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STUDENTS: Enrollment and Attendance

I. SCHOOL ATTENDANCE AREAS

- A. Records and reports of all changes affecting school attendance areas and boundaries shall be maintained in the respective schools and offices of the Board of Education.
- B. Students will attend their assigned home schools within the BOARD approved attendance areas in which they reside. Exceptions to attending the home school are set forth below in Section II. C. of this rule.

II. SPECIAL PERMISSION TRANSFERS

- A. Special requests to permit a student to attend a school outside his/her school attendance area must be initiated by the parent(s) or guardian(s).
- B. Special permission requests related to application and admission to a magnet school/program [located outside the student's attendance area] must be made in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*.
- C. Special Circumstances

The staff will evaluate special circumstances as justification for assigning a student to a school outside the attendance area in which the student currently resides, including, but not limited to the following:

1. When a student who has completed grade 11 changes residence to another Baltimore County high school attendance area. Said student may continue in the original high school until graduation.
2. When a student desires to pursue a CURRICULAR/ACADEMIC program not offered in the regularly-assigned school OR THE GEOGRAPHICALLY ASSIGNED MAGNET SCHOOL. Said student may be transferred to the requested school provided the student has met the stated prerequisites and as long as overcrowded conditions do not exist as defined in Section II. D. 7. a., b., and c. of this rule.
3. When the purpose is for:

- a. **Medical reasons.** Requests which are based on medical, physical, or mental health reasons must be accompanied by documentation from a physician or mental health provider.
 - b. **Student adjustment issues which cannot be resolved at the home school placement as evaluated and determined by appropriate school system officials.**
4. **When a student changes residence within Baltimore County during a school year. Said student may remain in the original school until the end of the school year. TO REQUEST CONSIDERATION FOR REMAINING IN THE ORIGINAL SCHOOL FOR A SUBSEQUENT SCHOOL YEAR(S), A NEW APPLICATION FOR SPECIAL TRANSFER MUST BE SUBMITTED AND EVALUATED IN ACCORDANCE WITH THE PROVISIONS OF THIS RULE.**
 5. **When a student's family plans to move from one Baltimore County school attendance area to another during the school year. Said student may enroll in the school in the attendance area in which he/she is planning to live. Principals may approve this enrollment upon the receipt of appropriate documentation from the parent(s)/guardian(s).**
 6. **When unusual arrangements must be made to provide satisfactory supervision for the elementary and middle school student before- and after-school hours.**
 7. **When family conditions necessitate that a student must live in another home within Baltimore County.**
 8. **When a student is the child of a Baltimore County Public Schools' employee who resides in Baltimore County. For the purposes of this rule, "employee" means "public school employee," "confidential employee," "supervisory employee," and "management employee" as defined by Sections 6-404 and 6-501 of the Education Article of the Annotated Code of Maryland. For the purposes of this rule, "child" includes a natural or foster child or one under the legal guardianship of an employee who is domiciled in Baltimore County. Said student may be granted a transfer to a school outside of his/her attendance area regardless of the school's overcrowded conditions as defined in Section II. D. 7. a., b., and c. of this rule and provided the school is within the attendance area of the employee's primary work site or home school (office). A child of an employee whose primary work site or home school (office) is in a magnet school may be granted a transfer to that school in accordance with the provisions of this section if said child qualifies for admission in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs*. Upon**

qualification, admission is granted for said child without entry into the lottery selection process.

