

A. Purpose

To provide guidance and expectations to Frederick County Public School (FCPS) staff regarding the process by which school attendance areas will be developed, adjusted, and adopted.

B. Background

School attendance areas boundaries may need to be adjusted periodically due to current and/or projected enrollments to better utilize available classrooms, establish attendance area boundaries for new schools, or adjust attendance area boundaries when a school is closed.

C. Definitions

1. “Parent” is defined to mean a biological or adoptive parent, a court-appointed custodian or guardian, a foster parent, or a caregiver (as defined by the Education Article of the Maryland Annotated Code or as designated by the United States Department of Health and Human Services, Office of Refugee Resettlement).

D. Procedures

1. **Temporary Adjustments.** Temporary measures shall be examined and considered prior to any permanent change in attendance areas.
 - a. The Chief Operating Officer and the Deputy Superintendent may recommend to the Superintendent the need for temporary adjustments due to student enrollment. Consideration should be given to the following:
 - i. Use of old school facilities as buffers for crowded schools when feasible during periods of growth and where cost effective.
 - ii. Use of portable classrooms.
 - iii. Use of rental properties.
 - iv. Change in grade structure.
 - v. Other arrangements as may be necessary.
 - b. The Superintendent may hold public meetings to provide an opportunity for affected citizens to react to recommendations for temporary adjustments for housing students.
 - c. The Superintendent implements temporary adjustments.
2. **Redistricting Approval Process**
 - a. If the Chief Operating Officer determines that the temporary adjustments will be inadequate to handle enrollments, they will consult with Department of System Accountability and School Administration (SASA) leadership, the Deputy Superintendent, and the Superintendent concerning a possible need for redistricting.
 - b. If a redistricting is judged necessary, the Chief Operating Officer will develop a redistricting proposal to be approved by the Board of Education of Frederick County (Board) prior to the start of the redistricting study. The redistricting study shall be

conducted in accordance with the process and factors found in [Board Policy 200](#), *School Attendance and Redistricting*.

- c. The Chief Operating Officer will ensure that relevant records of all public comments are maintained and forwarded to the Superintendent and the Board for their consideration.
- d. The Deputy Superintendent and the Chief of Schools and Accountability are responsible for implementing the new attendance boundaries as approved by the Board.
- e. Parents of current students will be provided with written notification of any changes to school attendance boundaries.

3. **Minor Adjustments**

- a. The Superintendent has discretion to make minor adjustments to attendance area maps without Board approval under the following conditions:
 - i. Attendance area boundary lines divide properties.
 - ii. Maps do not clearly define school assignments for current or future students.
 - iii. Maps may not accurately represent current school assignments due to unforeseen factors.
- b. Changes to attendance areas will be based on the Chief Operating Officer's recommendation, following consultation with school principals, the Transportation Department, and the Department of Special Education and Student Services.
- c. Changes to attendance areas that affect current students will be made with advanced written notification to parents.
- d. The Division of Operations is responsible for updating attendance area maps annually to reflect any changes in boundary maps.

E. Related Information

1. **Board Policy**

- a. [Policy 200](#), *School Attendance and Redistricting*

2. **Maryland Statutes**

- a. [Md. Code Ann., Educ § 7-101\(c\)](#)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Division of Operations
Adoption Dates	09/01/79
Review Dates	
Revision Dates	09/26/07; 08/23/24