

SCHOOL DISTRICT U-46
Attendance Boundary Guidelines
September 30, 2014

The District shall utilize the following process and criteria to review whether there is a need to close a school and/or revise attendance area boundaries for its schools and whether to revise attendance area boundaries and/or close a school.

I. Process

- Each year, District administration shall review enrollment and capacity at each school to determine whether any attendance boundary changes and/or school closings should be recommended to the Board. The District may need to change attendance boundaries if the District is opening a new school, adding an addition to an existing school, or closing an existing school. In addition, the District may need to change attendance boundaries if a school is significantly over-utilized or significantly under-utilized.
- If District administration determines that it is necessary to consider changes to attendance boundaries and/or close a school(s), the administration shall develop a timeline for the attendance boundary and/or school closing process.
- If District administration determines that changes to any attendance boundaries and/or school closings are necessary, District staff shall utilize the criteria included in Section II of these guidelines to develop initial attendance boundary scenarios for schools where District administration has determined that attendance boundary and/or a school closing(s) may be necessary. In developing the initial attendance boundary scenarios, District administration may enlist the assistance of a demographer as it deems necessary.
- District administration shall submit the initial scenarios it developed to the Citizens' Advisory Council's Enrollment and Facilities Committee for review and feedback to the administration. The Enrollment and Facilities Committee may modify the initial scenarios or develop additional scenarios. In modifying the initial scenarios or developing additional scenarios, the Enrollment and Facilities Committee shall use the criteria in Section II of these guidelines. District administration shall provide support to the Enrollment and Facilities Committee in reviewing, modifying and developing boundary scenarios and/or school closing recommendations.
- District administration shall inform principals of any schools that might be affected and shall request that the principals provide the administration with pertinent information that should be considered.
- The Enrollment and Facilities Committee shall hold public input meetings on any proposed scenarios to obtain input of parents and students affected by the proposed scenarios. After these public input sessions, the Enrollment and Facilities Committee will determine whether it will recommend any changes to attendance boundaries and/or closing of a school(s), using the criteria in Section II of these guidelines. The Enrollment and Facilities Committee shall then submit its recommendations to the Citizens' Advisory Council Executive

Committee for approval and then to the full Citizens' Advisory Council for its approval. The Citizens' Advisory Council shall approve or disapprove the recommendations using the criteria in Section II of these guidelines and shall submit its recommendations to the Superintendent for his/her review and consideration.

- The Superintendent shall review and consider any recommendations of the Citizens' Advisory Council. The Superintendent may modify the scenarios submitted by the Citizens' Advisory Council and may develop additional changes. In making any modifications or developing additional changes, the Superintendent shall utilize the criteria in Section II of these guidelines. The Superintendent shall submit to the Board of Education his/her recommendations and the recommendations of the Citizens' Advisory Council if the Superintendent has made changes to the Council's recommendations.
- The Board of Education shall review and consider the recommendations submitted to it by the Superintendent using the criteria in Section II of these guidelines. After review of the recommendations submitted to it by the Superintendent, the Board may modify the recommendations using the criteria in Section II of these guidelines. The Board shall hold public hearings on the proposed modifications to the attendance boundaries and/or school closings that it is considering. Following the public hearings, the Board may adopt changes to the attendance boundaries and/or close a school(s) using the criteria in Section II of these guidelines.

II. Criteria

The criteria to be used by the Board of Education, the Superintendent, the Citizens' Advisory Council and the Enrollment and Facilities Committee in developing, reviewing and modifying scenarios (including potential school closings) shall include:

- Physical capacity and program capacity at a school, excluding mobile classrooms;
- Current and projected enrollment demographics in an attendance boundary, including total enrollment, race /ethnicity, special education, English Language Learners; and students eligible for Free and Reduced Meals
- Distance and travel time of students from a school;
- Traffic congestion and traffic patterns in a particular area;
- Feeder school alignment;
- Natural boundaries, such wetlands, railroad tracks, forest preserves and main thoroughfares;
- Projected growth in area and future school facilities;
- Proximity of schools to where students live;

- Stability of an attendance boundary with the goal that a school attendance boundary would not be changed for at least two consecutive years, unless new school construction requires a change;
- Capacity at all elementary schools to offer all-day kindergarten;
- Capacity at schools for programs, such as high school academies;
- Age, size and condition of the school building;
- Cost to operate each building; and
- Other economic and facility factors that impact operations and costs.