



COMMUNITY RELATIONS: Community Involvement

Boundary Changes

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 1280 by establishing procedures for school and community involvement in the development of recommendations for all school boundary changes.

II. Definitions

A. *Boundary* – A line that defines a school attendance area; the official boundaries for each Baltimore County public school are maintained by the Office of Strategic Planning.

B. *State-Rated Capacity (SRC)* – As defined by the state of Maryland, the maximum number of students who can reasonably be accommodated in a facility without significantly hampering delivery of the given educational program. The SRC is generally calculated as the product of the number of teaching stations in a school and a state-determined student-to-classroom ratio.

III. Boundary Change Process

A. Boundary Study

1. The superintendent may initiate a boundary study to develop recommendations for a boundary change to achieve one or more of the following objectives:
 - a. To establish a boundary for a new school or an existing school under construction that will result in a change in SRC;
 - b. To establish new boundaries in anticipation of a school closing;
 - c. To maximize use of available space in schools;
 - d. To align school feeder pattern areas; or
 - e. To respond to a significant change in an academic program.
2. The boundary study will be coordinated by the Office of Strategic Planning which will:

- a. Recommend to the superintendent which schools to include in the study;
 - b. Recommend to the superintendent a facilitator for the boundary study;
 - c. Provide information and data to support the study process; and
 - d. Coordinate Boundary Study Committee meetings and public forums and maintain meeting records.
3. Considerations that may guide the boundary study include, but are not be limited to:
- a. Maintaining the continuity of neighborhoods;
 - b. Maintaining or increasing the diversity among schools to reflect the diversity of the region and the school system;
 - c. The impact of transportation and pedestrian patterns on students;
 - d. Minimizing the number of times any individual students are reassigned;
 - e. Efficient use of capacity in affected schools;
 - f. Long-term enrollment and capacity trends and future capital plans;
 - g. Location of feeder school boundaries and continuity of feeder patterns; or
 - h. Phasing in boundary changes by grade level for high schools.

B. Boundary Study Committee

1. The superintendent will convene a Boundary Study Committee composed of the following members:
 - a. Principals from each of the schools included in the boundary study;
 - b. A teacher from each of the affected schools who is recommended by the school principal;
 - c. Two (2) parents from each of the affected schools who are recommended by the school principal;
 - d. A representative of the Board's area education advisory council that serves the schools included in the boundary study; and
 - e. Administrative staff:
 - (1) Administrative staff may include representatives from:
 - (a) Strategic planning;
 - (b) Transportation;
 - (c) Curriculum and instruction; and

- (d) Human resources.
 - (2) Administrative staff shall provide data and information to support the process.
 - 2. The Boundary Study Committee will consider possible boundary change scenarios in accordance with considerations in III.A.3 above.
 - a. Boundary Study Committee responsibilities will include, but not be limited to:
 - (1) Determining scenarios to provide to the public in an information session;
 - (2) Considering all information and data presented as well as input received from the public information session and survey; and
 - (3) Recommending an option to the superintendent to be presented to the Board. The superintendent may request that the Boundary Study Committee continue deliberation and/or develop additional option(s).
 - b. The Boundary Study Committee may call for a vote of its members as a means to advance its work and make a recommendation as follows:
 - (1) Principals and administrative staff may not vote;
 - (2) The vote will be conducted by the study facilitator;
 - (3) Any voting member of the committee may choose to vote or to abstain from voting; and
 - (4) Votes will be recorded.

IV. Community Engagement

A. Meetings

- 1. Meetings of the Boundary Study Committee will be publicly advertised.
- 2. The public may attend and observe the Boundary Study Committee meetings.
- 3. Boundary Study Committee meetings will be streamed live and/or recorded and made available on the on the school system's Web site.
- 4. All information provided to the Boundary Study Committee at its meetings will be posted on the school system's Web site following the meeting.

B. Public Information Session for Affected Schools

1. The Boundary Study Committee will present boundary change options in a public information session prior to the committee's final deliberation and recommendation.
 2. The date, time, and location of the public information session will be announced at least ten calendar days prior to the session.
- C. The public will be invited to participate in a survey regarding options presented at the public information session. The survey results will be provided to the Boundary Study Committee prior to the final deliberation and recommendation of the committee.

V. Timing

The Boundary Study Committee's recommendation shall be made before the end of the school year prior to the boundary change's intended implementation.

VI. Recommendation

The community superintendent(s) will present the Boundary Study Committee's recommendation to the Board in open session at a regular meeting of the Board.

VII. Board Public Hearing

- A. The Board shall schedule a public hearing in order to receive comment from the public regarding the recommended boundary change.
- B. The public hearing will be held no fewer than ten calendar days prior to final action by the Board.

VIII. Approval

After the public hearing, the Board will take final action on the boundary change recommendation in open session at a regular meeting of the Board.

IX. Emergencies

Each step in the boundary change process may be condensed or changed when implementation of the boundary change is required due to emergency circumstances.

Legal References: *Annotated Code of Maryland*, Education Article §4-108, *Duties in General*
Annotated Code of Maryland, Education Article §4-109, *Establishment of Public Schools*

Related Policies: Board of Education Policy 1200, *Community Involvement*
Board of Education Policy 1290, *Closing of School Buildings*
Board of Education Policy 5140, *School Attendance Areas*

Rule

Superintendent of Schools

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