

FEA Comments (in blue)

1. My concern is elementary aged students going to school with middle school students in a K-8 school. I am concerned about bullying and other issues, including young children being on a bus with older students.
  - a. The focus of the study was space utilization. This issue would not have been addressed in a utilization study. ACPS has a K-8 school (Mt. Savage) from which to compare experiences.
2. What would be the revised average square footage of a classroom for Allegany County if you remove the highest and lowest utilized schools? Would ACPS then be closer to the state average?
  - a. The state average Gross Square Footage (GSF) , which is 160 GSF, is a measure of total school GSF per student (the building footprint). Classroom square footage per student is a different measure.
  - b. The current ACPS GSF per student is approximately 184.
  - c. Removing the highest and lowest utilized schools from the metric would yield approximately 172 GSF per student.
3. Would the money required to remodel Westmar once again be provided by the County since the remodel was recent enough to not qualify for Maryland School Construction Funds?
  - a. Information reviewed as part of the utilization study showed that Westmar was last renovated in 1996. The cost of any renovations to Westmar would have to come from local sources.
4. Was green space accounted for because Parkside has amazing grounds and play areas?
  - a. The green spaces at Parkside and Cash Valley are similar. Play areas and fields were considered in the Council of Educational Facility Planners International (CEFPI) portion of the school assessments. Parkside scored 330/395 on the CEFPI evaluation, equivalent to Cash Valley.
5. Why would ACPS close a school in a populated/growing region that has the lowest number of elementary schools already when another region has almost two times the number of elementary feeders and two of the lowest utilization rated schools even after serving a K-8 school and being remodeled from a high school?
  - a. Enrollment projections are on an overall downward trend over the next ten years according to data outlined in the Master Plan for School Facilities (June 2017). The Central region has the fewest number of elementary schools and also has the lowest enrollment (by about 300 students – roughly equivalent to one school). School utilization in the

Western and Eastern regions also have significant geographic considerations (school distances and travel times) that are not as clear a driver of changes in the Central region.

6. Parkside is located on highly valuable property in LaVale. Does the County plan to raze the school and develop?
  - a. Once the school system declares a property surplus, it goes through a process through the Interagency Committee for School Construction and the Board of Public Works to ultimately deem the property as excess. The property would then be turned over to Allegany County Government. At that point, they would own the property and determine how it would be used in the future.
7. Does the study look at school performance? I believe that Parkside outperforms Cresaptown, so the students moved there would be at a clear disadvantage.
  - a. The utilization study did not consider school performance.
8. If ACPS is willing to remodel Westmar again, why won't it consider making Parkside handicap accessible and move Cash Valley students to Parkside for better walkability and safety?
  - a. Safety assessments were not conducted at any school as part of the utilization study.
  - b. Cash Valley students cannot fit into Parkside without additional construction. Parkside is an older school (1962) and has smaller classes sizes. Closing Cash Valley would displace about 60 more students than closing Parkside. Parkside has a net loss of 40 Out Of District students compared to Cash Valley with a net loss of three.
9. What will become of the closed school buildings?
  - a. Per Maryland law, when a Local Educational Agency (LEA) declares a school surplus, they MUST transfer the title to the county government. ACPS has no control over the final disposition of a surplus building.
10. How can ACPS justify spending more money on Westmar after it has been remodeled already in the last ten years at a great expense?
  - a. Westmar was last renovated in 1996. By not removing two schools from service, the savings in operating costs and Deferred Maintenance would cover the costs to partially renovate Westmar.
  - b. The available space and proximity makes the choice to expand the use of the facility (to K-8) a viable option. The assimilation of an existing elementary school into the facility would provide space utilization and cost efficiencies without significantly increasing travel time and cost.

11. What are the deferred maintenance costs for all of the schools in the district?
  - a. [Estimated Deferred Maintenance costs based on each school's FCI is provided in the updated FEA presentation on June 12, 2018.](#)
12. What would the new utilization rate be at Westmar after the George's Creek students are included in the population?
  - a. [Approximately 80%](#)
13. Will there be maps with street names available?
  - a. [The final drawing of attendance area boundaries is dependent on a decision to close a school or to change attendance areas for the elementary schools based on transportation issues. Once the decision is made, a boundary map with clear delineation of streets would be developed.](#)
14. How much money needs saved in the budget to keep Parkside open?
  - a. The decision to close a school is a lengthy process that the elected Board of Education would determine if they need to pursue. To date, no decisions to close any school has been made. Closing Parkside was simply one of the recommendations made by FEA.
15. I am interested in the utilization rates of every school (ES, MS and HS) in Allegany County?
  - a. See Appendix A, School Capacity and Enrollment, from the June 2018 Master Plan for School Facilities.
16. What is the capacity of Mount Savage Middle school? The presentation only lists Mount Savage Elementary capacity at 307 with an enrollment of 180, however it lists the total enrollment as 582 combined. The missing information is the total capacity and/or the MS capacity so one can do the math for the total %utilization for Mount Savage school.
  - a. [Elementary Enrollment = 180](#)
  - b. [Middle School Enrollment = 407](#)
  - c. [Whole Building Capacity = 763](#)
  - d. [Mt. Savage \(total\) Utilization = 77%](#)
17. What is the criteria to receive an out of district pass in Allegany County?
  - a. See Appendix B, Out of District Permits
18. How is the Mandarin program funded currently?
  - a. The programs of study within the school system are funded with unrestricted revenues provided by State and local Government appropriations.

