for developing and approving boundary line adjustments. Included are procedures that cover major boundary adjustments, minor boundary adjustments, and school closings.

3. Prerequisites

N/A

4. Responsibilities


The Superintendent will appoint a Staff Committee to develop attendance boundary alternatives and make recommendations regarding boundary line adjustments.

5. Procedure

I. Major Boundary Line Adjustments:

- A.** The Board of Education may consider school attendance boundary line adjustments under one or more of the following conditions:
 - i.** A new school, addition, or renovation that adds capacity.
 - ii.** A change in utilization of a school, or group of schools, that are significantly and consistently inadequate per Board of Education Policy FB "Adequate Facilities".
 - iii.** A school closure
 - iv.** Any situation that would compel an attendance boundary line adjustment to promote student safety and well-being, or to promote operational efficiencies.

- B.** The Board of Education shall, at a minimum, appoint a committee every five (5) years to evaluate the need for any boundary line adjustments, and to make any recommendations for any necessary boundary line

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adjustments.

C. If it is determined that major boundary line adjustments are necessary, the Superintendent shall appoint a staff committee to develop alternatives and recommendations. The development of any major boundary line adjustment plan shall consider the following factors:

- Educational welfare of students.
- Facility utilization.
- Impact on student ride times, and transportation efficiency.
- Student demographics.
- Student academic performance.
- Operating and capital costs.
- Feeder patterns.
- Impact on neighborhoods and communities.
- Impact on regional educational programs.
- Any other factor that is unique or pertinent to the proposed redistricting.

D. The major boundary line adjustment process shall typically follow this timeline:


- **July** – Committee meetings commence.
- **September** – Committee presents recommendations for alternative attendance boundaries to the Board of Education.
- **September** – Public is made aware of the recommendations to the Board of Education via the written press, Carroll County Public Schools web site, and distribution to the impacted students.
- **September** – Notification for two public hearings shall be provided at the time of presentation to the Board of Education, via school newsletters, via the Carroll County Public Schools web site, written press, and eschool newsletters or other electronic notification method employed by CCPS at the time.
- **October** – Committee reconvenes to review input from community and Board of Education.
- **November** – Superintendent presents final recommendation to the Board of Education for approval.

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- **December** – Students affected by new boundaries are notified and approved boundary adjustments are placed on Carroll County Public Schools website.

E. COMMITTEE PROCESS

1. The Superintendent’s committee shall develop its recommendations and present the recommendations to the Board of Education at a public meeting. The presentation shall portray the areas affected and the location and number of the students. The press shall be given copies of the committee’s recommendations.
2. The committee shall present the recommendations to the school communities involved in the redistricting plans at a public meeting(s) in order to listen and respond to the public’s opinion of the impact of the recommendations. The date, time and location of the public meeting(s) shall be announced at the Board of Education public meeting, as well as distributed to the press and to the schools.
3. The Board of Education will receive a summary of all comments presented. All written correspondence will be submitted to the Board of Education.
4. The committee will reconvene to review the public responses and to create a final recommendation.
5. The Superintendent will present the final recommendation at a public meeting of the Board of Education.
6. The Board of Education will review, study and analyze the data and the option(s) presented. The Board of Education shall determine the geographical attendance area for each school at a public hearing. Actions taken by the Board of Education with regard to major boundary adjustments shall be communicated by the superintendent/designee to the public. Additionally, school principals shall be responsible for communicating this information to parents of students affected by any major boundary adjustments. The notification of a change in school assignment shall occur no later than 90 days prior to the start of school.
8. Maps will be prepared depicting the adjusted boundary lines. The maps will be distributed to all affected schools, as well as to the press. Geographic Information System (GIS) data attendance boundary lines will be made available to the public.
9. A list of students affected will be derived from their residential addresses listed in the student information database, and this list will be given to each school. The

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list will be reviewed by each school and data confirmed. Finalized lists will be redistributed to the schools along with a notice to each parent of the affected students. Principals will announce, through their school newsletters, that all affected students will be notified. The notification of a change in school assignment will be mailed to the parents of affected students no later than **90** days prior to the start of school.

