GENERAL SCHOOL ADMINISTRATION

STUDENT HOUSING

Boundary Planning Process

I. Boundaries for elementary and middle schools will be developed in the following manner.

A. The Superintendent will provide the School Board with a list of schools most likely to be affected by the boundary planning process, prior to the creation of each Boundary Planning Committee.

B. The Boundary Planning Committee shall be composed of a maximum of 15 members and comprised of parents and volunteers from areas that are most likely to be impacted by the redrawing of boundaries. Selection preference shall be given to parents and volunteers who are community leaders, PTO/PTA officers, and/or Advisory Council members, and administrative representatives appointed by the Superintendent of Schools.

The Boundary Planning Committee shall be guided by the Office of Facilities Services, which shall provide the Boundary Planning Committee with an initial boundary plan. The Office of Facilities Services shall publish the working documents of the Boundary Planning Committee to its website in reasonable time as the Committee progresses in its work. Boundary plans shall be developed by the Office of Facilities Services for the School Board to review.

Each plan will:

1. Attempt to balance the enrollments at the affected schools within 15% of the overall capacity utilization of the affected schools over the subsequent three years from the current school year.

2. Consider the demographic balance of any proposed new school boundaries.

3. Attempt to minimize the number of times any particular geographic area is reassigned schools at the affected level (elementary, middle, or high) within the past several years.

4. Attempt to facilitate the efficient transport of students.

5. Attempt to avoid splitting small neighborhoods.

6. Attempt to improve the geographic progression of communities from elementary to middle and to high school.
C. The Boundary Planning Committee shall hold two community meetings where the public will have an opportunity to review the boundary proposals and to comment on their relative merits.

D. Comments and suggestions shall be considered by the Boundary Planning Committee and it will return to deliberations, making modifications to the boundary proposals, as necessary. It shall then prepare a report that includes at most three boundary proposals, each containing comments and recommendations, for presentation to the School Board for consideration. The Committee is encouraged to present a single recommendation, although this may not always be possible.

E. The School Board shall establish school boundaries.

II. Boundaries for high schools, because of their highly complex nature shall be developed in the following manner:

A. The Office of Facilities Services shall hold a preliminary “Scoping Meeting” to gather input from the public prior to the creation of a boundary proposal.

B. Following the “Scoping Meeting,” the Office of Facilities Services shall develop one or more boundary proposal(s) in coordination with the Associate Superintendent for High Schools and the Associate Superintendent for Finance and Support Services.

C. School Board members shall be apprised of the features of the boundary proposal(s) for their consideration and comment.

D. Following any necessary adjustments to the boundary proposal(s), staff shall share the proposals with the public through established communication channels.

E. Following a time period of not less than one week from the publication of the boundary proposal(s), the Office of Facilities Services shall hold a Community Meeting to gather input from the public regarding the proposed high school boundaries.

F. Following a time period of not less than one week from the initial Community Meeting, the Office of Facilities Services shall hold a second Community Meeting to gather input from the public regarding the proposed high school boundaries.

G. The Office of Facilities Services shall publish documents pertaining to the boundary process and specific boundary proposals to its website.

H. The School Board shall establish high school boundaries.
III. In cases involving 1 to 100 students, an abbreviated boundary process will be followed.

   A. No Boundary Planning Committee shall be required.

   B. The Office of Facilities Services shall meet with the Advisory Council or such similar school committee of each affected school to apprise them of the proposed boundary change.

   C. One community meeting shall be held to gather feedback from the community on the boundary proposal.

   D. The proposed boundary change shall be presented to the School Board for action.

IV. In cases where no students are affected by a proposed boundary change, an Administrative Boundary Change process will be followed.

   A. The Office of Facilities Services shall notify the affected schools in writing of the proposed boundary change at least two weeks prior to the School Board receiving such information for action.

   B. The proposed boundary change shall be presented to the School Board for action.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2018.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS