

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #4400 (Supporting Services)
of the Board of Education
Regarding Educational Facilities Planning and School Geographical Attendance Areas**

I. Definitions

- A. Capital Improvement Plan – the annual Public School Construction Program submission outlining the funding requests for new school construction, renovations, and systemic improvement projects
- B. Educational Facilities Master Plan – the annual Public School Construction Program submission which elaborates on the school system’s principles of planning and evaluating community needs, methods of instruction and educational objectives as they relate to school facilities (including schools and support facilities)
- C. Geographical Attendance Area – the current school attendance boundaries approved by the Board of Education that are used to determine the home school of attendance for students
- D. Overcrowded – the student enrollment at a school exceeds the school’s capacity to such a degree that one or more of the following conditions exist: the school enrollment is beyond its State Rated Capacity, there are an insufficient number of general classroom spaces, the building core cannot support the school population, school space is used for other than its usual intended purpose in order to deliver instruction.
- E. Underutilized- the student enrollment at a school is below the school’s capacity and is projected to remain at that low level for the foreseeable future to such a degree that it is programmatically and/or financially advisable to close the school.

II. Educational Facilities Master Plan

- A. The Superintendent or designee shall annually develop an educational facilities master plan in accordance with COMAR 14.39.02.03.
- B. As per COMAR, the plan will include an inventory and evaluation of existing school buildings, analysis of future school facility needs, and current and projected enrollment data. If this data indicates that school facility uses, including renovations, additions, new construction, or program changes, may have the potential to require adjustments to school geographical attendance areas, the Superintendent will ensure that this is noted in the plan.
- C. The Superintendent or designee shall present a proposed plan to the Board of Education for consideration. The Board shall make the proposed plan available for public comment for a minimum of four weeks.

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- D. The Board will adopt a final plan and submit it to the Interagency Committee on Public School Construction for consideration.

III. Capital Improvement Program

- A. The Superintendent or designee shall annually develop a capital improvement program which is consistent with the educational facilities master plan in accordance with COMAR 14.39.02.04. During the development of the program, the Superintendent or designee will communicate regularly with county staff.
- B. The Superintendent or designee shall present the proposed plan to the Board of Education for consideration. The Board shall make the proposed plan available for public comment for a minimum of four weeks.
- C. The Board will adopt a final plan and submit it to the Interagency Committee on Public School Construction for consideration.
- D. The Superintendent or designee will work to secure funding from the county and state governments for the projects in the program.

IV. New School Site selection

- A. When it is determined that an additional school is needed and the state has approved funding for planning, the Superintendent or designee, in conversation with the Board of Education and County and State governmental agencies, will identify possible school locations.
- B. The Superintendent or designee will conduct preliminary negotiations on the purchase of real property. Final negotiations and purchase of real property for school facility construction will be conducted upon approval by the Board of Education.

V. Facility Design

- A. For new construction projects or major facility renovations, the Superintendent will form a committee, which will include representatives from appropriate school system departments, schools, governmental agencies, and the community-at-large.
- B. The committee will develop a proposed educational specification for the facility.
- C. The proposed educational specification will be presented to the Board of Education for consideration and approval.

VI. Geographical Attendance Areas

- A. The Board, with the advice of the Superintendent, will determine the geographical attendance area of each school.
- B. The Board may direct the Superintendent to develop a recommendation regarding changes to the geographical attendance areas to two or more schools when (as stipulated in Policy 4400):
 - 1. A new school constructed;
 - 2. A school is closed, or schools are consolidated;

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3. An addition to an existing school is constructed;
 4. When one or more schools are or are predicted to become overcrowded or underutilized; or
 5. An emergency situation arises.
- C. In an emergency (e.g. fire, flood, safety hazard, natural disaster), the Superintendent will take immediate and temporary action until the Board meets to address the situation and adopts a plan of action to handle the emergency.
- D. When the situation is not an emergency and the Superintendent determines that redistricting is advisable, the Superintendent will initiate the redistricting process by recommending to the Board no later than September 15 that geographical attendance areas be changed for the following school year. If the Board approves the recommendation, the residents of Calvert County will be notified through regular school system communication channels.
- E. The Superintendent will form a committee to formulate draft geographical attendance area plans and will include the following members:
1. The Director of Student Services (chair)
 2. PTA President or PTA representative of each school involved in the redistricting
 3. A member of the Citizen Advisory Committee
 4. A representative from the Calvert County Council of PTAs (this representative may not have a child attending one of the schools involved in the redistricting)
 5. Director of Planning and Zoning or designee
 6. One principal to represent the schools involved
 7. One representative from the Department of Student Services
 8. One representative from the Department of Transportation
 9. The Director of Planning and Construction and/or the Director of School Facilities
- F. The advisory committee will meet approximately five (5) times over a 2-3 month period. The following items will be covered:
1. First Meeting – Review principles of establishing school geographical attendance areas as defined in Policy 4400
 2. Second Meeting - Form subcommittees to begin developing draft school geographical attendance areas
 3. Third Meeting – Subcommittees continue to work on draft plans
 4. Fourth Meeting – Subcommittees present possible plans to the committee at large

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5. Fifth Meeting – The committee as a whole will attempt to identify at least three draft plans, but in no case will identify less than two draft plans
- G. Per Policy 4400, the following factors, which are not listed in priority order, will be considered by the committee as it prepares the draft plans:
1. Facility utilization,
 2. Impact on educational programming,
 3. Enrollment trends,
 4. Student demographics,
 5. Number of students from outside of the established school geographical attendance areas attending affected schools,
 6. Transportation
 7. Cost
 8. Impact to communities and neighborhoods, and
 9. Enrollment patterns among school levels.
- H. The final report of the committee will address all nine factors listed above in each draft plan.
- I. The draft school geographical attendance area plans will be given to the Superintendent. The Superintendent will present to the Board in a regularly scheduled Work Session the plan(s) he or she deems effective. Once presented to the Board, copies of all proposals as well as the committee’s final report will be posted on the school system’s website, available in the school system’s Central Office, forwarded to each affected school, and provided to any member of the public who has requested a copy.
- J. After the presentation, the Board of Education will hold two public hearings. Each hearing will be advertised at least ten calendar days prior to the hearing and will be held at a school. The hearings will provide the public the opportunity to provide oral and written testimony. In addition to the hearings, the public will be given one month to submit written testimony. The committee will consider all comments and proposals, whether oral or written, in relation to the nine factors listed in VI.G. above.
- K. At a regularly scheduled Business Meeting, the Board will adopt a school geographical attendance area plan. The adopted school geographical attendance areas may be identical to one of the draft plans, or it may be a modification developed by the Board. If a new area is introduced where the affected community has not been previously notified of the potential geographical attendance area change and did not have the opportunity to comment, an additional public hearing will be held.
- L. The Board’s final decision will be made no later than April 1, except in emergency situations.

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- M. The Director of Student Services will prepare maps and descriptions of the final geographical attendance areas and will distribute them to the affected schools.
- VII. School Closures and Consolidations (see COMAR 13A.02.09)
- A. When considering closing or consolidating a school, the Board shall direct the Superintendent to examine the feasibility of such action.
 - B. The Superintendent shall prepare reports as necessary to describe the proposed action.
 - C. The Board will comply with the requirements of COMAR 13A.02.09 regarding public review and comment before taking final action.