II. MINOR BOUNDARY LINE ADJUSTMENTS:

A. Periodically, it is of benefit to the Board of Education to consider a minor boundary adjustment between school districts. A minor boundary adjustment will be defined as a change in a school attendance area which does not affect existing students. These adjustments generally relate to a future development or a phased section of a development underway. Staff will initiate minor boundary line adjustments under the following conditions:

1. Attendance area boundary lines divide properties.
2. Maps do not clearly define school assignments of current or future students
3. Maps do not accurately identify current school assignments due to unforeseen factors.


B. Minor boundary adjustment recommendation(s) will be submitted to the Board of Education for approval.

III. SCHOOL CLOSING OR CONSOLIDATION:

Purpose – to establish procedures for reorganizing facilities and closing schools in accordance with Maryland law (Comar 13a.02.09.01 - 13a.02.09.03).


A. When considering closing or consolidating a school, the Board shall direct the Superintendent to examine the feasibility of such action. The Superintendent shall prepare such reports as necessary to describe proposed closing or consolidation and allow adequate public review and comment.

B. At a minimum, the following shall be considered when evaluating criteria for closing a school:

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1. Student enrollment trends;
2. Age and/or condition of school buildings;
3. Transportation;
4. Educational programs;
5. Racial composition of student body;
6. Financial considerations;
7. Student relocation;
8. Impact on community in geographic attendance area for school(s) proposed to be closed school, and school(s) to which students will be relocating.

- C.** Public hearing: a public hearing shall be held to permit concerned citizens to submit their views orally or to submit written testimony or data on the proposed school closing. The public hearing shall take place prior to any final decision by the Board of Education to close a school.
- D.** Date of decision: except in emergency circumstances, the decision to close a school shall be announced at least ninety (90) days before the date the school is scheduled to be closed, but not later than April 30 of any school year.
- E.** Local Assumptions
- i. Decisions about utilization of public educational facilities should concentrate on equitable delivery of educational services and/or safety. Minimal disruption to all established educational programs should be sought.
 - ii. In addition to public educational program considerations, the percentage of utilization of a public school building should be considered.
 - iii. School buildings that are essential to the system wide provision of educational opportunity should not be considered for closure.
 - iii. Expenditures related to support services and to the equitable delivery of educational program should be kept in balance.
 - iv. Except in cases of emergency, all school closings should be scheduled to occur on July 1st of any year.
- F.** Implementation – if the Superintendent of Schools determines that it is appropriate to consider the closing of a public school facility, the following steps shall be employed:
- i. The Superintendent shall, by February 15, prepare a report to the Board of Education advising the Board of the proposed

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- school closing and the rationale for the recommendation.
- ii. A public hearing shall be held to afford citizens the opportunity to express their views orally or to submit written testimony or data on the proposed school closing.
 - iii. In addition to any regular means of notification used, written notification of all schools that are under consideration for closing shall be advertised in at least two (2) newspapers having general circulation in the geographic attendance area for the school or schools proposed to be closed and the school or schools to which students will be relocating. This notification shall appear at least two (2) weeks in advance of the public hearing.
 - iv. The public hearing shall be held no later than March 15.
 - v. The deadline for written testimony or data shall be no later than two weeks after the public hearing.
 - vi. Announcement of the school closing will be made by the Board of Education no later than April 30.
 - vii. The final decision of the Board of Education shall be announced at a public session and in writing. This final decision notification shall include the rationale for the closing and address the impact on the state mandated considerations listed in section ii. The final decision shall include notification of the right to appeal to the State Board of Education within thirty (30) days after the decision of the Carroll County Board of Education.

6. References

Section 4-109, Education Article, *Annotated Code of Maryland*; COMAR 13A.02.09.01 – 13A.02.09.03; Board Policy FA.

7. Definitions

None