

**BOARD OF EDUCATION OF HARFORD COUNTY  
INFORMATIONAL REPORT**

**RECOMMENDATION ON**

**PROPOSED, REVISED BOARD POLICY**

***POLICY NO. 20-0036-000***

**ALIGNING ENROLLMENT WITH CAPACITY**

**SEPTEMBER 11, 2023**

**Background Information:**

The Board maintains a manual which sets forth the various policies of the Harford County Public Schools. The manual contains policies which are either required by federal and state law and regulation or which are, in the Board's judgment, necessary and appropriate for the school system to operate in a lawful, appropriate and effective manner.

**Discussion:**

At its business meeting on February 14, 2022; the Board of Education for Harford County approved a balancing enrollment plan for Harford County Public Schools. The plan consists of four (4) major components:

- I. Address Middle School Capacity Concerns  
Implementation 2022/2023 School Year
- II. Address Elementary School Capacity Concerns  
Implementation 2026/2027 School Year
- III. Plan For Future Growth
- IV. Policy/Procedure

In response to the request of the Board concerning the above item four (IV), the Assistant Superintendent for Operations, the Director of Transportation, and the Facility Planner for Harford County Public Schools have reviewed existing Harford County Public Schools Board policies 20-0036-000 entitled Aligning Enrollment with Capacity and 20-0041-000 entitled Adjustment of School Attendance Boundary Lines. As the result of this review, it was determined that policy amendments offer opportunities to improve transparency, process, and operational efficiency requirements. For this purpose, and through the Superintendent, the following amendments to the existing Harford County Public Schools Board policies 20-0036-000 entitled Aligning Enrollment

with Capacity and 20-0041-000 entitled Adjustment of School Attendance Boundary Lines are proposed:

1. Add language captured in policy 20-041-000, regarding the process related to the adjustment of school attendance boundary lines, to policy 20-0036-000.
2. Delete policy 20-041-000.
3. Under item “C” include race and socio-economic demographic data as factors to be considered in deciding which method(s) to use to align capacity with enrollment.
4. Under item “F,” to address technical mapping, residential development activity, and operational efficiency requirements, amend policy 20-0036-000 to allow minor adjustments to an attendance area impacting less than 10 students.

**Attachments:**

1. Current Board policy entitled 20-0036-000 Aligning Enrollment with Capacity.
2. Current Board Policy entitled 20-0041-000 Adjustment of School Attendance Boundary Lines
3. Proposed, revised policy entitled DRAFT Policy No. 20-0036-000 Aligning Enrollment with Capacity.

**Superintendent’s Recommendation:**

The Superintendent recommends that the Board review for possible approval at a future Board meeting the proposed revisions to policy number 20-0036-000 Aligning Enrollment with Capacity and deletion of policy number 20-0041-000 Adjustment of School Attendance Boundary Lines.

POLICY TITLE: <b>Aligning Enrollment With Capacity</b>		
ADOPTION/EFFECTIVE DATE: <b>6/9/2008</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

### I. Purpose

The purpose of this policy is to set forth a systematic and regular process pursuant to which the Board may enable a school's enrollment to approximate its capacity as closely as reasonably possible.

### 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.
- C. Relocatable Classroom means a self-contained classroom building designed to be transported from site to site.
- D. Boundary Exception means a circumstance whereby a student seeks and is granted permission to attend a school outside of his/her attendance area or

outside of a regional or centralized school in which he/she has been enrolled.

- E. Split Shifts means a schedule whereby approximately half of a school's students attend school in the morning and the remaining half attend in the afternoon.
- F. Year Round Scheduling means that the required 180 day school days are scheduled throughout a 12 month period.
- G. Modification of School Attendance Areas means the adjustment of boundary lines of school attendance areas.
- H. Magnet Schools means schools that offer unique programs not available at other schools and which are available to students throughout the county.
- I. Feeder School System means the set of schools in a given attendance area from which the middle school or high school serving that attendance area receives students.
- J. Grandfathering means allowing a certain class of students to be exempt from a change in attendance areas so as to allow or require such students to remain in the school he or she attended before the change in attendance area.
- K. Ancillary Space means the rest of a school facility where direct instruction does not typically occur including cafeteria, health suites, administrative offices, parking areas, athletic fields or venues.
- L. Cost means the fiscal impact both with respect to the Board's capital and operating budget.

- M. Neighborhood Impact means the positive or negative effect on a given community area resulting from a change in boundary lines.
- N. Fluid Placement of Students means altering the grade level organization or location in school or within the school system.