D. Procedures

1. The parent(s)/guardian(s) must complete and submit as directed the triplicate form, *Application for Special Transfer*, between April 1 and June 1 for the next school year. The parent(s)/guardian(s) must submit the original white copy of the form to the receiving school principal for his/her approval or denial, submit the pink copy of the form to the home school principal for his/her notification, and retain the yellow copy of the form for his/her record.
 - A. **POLICY AND RULE 6130, *INSTRUCTION: MAGNET SCHOOLS AND PROGRAMS*, REQUIRE AN EARLIER DEADLINE FOR MAGNET APPLICANTS TO SUBMIT THE *APPLICATION FOR SPECIAL TRANSFER*.**
 - B. **APPLICANTS MUST SUBMIT THE *APPLICATION FOR SPECIAL TRANSFER* IN ITS ENTIRETY ACCORDING TO THE GUIDELINES ESTABLISHED BY THE MAGNET APPLICATION PROCESS.**
2. Relevant written documentation supporting the transfer must be attached to the application.
3. Transfer requests **MUST BE** submitted before April 1 and after June 1 [will not be accepted] unless:
 - a. The student is a new resident of Baltimore County
 - b. There is an emergency or event that could not have been foreseen.
 - c. Information relevant to the transfer request was not available between April 1 and June 1.
4. Students must enroll in and attend their home school while a transfer request is being processed.
5. In processing the request, the receiving school principal will:
 - a. Evaluate the request and written documentation to determine compliance with the special circumstances outlined in Section II. C. of this rule and obtain necessary information from school system personnel

pertaining to the request which will assist in the formulation of the decision.

b. Forward recommendations from medical personnel accordingly:

(1) Medical documentation from physicians will be forwarded to the school system's Coordinator in the Office of Health Services for evaluation and consultation with the child's physician. The Coordinator may seek additional consultation with the Director of Child, Adolescent, and Reproductive Health of the Baltimore County Department of Health.

(2) Psychological documentation from mental health professionals will be forwarded to the school system's Coordinator in the Office of Psychological Services for evaluation and consultation with the child's mental health provider.

c. Make every effort to issue a decision to parent(s)/guardian(s) by July 1 EXCEPT WHEN THE REQUEST IS FOR ADMISSION TO KINDERGARTEN. PRINCIPALS WILL MAKE EVERY EFFORT TO ISSUE A DECISION CONCERNING ADMISSION TO KINDERGARTEN BEFORE THE BEGINNING OF THE SCHOOL YEAR. The principal must indicate his/her approval or denial in the appropriate section of the original application (white copy), which will be sent to the parent(s)/guardian(s). A photocopy of the original application will be forwarded to the principal of the home school and a photocopy of the original application must be retained by the receiving school.

D. VERIFY THAT THE STUDENT EITHER IS DOMICILED IN BALTIMORE COUNTY WITH HIS OR HER PARENT(S)/GUARDIAN(S) OR HAS BEEN APPROVED FOR ENROLLMENT AS A NONRESIDENT STUDENT IN ACCORDANCE WITH POLICY AND RULE 5150, STUDENTS: ENROLLMENT AND ATTENDANCE, RESIDENTS AND NONRESIDENTS. IF THE TRANSFER REQUEST IS APPROVED, THE PARENT(S)/GUARDIAN(S) MUST SUBMIT TO THE RECEIVING SCHOOL DOCUMENTATION OF DOMICILE WITHIN BALTIMORE COUNTY OR APPROVAL FOR ENROLLMENT AS A NONRESIDENT STUDENT.

6. The transfer request may be approved or denied after consideration of the reason(s) for the transfer and review of the total number of requested transfers made to the receiving school as of June 1.

7. Permission to attend a school outside the attendance area in which the student resides can be denied because of overcrowded conditions, which exist when any or all of the following occur at the receiving school:
 - a. Total student enrollment exceeds state-approved building capacity
 - b. Average class size exceeds Board-approved staffing guidelines
 - c. Enrollment exceeds staffing allocation schoolwide or within specific programs, grade levels, or courses.
8. If the transfer request is approved, designated staff from the home school will supply the receiving school with available school records and data; and if necessary, arrange for a conference involving personnel from both schools to assist the student in making a satisfactory adjustment.
9. If the transfer is approved, the athletic eligibility set forth in Policy 6145.2, *INSTRUCTION: Extra Curricular Activities: Intramural, Informal, and Interscholastic Activities*, applies.
10. It is understood by both the receiving school principal and the parent(s)/guardian(s) that the newly assigned school becomes the student's home school for the approved school year(s). AN EXCEPTION TO THIS PROVISION IS A STUDENT WHO IS GRANTED A SPECIAL TRANSFER FOR THE PURPOSE OF ENROLLING IN A PRE-KINDERGARTEN PROGRAM. SAID STUDENT IS APPROVED FOR THAT SCHOOL YEAR ONLY. PARENT(S)/GUARDIAN(S) MUST REAPPLY FOR TRANSFER FOR AN ADDITIONAL YEAR(S) OR RETURN TO THE HOME SCHOOL FOR THE NEXT SCHOOL YEAR.
11. [Approved transfers will be subject to reapplication and a new evaluation when a student is ready to move from the elementary school to the middle school or from the middle school to the high school. The reapplication will be evaluated consistent with the criteria set forth in this policy and rule.] WHEN THE STUDENT COMPLETES THE TERMINAL GRADE OF A SCHOOL LEVEL, THAT STUDENT SHALL BE REQUIRED TO ATTEND SUBSEQUENT MIDDLE OR HIGH SCHOOLS SERVING HIS/HER RESIDENCE.
 - a. In unique circumstances, transfers may be granted for one year only.
 - b. Parent(s)/guardian(s) must reapply for transfer for an additional year(s) or return to the home school for the next school year.]

