

POLICY TITLE: <b>Aligning Enrollment With Capacity</b>		
ADOPTION/EFFECTIVE DATE: <b>6/9/2008</b>	MOST RECENTLY AMENDED: <b>10/23/2023</b>	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 a school's enrollment may be adjusted 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. 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;
      - iii. 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;

- iv. The Board directs the Superintendent to adjust school attendance boundaries; or
  - v. The Superintendent, in his or her discretion, deems it appropriate.
- b. The Superintendent, in formulating the recommendation described in paragraph A above, shall:
- i. 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.
  - ii. 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 or impacts less than 10 students.



- 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.
  - e. Current school assignments are inaccurately identified due to unforeseen factors.
2. 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.

**Board Approval Acknowledged By:**



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Sean W. Bulson, Ed.D.  
Superintendent

Policy Action Dates							
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Responsibility for Policy Maintenance & References		
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