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## SCHOOL ATTENDANCE BOUNDARY CHANGE PROCEDURE ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

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1. **SCOPE:** This procedure outlines the process for changing school attendance boundaries.
  
2. **DEFINITIONS:**
  - 2.1. **Capacity Utilization:** A school's capacity utilization is determined by dividing the number of projected students by the school's permanent capacity.
  - 2.2. **Criteria and Guidelines for Attendance Boundary Changes:** Criteria with priorities and weights and general guidelines, approved by the School Board on October 13, 2009, used to develop and evaluate proposed changes to school attendance boundaries.
  - 2.3. **Evaluation Committee:** A committee composed of Area Superintendents, principals, educational program directors, parent/community representatives appointed by the School Board and (non-voting) technical staff. The committee evaluates and scores proposed attendance boundary changes using the Criteria and Guidelines for Attendance Boundary Changes.
  - 2.4. **Florida Inventory School Houses (FISH) Capacity:** The Florida Inventory of School Houses (FISH) is the database used by the Department of Education for all spaces in Florida public educational facilities. FISH capacity is the number of students that may be housed in a facility at any given time, based upon the number of existing satisfactory student stations multiplied by a Utilization Factor. The FISH includes both permanent student stations and relocatable student stations.
  - 2.5. **Out-of-Area Student:** A student that does not attend the school that serves the area in which he/she resides. Policy 7120 restricts out-of-area enrollment; students are not permitted to leave schools with low capacity utilization (<75%) and are not permitted to enter a school with high capacity utilization (>95%). Additionally, Area Superintendents and the Director of School Choice can collaborate to "freeze" other schools to out-going or incoming out-of-area students based on Class Size restrictions or other factors that are considered to be in the best interest of the School District.
  - 2.6. **Student Membership Count:** Financial Services determines student enrollment for the Fall FTE count in mid-October of each year, which is used as the "official" student membership for the School District for that school year.
  - 2.7. **Student Membership Projections:** Transportation Services, in collaboration with Area Superintendents, school principals, Financial Services, Instruction and Curriculum and Human Resources, provides student membership projections for the next five school years in November of each year.



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3. **RESPONSIBILITY:** Facilities Services' Director of Planning & Project Management.
  
4. **APPROVAL AUTHORITY:** Assistant Superintendent of Facilities Services; Superintendent; Brevard County School Board.
  
5. **PROCEDURE:**
  - 5.1. **General:** Facilities Services Planning is the lead department in the creation of proposed school attendance boundary changes. A Boundary Change Team, composed of Area Superintendents, school principals, educational program managers, Financial Services, Transportation Services, Curriculum & Instruction and Human Resources, makes recommendations, evaluates proposals and provides data and support throughout the process.
  
  - 5.2. **Schedule:** The process begins with the "six-day count" of students in mid-August and continues through approval by the School Board at a Public Hearing in January. Any changes that are approved go into effect the following school year.
  
  - 5.3. **Preliminary Proposals:** Preliminary proposals are developed by the Boundary Change Team to change school attendance boundaries to address new schools, over-capacity schools, program changes or school closings. The proposals are developed on the following basis:
    - 5.3.1. Student Membership Count as of the Fall FTE count. Because students must be "geo-coded" into a GIS software package in order to evaluate the effects of attendance boundary changes, the current year's data is assumed to be consistent for the following school year when the changes take effect. Per Policy 7120, it is assumed that Out-of-Area Students not enrolled in a District Choice Program will not be renewed for the following year when a school's attendance boundaries are being changed to relieve over-capacity issues.
  
    - 5.3.2. Student Membership Projections are used to analyze the effects of five-year projected enrollment trends on the preliminary proposals.
  
    - 5.3.3. Florida Inventory School Houses (FISH) data as of the Fall FTE Count is used to determine a school's Capacity Utilization.

All versions of the preliminary proposals are evaluated/scored by the Boundary Change Team using the Criteria and Guidelines for Attendance Boundary Changes.

  - 5.4. **Senior Staff Review:** The preliminary proposals are sent to the Senior Staff for review and comment, then modified as necessary by Facilities Services Planning to incorporate any comments/corrections.



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- 5.5. Recommended Changes:** Recommended proposals for attendance boundary changes are submitted to the School Board by the Superintendent.
- 5.6. School Board Workshop:** Recommended proposals for attendance boundary changes are reviewed and discussed by the School Board at a Workshop. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The proposals are then modified as necessary by the Facilities Services Planning to incorporate any comments/corrections.
- 5.7. Public Input:** All versions of modified proposals for attendance boundary changes are published on the School District's website, submitted to the Capital Outlay Committee (as required by the Interlocal Agreement for Public School Facility Planning and School Concurrency) and presented to the community at public meetings held at one or more of the potentially affected schools. The proposals are then modified by the Facilities Services Planning to incorporate as many comments/corrections as possible.
- 5.8. Evaluation Committee:** All versions of the modified proposals are evaluated/scored by the Evaluation Committee using the Criteria and Guidelines for Attendance Boundary Changes.
- 5.9. Submittal:** The final recommended proposals for attendance boundary changes, with evaluations/scores by the Evaluation Committee, are submitted to the School Board for approval by the Superintendent.

### 6. Approval

- 6.1. Information Agenda:** Recommended proposals for attendance boundary changes are reviewed and discussed by the School Board as an Information Agenda Item at a School Board Meeting. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The proposals are then modified as necessary by the Facilities Services Planning to incorporate any comments/corrections prior to the Action Agenda meeting..
- 6.2. Action Agenda:** Recommended proposals for attendance boundary changes, with modifications as requested, are reviewed and discussed by the School Board as an Action Agenda Item at a School Board Meeting. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The School Board authorizes the Superintendent to advertize for a Public Hearing. The proposals are modified as necessary by the Facilities Services Planning to incorporate any comments/corrections prior to the Public Hearing.



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**6.3. Public Hearing:** Recommended proposals for attendance boundary changes, with modifications as requested, are approved by the School Board at a Public Hearing.

**7. Implementation:** Approved attendance boundary changes are implemented for the following school year.



# Criteria and Guidelines for Attendance Boundary Changes

Criteria		Priority	Weight
A.	Balance permanent capacity utilization with consideration for growth	1	25 pts
B.	Balance ethnic diversity	3	11.5 pts
C.	Balance number of free and reduced lunch between schools	4	11 pts
D.	Use natural boundaries (canals, lakes, major roads); don't split subdivisions	2	15 pts
E.	Minimize busing of students within 2-mile radius to another school to support neighborhood schools	3	11.5 pts
F.	Provide compact/contiguous boundaries to the extent feasible	5	10 pts
G.	Minimize busing students past another school and/or longer than 45 minutes one way	6	9 pts
H.	Maintain Title I status	7	7 pts
<b>Total</b>			<b>100 pts</b>

### *General Guidelines with Criteria Subsets*

General Guideline	Criteria Subset (reference above table)
Minimize disruption to students, parents and community	D, E, G
Consider students' educational needs (e.g., Choice Programs, SSNP, Career & Tech Education, and "Soft" Redistricting)	B, C
Minimize transportation costs	F, E, G
Consider statutes, rules and administrative procedures	A, H

Approved by the School Board on October 13, 2009