

## School Attendance Boundary Procedures

The intent of the school attendance boundary procedures is to codify a process for attendance boundary changes to increase transparency and clarify the process for District staff, School Board members, impacted families, and the public.

### **Section A: Attendance Boundary Meetings**

#### *1. Internal Stakeholder Review Committee*

- Consists of Growth Management, Transportation, Choice, Human Resources, Curriculum, Communications, ESE, Area Superintendent(s), Impacted Principals, IT, Assistant Superintendent of Operations, Chief of Schools
- Discuss draft scenarios, limitations, programming, and potential issues for individual departments

#### *2. School Board Workshop*

- Growth Management presents information for the School Board Members to review and provide input.
  - This information includes scenario maps, data, input from the Internal Stakeholder Review Committee, financial impacts, programmatic changes (if applicable), and a rendering of the new school (if applicable)
  - School Board provides direction on implementation policies: grandfathering and sibling preference

#### *3. Superintendent's Cabinet Meeting*

- Growth Management presents staff's recommendation and confirms the proposal to move forward with prior to public release.

#### *4. Public Outreach Meetings*

- Hold two meetings, different weeks, different days in the general area impacted
- Show a video presentation explaining the basics of the proposed changes
- Panel Q&A Session
  - Panel Staff Members: Growth Management, Area Director(s), Principal(s), Communications, and Choice (Transportation & ESE in audience)
  - Pigeonhole Application
    - Post link to collect questions before meeting
    - Communications will organize questions
    - Inform FAQ's
- School Board members may attend in an observational capacity

5. *School District Cabinet Review & School Board Notification*
  - Review and agree upon a scenario to present to the School Board for final consideration.
  - Superintendent meets with School Board members prior to public roll out (one on one meetings)
6. *School Board Regular Meetings*
  - Two, Regular School Board Meetings for consideration

## **Section B: Timeline**

1. *School Board Approval of Attendance Boundary Change List*
  - Growth Management staff provides the School Board with a list of the schools that will be slated for proposed boundary changes no later than May of each year
2. *Internal Stakeholder & Public Outreach Meetings*
  - May of each year, meetings occur prior to Summer Break
3. *School Board Meeting 1st Reading*
  - August of each year, meeting will occur when school is back in session
4. *School Board Meeting 2nd Reading*
  - September of each year
    - 12 months prior to effective date, approval prior to 1st Choice Window deadline

## **Section C: Notifications and Materials**

1. *Notifications*
  - Internal District Notifications
    - Notify all internal stakeholders of plan and the rollout date prior to public release (include School Board Members)
  - Boundary Website
    - Prior to the School Board Workshop, post schedule
  - GIS Web Application
    - Create an application enabling families and the public to search addresses to view proposed student assignments
  - Submit the draft boundaries to other jurisdictions for review
    - Hillsborough County, Cities & Planning Commission
  - Parent Link (email & phone) Impacted Parents
    - GIS generate impacted student addresses
    - Translate into Spanish
  - Newspaper Ads
    - 2 Legal ads in local paper
  - Communications
    - Press Release
    - Notify businesses, religious leaders, internal district staff

- Rely more on the Communications Team to send out more publications/correspondence to keep the public informed as to upcoming attendance boundary changes.
- Input Collection
  - New mechanisms to gather and view (survey monkey and/or Pigionhole)

## 2. Communication Tools

- Comment Sheets
- Place meeting dates and times on school signs
- Communications/School Website
- Parent Link (Spanish): Addresses for Students Impacted
- Website Launch
- Interactive Mapping Tool – families can check if they are impacted by the change
- Video Presentation
- FAQ's

## **Section D: Notification After Boundary Approval**

### 1. Internal Stakeholder Email Notification

- Growth Management, Transportation, Choice, Human Resources, Curriculum, Communications, ESE, Area Superintendent(s), Impacted Principals, IT, Assistant Superintendent of Operations, Chief of Schools
- Distribute raw student data to all parties

### 2. Parent Link Student Notifications

- Call and email Impacted Parents
- GIS pull impacted student addresses – most recent student pull
- Translate into Spanish (if applicable)

### 3. Website, Student Locator, ARIA

- Update both per final approval
- Locator has new assignment listed

### 4. External Stakeholder Notification

- Notify Tampa Bay Realtors Association, Planning Commission, Impact Jurisdiction, and Tampa Bay Home Builders Association

## **Section E: Attendance Boundary Evaluation**

### 1. Evaluation Process

- Evaluate attendance boundary changes by comparing projected enrollment to actual enrollment
  - Inform process moving forward

## **Section F: Boundary Data**

### 1. School Board Policy Decisions

- Sibling Preference:
  - Sibling preference will be reviewed on a case by case basis depending on a range of factors including available space and sibling grade level.