12. [When the student completes the terminal grade of a school level, that student shall be required to attend subsequent middle or high schools serving his/her residence.] APPROVED TRANSFERS WILL BE SUBJECT TO REAPPLICATION AND A NEW EVALUATION WHEN A STUDENT IS READY TO MOVE FROM THE ELEMENTARY SCHOOL TO THE MIDDLE SCHOOL OR FROM THE MIDDLE SCHOOL TO THE HIGH SCHOOL. THE REAPPLICATION WILL BE EVALUATED CONSISTENT WITH THE CRITERIA SET FORTH IN THIS POLICY AND RULE.
13. Parent(S)/GUARDIAN(S) are responsible for providing transportation to and from the newly assigned school unless the student can be accommodated by the existing bus routes and existing bus stops of that school.
14. If the transfer request is denied by the receiving school principal, the parent(s)/guardian(s) may initiate the appeal process as described in Section II. E. of this rule.

E. Appeals

1. Denials of special permission transfer requests may be appealed by the parent/guardian who initiated the transfer request. The appeal must be made in writing to the [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES within ten (10) calendar days of the date of the principal's denial OR THE POSTMARKED DATE, WHICHEVER IS LATER. The [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES or designee will also consider additional evidence provided on appeal. The [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES or designee will make every effort to issue a written decision by August 1.
2. If the appeal is denied by the [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal, in writing, to the Superintendent within fifteen (15) calendar days of the date of the denial letter OR THE POSTMARKED DATE, WHICHEVER IS LATER.

3. Denials of special permission transfer requests by the [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES or designee must be appealed in writing to the Superintendent within fifteen (15) calendar days of the date of the [Area Superintendent's] EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES' or designee's denial letter OR THE POSTMARKED DATE, WHICHEVER IS LATER. The Superintendent or designee will research and evaluate the appeal based on the information and documentation provided at the time the initial request was made to the receiving school principal. The Superintendent or designee will also consider additional evidence provided on appeal. The Superintendent or designee will make every effort to issue a written decision before the beginning of the school year.

4. If the appeal is denied by the Superintendent or designee, the written decision will inform the parent(s)/guardian(s) of his/her right to appeal in writing to the Board of Education within (THIRTY) 30 calendar days of the date of the denial letter in accordance with Section 4-205 of the Education Article of the Annotated Code of Maryland and Board of Education Policy 8339, Internal Board Policies: Operations, Appeal Before Hearing Examiner. AN APPEAL WILL BE CONSIDERED TIMELY FILED, IF, WITHIN THE ALLOTTED TIME PERIOD, IT HAS BEEN DELIVERED TO THE BOARD OF EDUCATION, POSTMARKED, OR DEPOSITED IN THE U.S. MAIL AS REGISTERED OR CERTIFIED MAIL.

Rule

approved:12/13/73

revised:03/13/80

revised:11/23/93

revised:04/11/00

REVISED: 08/14/01

Superintendent of Schools

BALTIMORE COUNTY PUBLIC SCHOOLS
Application for Special Transfer

INSTRUCTIONS: READ CAREFULLY THE INFORMATION PROVIDED IN THE ATTACHED POLICY/RULE 5140 BEFORE COMPLETING THIS FORM. The parent/guardian of the eligible student is to complete Part I. [and] APPLICANTS, EXCEPT FOR MAGNET APPLICANTS, SHOULD submit the *white copy OF THIS FORM to the receiving school principal, the yellow copy to the home school principal, and retain the pink copy for his/her file.*

***MAGNET APPLICANTS--SEE BELOW.** [Read carefully the information provided in the attached Policy/Rule 5140 before completing this form.]

