

PROCEDURE TITLE: <b>ADMINISTRATIVE GUIDELINES FOR EVALUATING BOUNDARY EXCEPTION REQUESTS</b>		
ADOPTION/EFFECTIVE DATE: May 24, 2017	MOST RECENTLY AMENDED: August 18, 2023	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

### I. Purpose

The purpose of these procedures is to set forth specific criteria regarding approval of requests for boundary exceptions (“BE”).

### II. Definitions

- A. **Boundary Exception** means authorization for a Harford County student to attend a school other than their assigned home school.
- B. **Home School** means the school which a student is assigned to attend in their attendance area.
- C. **Student** means a child currently enrolled in a Harford County Public School.
- D. **Parent** means any one of the following, recognized as the adult(s) legally responsible for the student:
  - 1. Biological parent – A person legally identified as the natural parent who has not had parental rights terminated.
  - 2. Adoptive parent – A person who has legally adopted the student.
  - 3. Custodian – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and privileges.
  - 4. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and privileges.
  - 5. Caretaker – An adult resident of Harford County who exercises care, custody or control over the student who has a bona fide non-educational reason to reside with the caretaker.

6. Foster parent – An adult approved to care for a child who has been placed in their home by a State agency or a licensed child placement agency as provided by section 5-507 of the Family Law Article.
7. Relative – An adult who is approved by HCPS to provide informal kinship care over the child.
8. Employee – Any HCPS staff represented by a bargaining unit or staff assigned to an executive/leadership position.

### III. Procedures

#### A. General

1. Students who desire to attend a school outside of the attendance area where the student would otherwise attend school must obtain approval to do so by obtaining a BE.
2. Approval of BE's shall be granted or denied by the Pupil Personnel Worker (PPW) in collaboration with the requested school's principal.
3. BE decisions shall, in addition to the factors described below in Section III B, be based upon:
  - a. Enrollment levels at the schools involved;
  - b. Building utilization at the schools involved;
  - c. Current or projected grade level class size at the schools involved;
  - d. Student's record at the home school, including grades, attendance and discipline;
  - e. Other needs of the school system as determined by the principal and/or a central office administrator.
4. BE's will be considered and processed on a first come – first served basis.
5. A Boundary Exception which is approved for a student in grades K-12 for a given school year in a school level (elementary, middle or