POLICY

Harford County Public Schools

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

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 date.
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:

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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
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