

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** May 14, 2002

**TO:** BOARD OF EDUCATION

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** Information Update on Title I Public School Transfer Options

**ORIGINATOR:** Christine Johns, Deputy Superintendent of Curriculum and Instruction

**RESOURCE PERSON(S):** Ronald. P. Boone, Executive Director of Federal and State Programs  
Lin Cassell, Coordinator of Title I and Grant Assistance  
Nola Cromer, Supervisor of Title I and Grant Assistance

**INFORMATION**

Completion of the initial phase of the DeJong Study, which is an analysis of boundary issues in selected areas of Baltimore County, is anticipated during the fall of 2002. As results of the study become available, Baltimore County Public Schools will analyze the report for possible implications on the continuing implementation of Title I Public School Transfer Options.

At this time, Federal Law requires Baltimore County Public Schools to continue implementing *Procedures for Special Permission Transfers as Required by the Public Law 107-110, Elementary and Secondary Education Act of 2001*. This will allow students currently attending Powhatan Elementary, Winfield Elementary, and Woodlawn Middle to request transfers to eligible public schools through Title I Public School Transfer Options.

On March 26, 2002, the Baltimore County Board of Education received a revision to Rule 5140 that incorporated Title I Public School Transfer Options as a special circumstance under which students may be granted special permission transfers to attend a school outside his/her school attendance area. This revision supports the Baltimore County Public Schools' continued implementation of the law for the 2002 – 2003 school year.

Procedures for implementing Title I Public School Transfer Options for the 2002 – 2003 school year are very similar to procedures implemented during the current year with the following differences:

- The process will allow families sufficient time to make decisions before the end of the 2001 – 2002 school year.
- Students participating in the Title I Public School Transfer Options will begin the 2002-2003 school year in their new schools.

- The school district will provide transportation for participating students, as required by the No Child Left Behind Act of 2001, signed into law on January 8, 2002.

A number of factors were taken into account as staff identified schools eligible to receive additional students through Title I Public School Transfer Options:

- Enrollment in receiving schools must not exceed state building capacity.
- Receiving schools must not have been identified as a Title I school not making adequately yearly progress or identified by Baltimore County as a priority school.
- Magnet schools are not eligible.

Using these factors and enrollment data projections for the 2002 – 2003 school year, students currently attending Powhatan Elementary, Winfield Elementary, and Woodlawn Middle School will be able to request transfer to any eligible school within the district.

CMJ/lcc

Appendix I Rule 5140  
Appendix II Recommended Implementation Timeline  
Appendix III Lists of Schools Eligible to Receive Title I Transfer Option Students

## Rule 5140

Note: Only a portion of Rule 5140 is reproduced below. The full text of this rule is available on the Baltimore County Public Schools website at <http://www.bcps.org> under Handbooks and Policies.

## 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 must be made in accordance with Policy and Rule 6130, *INSTRUCTION: Magnet Schools and Programs.*
- C. Special Circumstances

The staff will evaluate the following special circumstances as justification for assigning a student to a school outside the attendance area in which the student currently resides:

*(Special circumstances 1 – 9 are available on the Baltimore County Public Schools website as indicated above.)*

**10. When a student attends a Baltimore County Public School that has been identified as eligible for Title I public school transfer options and said student has been declared an eligible student under applicable Title I federal guidelines. The parent/guardian of said student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures. Schools identified as eligible for receiving students under Title I public school transfer will not approve any special transfer requests until all Title I eligible student transfer requests have been processed.**

**Recommended Implementation Timeline  
for  
Public Law 107 – 110  
Title I Public School Transfer Options**

<b>DATE</b>	<b>PROCEDURE</b>
<b>Friday, 3/8</b>	<p><b>Involve appropriate BCPS staff in completing Title I Public School Transfer Option procedures.</b></p> <p><b>Meet with staff from Assessment and Student Data to discuss the process BCPS will use to determine the “lowest achieving children from low income families.”</b></p>
<b>Friday, 3/15</b>	<b>Draft initial possible receiving schools.</b>
<b>Monday, 3/18</b>	<p><b>Notify and meet with personnel from transportation to discuss transportation issues.</b></p> <p><b>Prepare enrollment data for all potential receiving schools.</b></p>
<b>Wednesday, 3/27</b>	<b>Completed draft of BCPS procedures for Title I Public School Transfer Options submitted for review by BCPS Law Office.</b>
<b>Wednesday, 4/10</b>	<b>Completed draft of BCPS procedures and all supporting forms and documents submitted to Executive Staff.</b>
<b>Monday, 4/15 – Friday, 4/19</b>	<b>Draft of BCPS procedures for Title I Public School Transfer Options adjusted as necessary as per Executive Staff direction.</b>

**Recommended Implementation Timeline  
for  
Public Law 107 – 110  
Title I Public School Transfer Options**

<b>DATE</b>	<b>PROCEDURE</b>
<b>Tuesday, 5/14</b>	<b>Update Baltimore County Public Schools Board of Education regarding Title I Public School Transfer Options.</b>
<b>Wednesday, 5/15 - Friday, 5/31</b>	<p><b>Meet with principals and staff from identified schools.</b></p> <p><b>Train school and central office staff re Title I school transfer responsibilities.</b></p> <p><b>Use sources such as BCPS website, general mailing, Education Channel, News release to notify the community re Title I Public School Transfer Options. Mail community meeting invitation and Title I Public School Transfer Options information to families.</b></p> <p><b>Notify elected officials and community leaders as necessary.</b></p> <p><b>Notify all principals of Title I Public School Transfer Options.</b></p> <p><b>Conduct community meetings at sending schools.</b></p> <p><b>Department of Professional Development assesses need for and schedules training for staff at receiving schools.</b></p>
<b>Monday, 6/3</b>	<b>Applications and list of eligible receiving schools available in school offices.</b>
<b>Friday, 6/14</b>	<b>Deadline for families to file application requests.</b>
<b>Monday, 6/17 – Friday, 6/21</b>	<b>Office of Title I and Grant Assistance reviews applications.</b>

**Recommended Implementation Timeline  
for  
Public Law 107 – 110  
Title I Public School Transfer Options**

<b>DATE</b>	<b>PROCEDURE</b>
<b>Friday, 6/21</b>	<b>All families that have submitted transfer applications receive acknowledgement letters from the Office of Title I and Grant Assistance.</b>  <b>Receiving schools with fewer transfer applications than available seats may begin processing other special permission transfer requests under Policy 5140.</b>
<b>Friday, 6/28</b>	<b>Deadline for families to contact the Office of Title I and Grant Assistance if not in receipt of an application acknowledgement letter.</b>
<b>Monday, 6/24 - Wednesday, 7/3</b>	<b>Families are notified of transfer application results.</b>
<b>Wednesday, 7/12</b>	<b>Deadline for appeals to Executive Director of Federal and State Programs.</b>
<b>Wednesday, 7/17</b>	<b>Deadline for families to accept or reject transfer offers.</b>
<b>Thursday, 7/18 - Friday, 7/26</b>	<b>Sending/receiving schools are notified of students accepting transfers.</b>  <b>Office of Transportation and Department of Student Support Services are notified of students accepting transfers.</b>
<b>Monday, 7/29 - Friday, 8/2</b>	<b>Complete verification of registration of transferred students by PPWs.</b>  <b>PPWs notify Office of Title I and Grant Assistance of completed registration of each transferred student.</b>  <b>Receiving schools with more transfer requests than available seats may begin responding to other special permission transfer requests under Policy 5140.</b>

**Recommended Implementation Timeline  
for  
Public Law 107 – 110  
Title I Public School Transfer Options**

<b>DATE</b>	<b>PROCEDURE</b>
<b>Monday, 8/5 - Friday, 8/23</b>	<b>Wait list process in effect</b>
<b>Friday, 8/9</b>	<b>Completion of appeals filed with Executive Director of Federal and State Programs.</b>
<b>Monday, 8/26</b>	<b>Deadline for appeals to Superintendent's Ombudsperson.</b>
<b>Monday, 8/26</b>	<b>Title I Public School Transfer Options process closed.</b>
<b>Friday, 9/20</b>	<b>Completion of appeals filed with Superintendent's Ombudsperson.</b>

revised 5/13/02

## Appendix III

### Elementary Schools Eligible to Receive Title I Transfer Option Students from Powhatan Elementary for School Year 2002 – 2003

#### Central Area

Carroll Manor (20.9)  
Fifth District (23.8)  
Hampton (12.6)  
Jacksonville (20.3)  
Lutherville (11.7)  
Padonia International (14.5)  
Pinewood (12.7)  
Riderwood (9.4)  
Seventh District (30.2)  
Stoneleigh (8.1)  
Timonium (12.6)  
Warren (15.8)

#### Northwest Area

Bedford (2.5)  
Chatsworth (12.7)  
Franklin (13.9)  
Fort Garrison (7.2)  
Glyndon (12.6)  
Owings Mills (9.2)  
Reisterstown (12.1)  
Summit Park (5.9)  
Timber Grove (12.5)

#### Southwest Area

Catonsville (8.3)  
Halethorpe (12.3)  
Hillcrest (7.9)  
Relay (12.7)  
Westchester (8.8)  
Westowne (4.8)  
Woodbridge (5.2)

#### Southeast Area

Battle Grove (19.2)  
Bear Creek (18.2)  
Berkshire (16.1)  
Charlesmont (17.8)  
Chesapeake Terrace (27.7)  
Edgemere (26.6)  
Grange (17.3)  
Hawthorne (25.0)  
Oliver Beach (31.0)  
Sandy Plains (18.1)

#### Northeast Area

Carney (17.6)  
Chapel Hill (23.0)  
Fullerton (12.2)  
Gunpowder (21.9)  
Harford Hills (12.4)  
Joppa View (21.2)  
Kingsville (25.8)  
Martin Boulevard (24.7)  
Orems (23.1)  
Perry Hall (20.6)  
Pine Grove (13.0)  
Red House Run (14.2)  
Seven Oaks (20.4)  
Victory Villa (23.5)

The number of miles from Powhatan to each school is noted ( ).



**Elementary Schools Eligible to Receive Title I Transfer Option Students  
from Winfield Elementary  
for School Year 2002 – 2003**

**Central Area**

Carroll Manor (22.4)  
Fifth District (30.8)  
Hampton (14.2)  
Jacksonville (21.8)  
Lutherville (13.3)  
Padonia International (15.3)  
Pinewood (14.2)  
Riderwood (12.6)  
Seventh District (30.2)  
Stoneleigh (8.1)  
Timonium (12.6)  
Warren (15.8)

**Northwest Area**

Bedford (3.7)  
Chatsworth (10.4)  
Franklin (11.5)  
Fort Garrison (8.0)  
Glyndon (10.2)  
Owings Mills (6.2)  
Reisterstown (9.8)  
Summit Park (10.1)  
Timber Grove (12.5)

**Southwest Area**

Catonsville (7.2)  
Halethorpe (12.6)  
Hillcrest (9.5)  
Relay (12.8)  
Westchester (7.7)  
Westowne (8.4)  
Woodbridge (5.1)

**Southeast Area**

Battle Grove (29.3)  
Bear Creek (24.3)  
Berkshire (22.6)  
Charlesmont (24.3)  
Chesapeake Terrace (27.8)  
Edgemere (26.8)  
Grange (23.9)  
Hawthorne (26.6)  
Oliver Beach (31.8)  
Sandy Plains (24.7)

**Northeast Area**

Carney (19.1)  
Chapel Hill (24.6)  
Fullerton (20.7)  
Gunpowder (23.5)  
Harford Hills (18.0)  
Joppa View (22.8)  
Kingsville (27.3)  
Martin Boulevard (26.0)  
Orems (24.6)  
Perry Hall (22.2)  
Pine Grove (19.0)  
Red House Run (23.7)  
Seven Oaks (22.0)  
Victory Villa (25.1)

The number of miles from Winfield to each school is indicated ( ).

**Middle Schools Eligible to Receive Title I Transfer Option Students  
from Woodlawn Middle  
for School Year 2002 – 2003**

**Central Area**

Cockeysville (16.3)  
Dumbarton (13.5)  
Hereford (23.1)  
Loch Raven Academy (14.6)  
Ridgely (12.5)

**Northwest Area**

No schools are available

**Southwest Area**

Arbutus (11.8)

**Southeast Area**

Deep Creek (25.7)  
Dundalk (22.7)  
General John Stricker (23.2)  
Holabird (21.3)  
Sparrows Point (26.3)

**Northeast Area**

Perry Hall (20.9)  
Pine Grove (17.3)

The mileage from Woodlawn Middle to each school is indicated ( ).