

SCHOOL ATTENDANCE AREAS

Effective: February 28, 2019

I. Development and Consideration of School Attendance Area Adjustment Plans

The long-range school facilities planning process is conducted on an annual basis according to the county's and state's capital budget process. The timing, sequence, and/or steps may be adjusted based on budgetary and operational needs, to account for holidays and other considerations. The development and consideration of proposed school attendance area adjustment plans will take place in the following manner:

Determine Proposed Scope:

- A. Calendar Year 1 - June-~~November~~December
Phase takes 1-2 months; begins 21-27 months before implementation
After the presentation of ~~the Feasibility Study~~ student enrollment projections, recommendations in boundary changes or after any approval of changes in the attendance areas, the Superintendent and the Board of Education will consult with each other to define the proposed scope (i.e. open a new school only or comprehensive plan for all three levels) of the upcoming year's attendance area adjustments and develop a communication plan. The proposed scope may be adjusted during the review and approval process. The Board will notify the public of its decision for the Superintendent to proceed or not to proceed with the formation of the AAC and attendance area adjustment recommendations and identify the reasons that the boundary review has been initiated.

Review and Approval Process:

- B. Calendar Year 2 - January/February
~~The Office of School Planning will provide the Superintendent with enrollment projections by school annually and develop attendance area considerations per Policy 6010. The considerations will address capacity projects in the capital budget and will be the basis for short and long range attendance area plans.~~
Phase takes 2 months; 20 months before implementation
The Office of School Planning will facilitate regional meetings to inform the public of the boundary review process and obtain public comment regarding attendance area adjustments. The Office of School Planning will solicit public input through various mechanisms to inform the Superintendent for development of the Superintendent's recommendation to the Board.

The procedure and requirements to submit community member input will be identified and disclosed to the public.

The Office of School Planning may solicit and interview candidates for the potential Attendance Area Committee (AAC) and nominate candidates for appointment by the Superintendent.

C. Calendar Year 2 – ~~March~~/April

~~The Office of School Planning may solicit and interview candidates for the potential Attendance Area Committee (AAC) and nominate candidates for appointment by the Superintendent.~~

Phase takes 2 months; report(s) presented 18 months before implementation

The Office of School Planning will provide the Superintendent with enrollment projections by school annually. Office of School Planning updates scenario testing data and tool(s). Projection and projection accuracy report(s) and associated data made available to Board and public.

C2. Calendar Year 2 – April/ May

Phase takes 2 months; begins 17 months before implementation

If an AAC is created, Office of School Planning charts the committee and employees will provide training to the AAC. Training will include, but is not limited the following:

1. Review of Policy 6010 and its standards used to establish an attendance area adjustment plan.
2. Review the AAC's responsibilities in the attendance area adjustment plan process, including training on the Maryland Open Meetings Act.

With assistance from the Office of School Planning, the AAC will review any attendance area adjustment considerations in the Feasibility Study, and make a committee recommendation to the Superintendent to assist the Superintendent in developing a recommendation to the Board.

D. Calendar Year 2 - ~~June~~July

Phase takes 1 month; report 14 months before implementation

~~The Superintendent/designee presents projections, attendance area considerations and planning issues to the Board and interested residents. After receipt of input from the AAC and the public, the Superintendent will propose attendance area adjustments to the Board. Submitted input will be shared with the Board of Education and public.~~

~~If the Board approves proceeding with attendance area adjustments, the Superintendent will charter such a committee to review attendance area adjustment considerations. The Board will notify the public of its decision for the~~

~~Superintendent to proceed or not to proceed with the formation of the AAC and attendance area adjustment recommendations.~~

~~E. Calendar Year 2 – June~~

~~— If an AAC is created, Office of School Planning employees will provide training to the AAC. Training will include, but is not limited to the following:~~

~~1. Review of Policy 6010 and its standards used to establish an attendance area adjustment plan.~~

~~2. Review the AAC's responsibilities in the attendance area adjustment plan process, including training on the Maryland Open Meetings Act.~~

