

The Board shall review attendance zones at the recommendation of the administration.

DEFINITIONS

In this regulation, the following definitions apply:

- Design Capacity: the maximum capacity of the school building for a particular school year and student population, taking into account the number of first seats in the building (not counting portables on site).
- Functional Capacity: the district wide building utilization, adjusted at the site level, for 90% of design capacity.
- First seat: an instructional space within the physical plant of the building in which students receive core and primary instruction. Self contained special education classrooms are also considered to be first seats.

CONSIDERATIONS

The following considerations and guiding principles shall be reviewed when formulating recommended changes:

- Enrollment levels
- Building capacities
- Current and future population growth or decline

GUIDING PRINCIPLES

- To keep neighborhoods and feeder schools (elementary to middle to high school) tracking together, as much as possible
- To consider students' proximity to a campus – being mindful of traffic patterns, safety concerns, and transportation costs
- To reduce overcrowding of campuses
- To involve the community in the zoning process to communicate information about possible zoning changes to students and families that may be impacted and give affected individuals an opportunity to provide feedback
- To keep in mind doing what is in the best interest of students in a fiscally responsible manner
- To plan for future growth

SCHOOL ATTENDANCE AREAS

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- To align the number of students with campus capacity. Campus capacity is reviewed annually, as this number may be adjusted to support changes in programs and student needs.
- To minimize rezoning neighborhoods
- To draw attendance zones in a way that supports an efficient/ effective use of school facilities, and in a way the district's budget can support

PROCESS

In November of each year, the District shall obtain updates on five year enrollment projections.

The Building Utilization Committee shall be responsible for recommending changes in attendance zones. The Committee shall be comprised of nine members:

- The Executive Director of Construction & Demographic Studies who shall chair the Committee;
- Members of the Department of School Administration; and
- Three principals – one from each level (elementary, middle, high)- who shall be selected from the buildings that will be affected by the change(s) in boundaries.

The Committee shall address rezoning of schools when:

- A new school is opened the following school year; or
- When actual use of any school building differs from the functional capacity by plus or minus ten percent (10%).

The Committee shall prepare a report, which shall include the rezoning plan developed by the Committee and outlining the advantages and disadvantages of the plan. The report will be presented to the Board of Trustees no later than the first regular Board meeting in January.

After the Committee's report is presented to the Board, the administration shall conduct one public hearing to review the recommended changes and receive input from affected individuals. The administration shall then compile a final recommendation to adjust attendance zones at the second meeting in February.