### **III. Method(s) to Align Capacity with Enrollment**

- A. Annually, the Superintendent shall study and evaluate the alignment of enrollment with capacity in the schools and method(s) by which enrollments can be made to more closely align with capacity.
- B. Such method(s) may include, but shall not be limited to the following which are set forth in random order.
  - 1. Use of Relocatable Classrooms.
  - 2. Fluid placement of students.
  - 3. Relocation of programs.
  - 4. Return of students with boundary exceptions to his/her home school.
  - 5. Split shifts.
  - 6. Use of magnet schools.
  - 7. Construction of additions to schools.
  - 8. Construction of new schools.
  - 9. Year round scheduling.
  - 10. Modification of the boundary lines for school attendance areas.
  - 11. Grandfathering.
- C. The Superintendent shall review and consider the following factors, set forth in random order, in deciding which of the above method or methods

should be recommended in her annual report required under Section B above.

1. School performance including available state or county test data.
2. Transportation of students.
3. Cost.
4. Impact on enrollment relative to capacities.
5. Maintenance of feeder systems.
6. Impact on ancillary space.
7. Impact on neighborhoods.
8. Safety and security.
9. Impact on existing programs.
10. Time constraints.
11. Projected extent and duration of overcrowding in a school.
12. The number of times a particular school's attendance area has been modified.
13. Enrollments in particular attendance areas.
14. Any other appropriate factors.

D. After the review, study and analysis described above in paragraphs A, B, and C are performed, the Superintendent shall present recommendation(s) to the Board regarding aligning enrollments with capacity.

E. After receiving the Superintendent's recommendation(s) as provided for in paragraph D above, the Board may accept or reject, in whole or in part, such recommendations, modify such recommendations, or adopt entirely new methods not recommended.

**Board Approval Acknowledged By:**

*Patricia L. Skebeck*

---

Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/9/2008				

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
DESIGNEE NAME:		JOB POSITION OF DESIGNEE:
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		



POLICY TITLE <b>Adjustment of School Attendance Boundary Lines</b>		
ADOPTION/EFFECTIVE DATE <b>6/9/2008</b>	MOST RECENTLY AMENDED <b>2/10/2014</b>	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

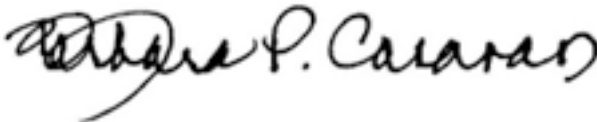
- A. Capacity means the State Rated Capacity of the school building as determined by the formula/calculation used by the State Interagency on School Construction.
- B. Overcrowding means that the student enrollment at a school exceeds the school's capacity to such a degree that one or more of the following 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:**



Barbara P. Canavan  
Superintendent

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

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF LAST EDITOR/DRAFTER <b>General Counsel</b>
PERSON RESPONSIBLE <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF PERSON RESPONSIBLE <b>General Counsel</b>
DESIGNEE NAME		JOB POSITION OF DESIGNEE
REFERENCE 1 TYPE	REFERENCE 1 NO	REFERENCE 1 DESCRIPTION
REFERENCE 2 TYPE	REFERENCE 2 NO	REFERENCE 2 DESCRIPTION
REFERENCE 3 TYPE	REFERENCE 3 NO	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE	REFERENCE 4 NO	REFERENCE 4 DESCRIPTION
REFERENCE 5 TYPE	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
<b>POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:</b>		

# POLICY

## Harford County Public Schools

POLICY TITLE: <b>Aligning Enrollment With Capacity</b>		
ADOPTION/EFFECTIVE DATE: <b>6/9/2008</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

### I. Purpose

The purpose of this policy is to set forth a systematic and regular process pursuant to which ~~the Board may enable~~ a school's enrollment may be adjusted to approximate its capacity as closely as reasonably possible.

**Commented [BJ1]:** I made this change in wording because the Policy no longer covers *just* when the Board does it, but also the 2 instances when the Superintendent can do it (see Section III.F. below).

### 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.
- C. Relocatable Classroom means a self-contained classroom building designed to be transported from site to site.
- D. Boundary Exception means a circumstance whereby a student seeks and is granted permission to attend a school outside of his/her attendance area or

# POLICY

## Harford County Public Schools

---

- outside of a regional or centralized school in which he/she has been enrolled.
- E. Split Shifts means a schedule whereby approximately half of a school's students attend school in the morning and the remaining half attend in the afternoon.
  - F. Year Round Scheduling means that the required 180 day school days are scheduled throughout a 12 month period.
  - G. Modification of School Attendance Areas means the adjustment of boundary lines of school attendance areas.
  - H. Magnet Schools means schools that offer unique programs not available at other schools and which are available to students throughout the county.
  - I. Feeder School System means the set of schools in a given attendance area from which the middle school or high school serving that attendance area receives students.
  - J. Grandfathering means allowing a certain class of students to be exempt from a change in attendance areas so as to allow or require such students to remain in the school he or she attended before the change in attendance area.
  - K. Ancillary Space means the rest of a school facility where direct instruction does not typically occur including cafeteria, health suites, administrative offices, parking areas, athletic fields or venues.
  - L. Cost means the fiscal impact both with respect to the Board's capital and operating budget.