~~F. Calendar Year 2 – June/July~~

~~— With assistance from the Office of School Planning, the AAC will review any attendance area adjustment considerations in the Feasibility Study, and make a committee recommendation to the Superintendent to assist the Superintendent in developing a recommendation to the Board.~~

~~G. Calendar Year 2 – July~~

~~— The Office of School Planning will facilitate regional meetings to obtain public comment regarding attendance area adjustments. The Office of School Planning will solicit public input through various mechanisms.~~

H. Calendar Year 2 - July/August

Phase takes 2 months; 14 months before implementation

The Office of School Planning will advise the Superintendent on capacity needs for the upcoming budget process during capital budget preparations.

~~I. Calendar Year 2 – August~~

~~— After receipt of input from the AAC and the public, the Superintendent will propose attendance area adjustments to the Board.~~

J. Calendar Year 2 - ~~August~~July-November~~September~~

Phase takes 3 months; begins 14 months before implementation

Board public hearing(s), work session(s) and adoption of attendance area adjustments. The Board holds public hearing(s), work session(s), and then may instruct staff to develop alternative ideas or alterations to existing plans for the Board to review. Upon receipt of any alterations, additional public hearing(s) and work session(s) are to follow. This process repeats on 30 day cycles.

Ja. Calendar Year 2 – September/October

Phase takes 1-2 months; begins 12 months before implementation

Board preliminary finalization of attendance area adjustments.

Jb. Calendar Year 2 – October/November

Phase takes 1-2 months; begins 11 months before implementation

Board adoption of attendance area adjustments.

K. Calendar Year 2 - December

Phase takes 1+ month(s); begins 9 months before implementation

The Superintendent/designee and Board will assess the attendance area adjustment process. Modifications to this process will be made, as needed, prior to the beginning of the next attendance area adjustment.

Implementation

L. Calendar Year 2 - December – Year 3 - January

Phase takes 2 months; begins 9 months before implementation

After the Board has made any final decision(s) regarding attendance area adjustments, the approved attendance area maps are developed, the school locator is updated, and transportation routes are updated. The Superintendent will communicate the Board's action to the principals, PTA presidents and SGA presidents of each affected school, the president of the PTA Council of Howard County and the chairman of the Community Advisory Council to the Board. The Superintendent/designee will assist school-based administrators and employees with articulating students affected by attendance area adjustments. Principals will communicate attendance area adjustments to the parents of students in areas affected by the Board's action. The Superintendent/Designee will direct Principals receiving new students to provide multiple opportunities for individualized support for students who are being reassigned. Specific transition steps or a transition plan will be offered for students and families that are being reassigned.

M. Calendar Year 3 - January

Phase takes 1 month; begins 8 months before implementation

Capital Budget review by the Board.

N. Calendar Year 3 - May

Phase takes 4 months; decision 4 months before implementation

Capital Budget review and approval by County Council.

O. Calendar Year 3 - September

Implementation

Attendance Area Adjustment effective.

III. Attendance Area Committee Make-up and Responsibilities

- A. The AAC shall consist of 10 to 15 members. Consideration will be given to providing representation from each of the Howard County Public School System's (HCPSS) planning regions. Representation may include, but is not limited to the following:

1. At least one member from the Howard County Association of Student Councils.
 2. At least one member from each of the HCPSS six planning regions.
 3. At least three, but no more than eight at-large community members, with consideration toward identifying members of the community based on the attendance area/planning region(s) that may be affected by attendance area adjustments.
 4. Of those AAC members selected, no more than six members will have been members of a previous AAC.
 5. Members may not serve on more than two consecutive AACs.
- B. The AAC, after receiving training, will work in collaboration with the Office of School Planning employees and the Superintendent/designee to provide feedback on attendance area considerations. The basis for the review will be enrollment projections and the Policy 6010 Standards set forth in Section IV.B.

IV. History

ADOPTED: April 28, 2005
REVIEWED: July 1, 2011
MODIFIED: November 29, 2018
February 28, 2019
REVISED: January 26, 2017
EFFECTIVE: February 28, 2019