PART I: SCHOOL TRANSFER REQUEST

Name of Student: _____ Date of Birth: _____
School Currently Attending: _____ Current Grade: _____
Home School According to Residence: _____

Name of Parent/Guardian: ___Dr. ___Mr. ___Mrs. ___Ms. ___Miss _____
Street Address: _____ City/State/ZIP _____
Telephone Number: (Home) _____ (Work) _____ (Other) _____

Requested School: _____ For School Year: _____

Reason for Request: (Please be precise; attach sheet if more space is needed.)

1. If based upon daycare:

Name of daycare provider or agency: _____
Address: _____ Telephone: _____
Days and time supervision is provided: _____
Signature of daycare provider: _____

2. Reason, other than above: _____

(REQUESTS WHICH ARE BASED ON MEDICAL, PHYSICAL, OR MENTAL HEALTH REASONS MUST BE ACCOMPANIED BY DOCUMENTATION FROM A PHYSICIAN OR MENTAL HEALTH PROVIDER.)

EXCEPT FOR MAGNET APPLICANTS, transfer request forms for the next school year must be submitted between April 1 and June 1. [In the absence of an unforeseen event or emergency, late applications will not be processed.]

***MAGNET APPLICANTS MUST SUBMIT THIS APPLICATION IN ITS ENTIRETY ACCORDING TO THE GUIDELINES ESTABLISHED BY POLICY AND RULE 6130.**

I have read the information in Policy and Rule 5140. I understand that, unless otherwise indicated, if the transfer request is approved transportation is not provided by BCPS.

Signature of Parent/Guardian: _____ Date: _____

PART II: TRANSFER REVIEW/DECISION (To be completed by Receiving School Principal)

____ Approved ____ Denied (check all that apply) ____ Overcrowded Conditions
____ Reason Inconsistent with Policy and Rule
____ Lack of Appropriate Documentation
____ Application Late/No Unforeseen Emergency

Signature of Receiving School Principal: _____ Date: _____

(Receiving school principal is to forward this copy of the decision to the parent/guardian; retain a photocopy for school files; and send a photocopy to the home school principal.)

APPEALS: Must be made in writing, INCLUDING A COPY OF THIS APPLICATION SIGNED BY THE RECEIVING SCHOOL PRINCIPAL, to the [Area Superintendent] EXECUTIVE DIRECTOR OF STUDENT

SUPPORT SERVICES, BALTIMORE COUNTY PUBLIC SCHOOLS, 6901 CHARLES STREET, TOWSON, MD 21204, within 10 calendar days of the date of decision.

Northwest Area Office
3800 Washington Avenue
Baltimore, MD 21244

Southwest Area Office
901 S. Rolling Road
Baltimore, MD 21228

Central Area Office
6901 Charles Street
Towson, MD 21204

Northeast Area Office
9610 Pulaski Park Drive
Baltimore, MD 21220

Southeast Area Office
7828 St. Patricia Lane
Baltimore, MD 21222]

BEBCO 84 082 00 Copies: (1) receiving school principal; (2) home school principal; (3) parent/guardian



**Central Area Educational Advisory Council Minutes
May 16, 2001**

Call to Order: 7:40 p.m.

Location: Hereford Middle School

Attendance: Ann McNell, Krys Seiler, Lynn Sklar, Bernadette Worthing, Grace McDowell, Kathleen Beadell, Will MacFarland

Welcome: Krys Seiler called the meeting to order and welcomed everyone to the meeting.