- M. Neighborhood Impact means the positive or negative effect on a given community area resulting from a change in boundary lines.
- N. Fluid Placement of Students means altering the grade level organization or location in school or within the school system.

### III. Method(s) to Align Capacity with Enrollment

- A. Annually, the Superintendent shall study and evaluate the alignment of enrollment with capacity in the schools and method(s) by which enrollments can be made to more closely align with capacity.
- B. Such method(s) may include, but shall not be limited to the following which are set forth in random order.
  - 1. Use of Relocatable Classrooms.
  - 2. Fluid placement of students.
  - 3. Relocation of programs.
  - 4. Return of students with boundary exceptions to his/her home school.
  - 5. Split shifts.
  - 6. Use of magnet schools.
  - 7. Construction of additions to schools.
  - 8. Construction of new schools.
  - 9. Year round scheduling.
  - 10. ~~Modification of the boundary lines for school attendance areas~~Adjustment of school attendance boundary lines.
    - a. The Superintendent may make a recommendation to the Board that the attendance area of a school or schools be adjusted when:
      - i. A new school is constructed;
      - ii. An addition to an existing school is constructed;

**Commented [BJ2]:** This is a change to the wording from 0041.





# POLICY

## Harford County Public Schools

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 or impacts less than 10 students.

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.

**Commented [BJ3]:** This is a change to the wording from 0041.

11. Grandfathering.
- C. The Superintendent shall review and consider the following factors, set forth in random order, in deciding which of the above method or method

# POLICY

## Harford County Public Schools

should be recommended ~~in her annual report required under Section B above~~ to align enrollment with capacity.

Formatted: Indent: Left: 0"

Commented [BJ4]: This is a change to the wording from 0041.

1. School performance including available state or county test data.
2. Transportation of students.
3. Cost.
4. Impact on enrollment relative to capacities.
5. Maintenance of feeder systems.
6. Impact on ancillary space.
7. Impact on neighborhoods.
8. Safety and security.
9. Impact on existing programs.
10. Time constraints.
11. Projected extent and duration of overcrowding in a school.
12. The number of times a particular school's attendance area has been modified.
13. Enrollments in particular attendance areas.
- ~~13-14.~~ Demographics to include but not limited to race, and socio-economic data.
- ~~14-15.~~ Any other appropriate factors and data.

Formatted: Not Expanded by / Condensed by

D. After the review, study and analysis described above in paragraphs A, B, and C are performed, the Superintendent shall present recommendation(s) to the Board regarding aligning enrollments with capacity.

E. After receiving the Superintendent's recommendation(s) as provided for in paragraph D above, the Board may accept or reject, in whole or in part, such recommendations, modify such recommendations, or adopt entirely new methods not recommended.

F. The Superintendent may make minor adjustments to an attendance area impacting less than 10 students.

1. Minor adjustments can be made in the following circumstances:

- a. Attendance area boundary lines divide properties.
- b. Attendance area boundary lines divide existing neighborhoods that are connected by a road for transportation services.
- c. A student's transportation access does not coincide with the current attendance area.
- d. New residential development, road infrastructure or parcel modifications change the relationship to where students reside and the school attendance area to which students are assigned.

Formatted: Indent: Left: 1.08", No bullets or numbering

Formatted: Font: (Default) Calibri

Formatted: Indent: Left: 1.33", No bullets or numbering

Formatted: Indent: Left: 1.91", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

Formatted: Normal, No bullets or numbering

# POLICY

## Harford County Public Schools

e. Current school assignments are inaccurately identified due to unforeseen factors.

1. In cases where minor adjustments are necessary the following steps must be taken:

a. Board of Education members are notified of the impending change.

b. Parents and guardians of impacted students are notified within 30 days of the change taking place.

c. Harford County Department of Planning and Zoning is notified and provided the information to update County records.

E. \_\_\_\_\_

Formatted: Indent: Left: 1.91", No bullets or numbering

Formatted: Indent: Left: 1.33", No bullets or numbering

Formatted: Indent: Left: 1.91", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Normal, No bullets or numbering

# POLICY

Harford County Public Schools

---

Board Approval Acknowledged By:

Sean W. Bulson, Ed.D.

Superintendent

~~Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County~~

Formatted: Indent: First line: 0.08"

# POLICY

## Harford County Public Schools

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/9/2008				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>	
PERSON RESPONSIBLE: <b>Patrick P. Spicer, Esquire</b>	JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>	
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		