



December 6, 2019

MEMORANDUM

To: Members of the Board of Education

From: Michael J. Martirano, Ed. D.
Superintendent

Subject: Redistricting Transition Plan

The purpose of this memorandum is to share with the Board of Education the actions HCPSS has taken to support the redistricting transition plan.

Immediately after the Board's decision, a meeting was called with all principals on November 22, 2019 to provide general information and answer questions. Principals (12/3/19) and Assistant Principals (12/5/19), and school-based support staff (12/5/19) have received additional information. Throughout December, other key school staff members will also receive this information (e.g. liaisons, counselors, special education ITLs). Staff have been asked to familiarize themselves with the FAQ document on the HCPSS public website and have been provided with google documents to direct question questions to central office staff.

As you know, the following groups of students are exempt from redistricting in SY20-21 and eligible for transportation:

- Current 4th graders/rising 5th graders
- Current 7th graders/rising 8th graders
- Current 10th and 11th graders/rising 11th and 12th graders
- Current OMHS and RHHS students enrolled in a structured 30- or 60-credit JumpStart program

Per Policy 9000, current students with IEPs or 504 Plans (as of 11/21/19) and those with at least one active duty military parent are also allowed to stay, as are current JROTC students. However, these students are not eligible for transportation unless specialized transportation is already required by an IEP. All students enrolling after November 21, 2019 are not eligible for exemptions.

The exemption process timeline is as follows:

- **December 4** - All families are notified that the exemption process is going on by email and on the website
- **December 5** - Families eligible for an exemption receive an email & text notification
- **December 5** - School Locator updated
- **December 5** - Training for front office/student services support staff representatives
- **December 5** - Sending school staff receive a list in Synergy of families eligible for an exemption who have not completed the form.
- **December 9** - Families eligible for an exemption who have not completed the form receive a second email & text notification
- **December 10** - Sending schools contact families eligible for an exemption who have not completed the form; Staff are asked to log contacts with families
- **December 13** - Public notification that family access to selection in Synergy is closed
- **December 20** - Exemption selection process must be completed

School-based administrators were also reminded of the importance of ongoing communication with impacted families including:

- Reinforcing importance of attending January evening parent orientations/welcome sessions;
- Inviting new families to school concerts, plays, games, and instructional nights;
- Directing requests for student/staff/school data to school websites, www.hcpss.org, and mdreportcard.org, as appropriate;
- Reaching out to community superintendents and performance directors for additional support;
- Participating in the creation of administrators' email library/resource bank to share sample responses to stakeholder requests/concerns; and
- Contacting the Communications Team with suggestions for adding to/updating the FAQ document.

In December, receiving schools will be forming Redistricting Transition Committees to plan open houses, welcoming activities, opening week plans, new student mentoring, and other transition activities. The Committees will include at least one administrator, one teacher, and one counselor; at the secondary level, they should also include an SGA/student voice leader and PTA and/or Boosters parent.

In January, schools will receive final lists of incoming and outgoing students, receiving schools will communicate transition activities, receiving schools will begin to have access to incoming student data through Hoonuit, and program placement and staffing will be driven by 2020-2021 student locations.

For more information, please contact Patrick Saunderson, Community Superintendent for Area 1 and Caroline Walker, Executive Director, Program Innovation & Student Well-Being.

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Board of Education Office