Program: Grace McDowell introduced the program and speakers for the evening. Ms. Karen Gieron, Reading Specialist Pleasant Plains Elementary, Dr. Marsha Baumeister, Principal Dumbarton Middle School and Ms. Bonnie Lambert, English Department Chair Dulaney High School discussed reading remediation programs and approaches being used at the elementary, middle and high school levels with notable success. Key points made about the programs in each school include:

- Pleasant Plains Elementary:
 - Reading Rocketeers program focuses on children in first and second grade who are identified at the beginning of the year by the CTBS, classroom performance and Kindergarten experience.
 - An Equity Grant is being used to pay helpers. Loss of the grant would impact the program.
 - Participating students do not have science and social studies, although the concepts are incorporated in the Reading Rocketeers program.
 - Results have been very good.
- Cockeysville Middle School:
 - Students in the program are identified using multiple criteria and elementary school data.
 - Participants do not take a foreign language while in the program.
 - Students are flexibly regrouped each quarter based on need throughout middle school.
 - Overall middle school focus in reading is on how to learn using reading as a tool. Reading specialists help content teachers learn to apply reading skills and strategies in the content areas.
- Dulaney High School:
 - Ninth grade students in Dulaney's program are identified using the CTBS and other indicators. These students are assigned to one team of teachers for core subjects and guidance counselors and student support personnel focus support on these students throughout 9th grade.
 - All standardized tests require critical reading, and students are engaged in this at all levels across the curriculum.
 - There is ongoing staff development, both formal and informal; to provide tools for teachers to assist students with reading. In addition, the curriculum provides teachers with strategies. Jean Satterfield added that there is a strong push within BCPS to provide teachers with additional reading skills and approaches to ensure that students are learning to read strategically.

Comments/Concerns from the Public: None

Minutes: Minutes from the April 18, 2001 meeting were approved.

Report from Chairman:

- Krys Seiler told the Council that the Minority Achievement Report and a brief summary of the organizational study, as well as other general correspondence, is available for review.

- Passed out copies of the new BCPS Organizational Chart and reported that Jo Anne Koehler is the new Executive Director for the Central Area.

Committee Reports:

- Evaluation – Bernadette Worthing will prepare the Evaluation Report using the same format as last year. Ann McNeil will send Bernadette the attendance count from all meetings this year to date.
- Nominations – Krys Seiler reported that a slate of officers will be presented and voted on at the June meeting.

Unfinished Business:

- Krys Seiler asked for help in identifying individuals to fill Council vacancies.
- Ann McNeil reported that thank you notes were sent to Dulaney High School following the Council's April 18th meeting at Dulaney.
- Krys Seiler reported that one of the main topics at the Board meeting she attended was providing interventions and resources to help low performing students across the county.

New Business:

- Bernadette Worthing will attend the Board meeting on June 12, 2001
- Kathleen Beadell expressed concern about Loch Raven Middle School and its programs. Jean Satterfield responded by commenting that they are working on strategies to deal with the challenges that do exist at Loch Raven Middle. The current focus of this effort is on reading and increasing course rigor.
- The Council agreed that the next meeting would be on Wednesday, June 13 at 7:30 p.m. Use of the ESS Building Atrium will be requested. Krys Seiler will send out a reminder to Council members in advance with a confirmed meeting location. It will be a wrap-up/planning meeting.
- Krys Seiler reported on the informal meeting she and representatives of other advisory councils' had with Dr. Hairston at which there was an excellent, open exchange of information.
- Krys Seiler thanked Will MacFarland for his service on the Council this year. He will be attending MIT this fall. She also thanked Jean Satterfield for her work with the Council.

Comments from Central Area Staff:

- Jean Satterfield reported that this has been a good year for our schools and that progress is being made. She commented that graduating Central Area students have received substantial scholarship awards.
- Dr. Hairston staffed all schools in the county using the ratio stated in the budget. Some schools may receive additional support based on needs, but staff will not be taken away.
- TestTrax statistical data for students will be available to administrators and teachers who have been authorized to access the data. Principals are being trained now and teachers will be trained in August.

Announcements/Comments:

- Kathleen Beadell announced that she would be resigning from the Council for personal reasons. Krys Seiler thanked her for her many contributions to the Council.
- Krys Seiler asked Council members to bring ideas for meeting topics to the June meeting.

Adjournment: 9:40 p.m.


Ann McNeil
Secretary

These minutes were approved by the CAEAC on June 13, 2001