



ADMINISTRATIVE PROCEDURE

BOUNDARY CHANGES

8391

Procedure No.

September 1998

Date

- I. **PURPOSE:** To disseminate the procedures used by the Board of Education for changing school boundaries.

- II. **INFORMATION:** It is the philosophy of the Prince George's County Public Schools (PGCPS) to make the most economical and practical use of its physical resources in the implementation of its educational programs. The school system will periodically determine, by systemic study, the status of the current and projected use of all educational facilities and, with regard to the efficient utilization of space and the effective delivery of instruction, the reassignment of students accordingly, when necessary. These Advisory Guidelines address the process of changing the boundaries in geographic attendance areas. The procedures shall ensure, at a minimum, that the following factors are considered:
 - A. Student Enrollment Trends.
 - B. School Building Capacities.
 - C. Capacity Utilization Rates (a measure of school enrollment to school capacity).
 - D. Transportation.
 - E. Educational Programs.
 - F. Racial Composition of the Student Body.
 - G. Financial Considerations.
 - H. Community Impact.

- III. **PROCEDURES:** Proposals to change a school's boundary will be submitted to the Superintendent from the Department of Pupil Accounting and School Boundaries. The Superintendent, upon his/her approval of the proposal, will submit the proposal to the School Board for approval to proceed with a public hearing. Upon its review of citizen comments from the public hearing, the School Board may direct the Superintendent to revise the proposal. The final proposal will be approved by the School Board for the Superintendent and staff to implement.

The following illustrative timeline serves only as a guideline for the process to change a school boundary.



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- June: Refine five-year enrollment projections by school by grade.
- July: Assess school building capacities. Assess school utilization rates (enrollment measured against school building capacities). Identify schools over capacity and also those exceptionally under capacity.
- August: School principals and/or school system administrators may forward issues regarding school over-crowdedness to the Department of Pupil Accounting and School Boundaries.
- September: Assess preliminary September 30 official enrollment data.
- October: Develop boundary proposals (including maps and data analyses).
- November: Present boundary proposals to Superintendent. Upon approval, Superintendent presents boundary proposals to School Board.
- December/
January: School Board holds public hearings regarding the boundary proposals.
- February: Present final boundary plans to School Board for final approval.
- February: Distribute to parents the final school assignment for students affected by the new boundary plans.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Department of Pupil Accounting and School Boundaries and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None.
- VII. **EFFECTIVE DATE:** September 1998.

Approved by:

Jerome Clark
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11