

ATTENDANCE AREAS, REDISTRICTING, AND RETIREMENT OF FACILITIES

- I. The Superintendent will prepare student enrollment projections annually and report to the Board of Education any need for redistricting.

The Superintendent or designee will form and act as Chairperson of an advisory committee to review and recommend boundary proposals for redistricting or school closings.

- II. In the event of an emergency when immediate action must be taken, the Board may make a decision to redistrict or close a school without the utilization of an advisory committee.

- III. The Superintendent will regularly evaluate the need for redistricting and closing schools, using the following timeline and process:

- A. June – Refine five (5) and ten (10) year enrollment projections by school by grade.
- B. July – Staff will assess school building capacities and school utilization rates (enrollment measured against school building capacities). Schools over capacity and those exceptionally under local rated capacity will be identified. Preliminary recommendations regarding the need for redistricting and closing schools will be prepared.
- C. Assess September 30th official enrollment data and confirm if a need for redistricting or closing schools exists. If needed, the Superintendent will charge an advisory committee to review and recommend boundary proposals and closings.

1. The committee chair(s) will present attendance area proposals to the Superintendent or proposals for closing schools. The Superintendent will consider the recommendations of the committees and then present proposals to the Board of Education (*First Reader*).

2. The Board of Education will hold a public hearing regarding the proposals (*Second Reader*). At this hearing, all concerned citizens, including parents, students, and educators, shall be given an opportunity to speak and/or submit written comments to the Board.

3. Present final area plans to the Board of Education for final Board review and approval (*Third Reader*).

Except in emergency circumstances, the decision to close a school shall be announced at least 90 days before the date the school is scheduled to be closed but not later than April 30 of any school year. An emergency circumstance is one where the decision to close a school because of unforeseen circumstances cannot be announced at least 90 days before the date a school is scheduled to close or before April 30 of any school year.

4. Distribute to parents the final school assignment for students affected by the new plans.

5. Appeal for decision of the Board of Education. The decision of the Board of Education shall be final, except that an appeal of the Board's decision may be made in writing to the Maryland State Board of Education within thirty (30) calendar days after the Board's decision. The standard for review by the State Board is whether the decision of the local board is arbitrary, unreasonable, or illegal.

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