

CHANGING SCHOOL ATTENDANCE ZONES

This Regulation supplements School Board Policy 6530 "*Changing School Attendance Zones*" by outlining the process which will be followed when a school attendance zone change has been initiated.

A. Standard Attendance Zone Change Process. A standard attendance zone change process will follow the below outlined meeting schedule.

1. School Engagement Committee Meetings. A School Engagement Committee (SEC) will be formed that consists of school principals (affected areas), staff from the respective Loudoun County Public Schools Departments of Instruction (as appropriate), Pupil Services (Special Education), Support Services (Planning Services, Transportation Services), and others, as needed.

- a. The SEC will meet to assess issues and student information in order to compile an attendance zone recommendation(s) for staff to present to the School Board for consideration.
- b. SEC meetings are for staff only and will not be open to the public.

2. School Board Public Meetings.

- a. School Board Attendance Zone Overview. Staff will provide an overview of the attendance zone change process which will include an overview of school facility and program issues, student demographics and enrollment projections. An attendance zone change recommendation(s), as assessed and compiled by the SEC, will be presented to the School Board for consideration.
- b. Staff Briefing/School Board Public Hearing. Staff will update the School Board on the attendance zone plan(s) currently under consideration by the Board. Following the briefing, the School Board will open the hearing for members of the public to provide comment and input regarding the attendance zone plan(s).
- c. School Board Work Session. The School Board work session will be dedicated time for Board members to discuss attendance zone data and solutions, including any attendance zone plan(s). The work session will be open to the public; however, public comment will not be accepted.
- d. Staff Briefing/School Board Public Hearing. Staff will update the School Board on the attendance zone plan(s) currently under consideration by the Board. Following the briefing, the School

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Board will open the hearing for members of the public to provide comment and input regarding the attendance zone plan(s).

- e. School Board Work Session. The School Board work session will be dedicated time for Board members to discuss attendance zone data and solutions, including any attendance zone plan(s). The work session will be open to the public; however, public comment will not be accepted.
- f. School Board Recommendation (Information Item). The School Board's attendance zone plan(s) will be placed on the next available School Board meeting agenda, as an Information Item, for review and discussion. Each plan placed on the School Board agenda must have written rationale that highlights the extent and limits to which the plan comports with the factors identified in Policy 6530. This written rationale will be provided by the Board member(s) proposing a plan's consideration.
- g. Staff Briefing/School Board Public Hearing. Staff will update the School Board on the attendance zone plan(s) currently under consideration by the Board. Following the briefing, the School Board will open the hearing for members of the public to provide comment and input regarding the attendance zone plan(s).
- h. School Board Action (Action Item). The School Board's attendance zone plan(s) and their associated rationale will be placed on the next available School Board meeting agenda, as an Action Item, for review and adoption.

B. Abbreviated Attendance Zone Change Process. The Superintendent may recommend an abbreviated attendance zone change process under certain distinct circumstances, as outlined in Policy 6530. The Superintendent and/or designee will consult with the School Board members representing the schools identified for an attendance zone change. If the School Board members agree to a review of the attendance zone change in an abbreviated process, the below outlined public meeting schedule will followed.

1. School Board Recommendation (Information Item). An attendance zone change recommendation will be presented to the School Board for consideration and will include an overview of school facility and program issues, student demographics and enrollment projections. Written rationale, prepared by staff, will also accompany the recommendation.

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2. Staff Briefing/School Board Public Hearing. Staff will provide an overview of the recommended attendance zone change. Following the briefing, the School Board will open the hearing for members of the public to provide comment and input regarding the attendance zone change recommendation. The public hearing may be held at the same meeting the School Board is scheduled is to take action on the attendance zone change recommendation.

3. School Board Action (Action Item). At the second regularly scheduled School Board meeting, following introduction of the Information item, the recommended attendance zone change and the associated written rationale will be placed on the School Board agenda for review and adoption.

C. Dissemination of Information and Public Communication.

1. All information and data generated by staff for the School Board in association with an attendance zone change process will be posted on the Loudoun County Public Schools (LCPS) website to be uniformly available to the public and School Board.

2. To maintain neutrality and impartiality, staff will not directly engage or communicate with members of the public, except as provided below:

- a. Staff may respond to written attendance zone inquiries from members of the public by posting answers to such submitted questions on the LCPS website, and subsequently providing a website link to the answers for members of the public initiating questions.
- b. Staff may respond to individual public inquiries of a non-substantive or general nature regarding an attendance zone change process, assist members of the public in the accessing of publicly available attendance zone change information and data and/or facilitate the public's understanding of a particular attendance zone plan formally under consideration by the School Board.
- c. Staff may refer individual public inquiries to members of the School Board and/or to the LCPS website, where all public information and data associated with an attendance zone change process will be made available.

[Former Regulation 2-32]

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