- Determine which grades are permitted to remain at their current school and will be provided transportation (grandfathering).
- No choice options to all impacted schools will be deemed “red” or hardship only during the first year of opening, except for magnet/attractor programs or when a school is projected to have available capacity.
- Policy references must be included as part of the adoption package

2. *Development in the Area*

- Only new residential projects that have concurrency reservations are factored into the change.
- Students from new residential projects are assumed to attend assigned school at the current stay rate at the receiving school.

3. *Assigned and Enrolled*

- The students who are both assigned to and enrolled in the school.
- Existing schools will continue to have the same % of students who enroll at their assigned school.

4. *Enrolled*

- All students that are enrolled, including assigned and choice students

5. *Current Population*

- The 40<sup>th</sup> day count is used for “current enrollment” (may require a different day count per level based on boundary change timing)
- In certain cases, high growth areas or other anomalies, later counts may be used

6. *Projected Enrollment*

- Projected enrollment consists of current assigned students multiplied by the school's stay rate (% of assigned students who enroll)
- Students who choose to enroll in school outside of their neighborhood schools are assumed to remain at their schools of choice.

7. *FISH*

- Current and proposed FISH capacity per the 5 Year Work Plan

8. *Choice*

- Choice students assumed to remain choice students.



## **Current Attendance Boundary Process**

**Step 1:** GM Staff Scenario(s)

**Step 2:** Internal Stakeholder Working Group

**Step 3:** Impacted Parent Notification & Website Information Posted

**Step 4:** Public Outreach Meeting(s)

**Step 5:** Staff Review Comments & Revise (if needed)

**Step 6:** Final Scenario Posted on Website, Advertisement Placed & Notification to Staff & Parents of Upcoming Board Meeting

**Step 7:** Two School Board Hearings

**Step 8:** Notification to Stakeholders & Parents of Approval

**Step 9:** Update Website & School Locator



## **Proposed Attendance Boundary Process**

**Step 1:** GM Staff Scenario(s)

**Step 2:** Internal Stakeholder Working Group

**Step 3:** School Board Workshop

**Step 4:** Impacted Parent Notification & Website Information Posted

**Step 5:** Public Outreach Meeting(s)

**Step 6:** Staff Review Comments & Revise (if needed)

**Step 7:** Senior Staff Approval & School Board Member Notification

**Step 8:** Final Scenario Posted on Website, Advertisement Placed & Notification to Staff & Parents of Upcoming Board Meeting

**Step 9:** Two School Board Hearings

**Step 10:** Notification to Stakeholders & Parents of Approval

**Step 11:** Update Website & School Locator

## **Proposed Attendance Boundary Changes**

**Disclaimer: The list below is for planning purposes only. District staff has no information or data regarding which neighborhoods may be impacted. All impacted families will be contacted prior to any boundary change approval. Also, the boundary changes are subject to change due to multiple variables including, but not limited to, the pace of residential growth, impact fee collections, land purchases, changes in student generation rates, and stay rates.**

### **Year 1: 2020-2021**

#### ***Fall 2020 Proposal Release to be Effective 2021 (8 months in advance)***

- North Tampa Middle Schools Feeder Cleanups
- Miles Elementary School Overcrowding: Lake Magdalene Elementary

#### ***Winter 2020 Proposal Release to be Effective 2022 (1.5 years in advance)***

- New Waterset PK-8: Barrington, Shields, Eisenhower, Turkey Creek, and Rodgers Middle Schools
  - May be a full magnet school, but attendance boundaries would be adjusted based on projected enrollment interest (e.g. if it is projected that students will enroll at a higher rate from Eisenhower to the new PK-8, the District would adjust the Eisenhower boundary to absorb students assigned to Shields)

### **Year 2: 2021-2022**

#### ***Spring 2021 Proposal Release to be Effective 2022 (1 year in advance)***

- New Manhattan PK-8: Planned to be magnet, but may adjust underutilized Middle Schools (Monroe and Madison)
- Spoto High School Addition: Riverview and Brandon High Schools (if required per stay rate)
- Wimauma Elementary School Addition: Reddick and Cypress Creek Elementary Schools (if required per rate development)
- Collins PK-8: Barrington, Eisenhower, and Rodgers

### **Year 3: 2022-23**

#### ***Spring 2022 Proposal Release to be Effective 2023 (1 year in advance)***

- Underutilized Middle Schools: McLane, Mann, Sligh, Dowdell, Giunta, Adams, Young



- Gorrie Elementary School & Wilson Middle School Overcrowding: Rampello K-8

### **Year 4: 2023-2024**

***Spring 2023 Proposal Release to be Effective 2025, contingent upon school site location approval (2 years in advance)***

- New High School “UUU”: East Bay, Lennard, Sumner, Bloomingdale, Brandon, Newsome High Schools