19. How is the day care program funded at Beall Elementary?
  - a. The day care at Beall is privately-owned, but housed within a public school. It is minimally supported through the Judy Center grant at Beall Elementary.
20. How is the after-school program funded at Northeast?
  - a. The after-school program at Northeast is grant-funded through a federal grant. This grant also funds three other after-school programs as well.
21. What are the codes for each school in the county (ex: AL = Allegany?)
  - a. See Appendix C, School Abbreviations List
22. How many walkers per school? (EL, MS and HS)?
  - a. See Appendix D, Non-Transport Student Numbers for 2017-2018 School Year. Note: this data does not include 2017-2018 seniors. The data will change after students are rolled over to the new school year. This chart shows Allegany at its present location, not the new school. Once moved to the new school, Allegany is approximately 13 students.
23. There is an “un-zoned” section in the maps published for elementary school regions – what does that mean? Where do they attend? Does that apply only to elementary or does that funnel all the way through high school?
  - a. A previous map had shown a small “un-zoned” portion of Cumberland that was in the ACPS Transfinder database. This has since been identified as assigned to Cresaptown and the boundaries have been re-drawn in the recommended closure of Parkside. This zone is now included in the current recommendations.
24. The maps indicate three regions, but several schools feed to more than one region as they move to MS and HS – please provide the information that communicates that by percentage from each school.
  - a. See Appendix E, Next School for Elementary and Middle
25. How much does it cost to maintain Eckhart both currently and long term maintenance needed?
  - a. There are no capital improvement or maintenance projects planned for Eckhart School.
26. How many students are currently enrolled at Eckhart?
  - a. Students aren't enrolled at Eckhart, they move in and out of the alternative program as the need arises. Students are always enrolled in their home school. The 2018-2019 school year will begin with zero

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May 30, 2018

students utilizing Eckhart's program. Students will be placed at the recommendation of school administration.

## School Capacity and Enrollment by Region

## Eastern Region

	<i>Capacity</i>	<i>Enrollment (FTE)</i>	<i>Utilization %</i>
Fort Hill High	1,115	747	67
Washington Middle	819	573	70
Bel Air Elementary	274	228	83
Flintstone Elementary	343	226	66
John Humbird Elementary	363	261	72
Northeast Elementary	340	305	90
South Penn Elementary	559	<u>498</u>	89
<i>Total</i>	<i>3,813</i>	<i>2,838</i>	<i>74</i>

## Central Region

	<i>Capacity</i>	<i>Enrollment (FTE)</i>	<i>Utilization %</i>
Allegany High	1,060	711	67
Braddock Middle	765	591	77
Cash Valley Elementary	380	251	66
Cresaptown Elementary	411	313	76
Parkside Elementary	317	215	68
West Side Elementary	409	<u>374</u>	91
<i>Total</i>	<i>3,342</i>	<i>2,455</i>	<i>73</i>

## Western Region

	<i>Capacity</i>	<i>Enrollment (FTE)</i>	<i>Utilization %</i>
Mountain Ridge High	1,000	802	80
Mount Savage Middle/Elem	763	583	76
Westmar Middle	711	281	40
Beall Elementary	373	423	113
Frost Elementary	294	220	75
George's Creek Elem.	362	289	80
Westernport Elem.	340	<u>253</u>	74
<i>Total</i>	<i>3,843</i>	<i>2,851</i>	<i>74</i>

**I. DETERMINATION OF SCHOOL ATTENDANCE AREA:**

- A. Determination of a child's School Attendance Area will be based upon the location of the residence of the parent/guardian. Biological parents are presumed to be the legal custodians of their children and are jointly responsible for the support, care, nurturing, welfare and education of their children unless the court has appointed another party as legal custodian with official documentation. Any legal documentation pertaining to the custody of the student must be provided at time of enrollment and maintained in the student's permanent file.
- B. If legal documentation states that parents live separately and share joint legal custody, the student may enroll in the school attendance area of either parent. If physical custody is designated in a court issued document, the student must enroll in the school district of the parent/guardian with whom he/she is ordered to reside.
- C. Notarized statements from parents transferring custody and/or residency of the child to a relative or another person are not acceptable for educational use. A student under the age of 18 living with a person other than his/her legal custodian(s) may not enroll in school until application for legal custody is filed with the Circuit Court of Allegany County.
- D. Items A, B, and C above do not pertain to children/families who are eligible for protection under Kinship Care, or Homelessness. Students protected by The McKinney-Vento Education of Homeless Children and Youth Assistance Act will be exempt from these regulations.
- E. Placement of a student with a disability in a nonpublic educational program shall be made in accordance with the Annotated Code of Maryland § 8-406.

**II. PROCEDURES FOR CONSIDERATION OF OUT-OF-DISTRICT PERMITS:**

- A. When a student is the child of an Allegany County Public Schools' employee who resides in Allegany County, said student may be granted a transfer to a school outside his/her attendance area provided the school is within the attendance area of the employee's primary work site or home school.
- B. Primary (Pre-K-2) classrooms with less than 22 students are eligible to accept Out-of-District students. Intermediate (Grade 3-5) and middle school (Grade 6-8) classrooms with less than 25 students are eligible to accept Out-of-District students.
- C. Schools with existing Out-of-District placements that have been established for a sibling (s) will be given consideration for an Out-of-District placement before those without an established relationship with the Out-of-District school.
- D. Students requiring child care in accordance with Section VI Standards for Evaluating Out-of-District Permits A-E File: JC-R1 as well as students in family child care will be considered.
- E. Parents requesting an Out-of-District Permit for other reasons (standardized test scores, closed classrooms, etc.) will be considered last.
- F. Out-of-District permit requests must be submitted by May 31.
- G. Pupil Personnel Workers will review an Out-of District-Permit for the following year.

**III. CONDITIONS FOR STUDENTS RESIDING IN ALLEGANY COUNTY ATTENDING SCHOOL ON AN OUT-OF-DISTRICT PERMIT**

- A. If an out-of-district permit is approved, parents are responsible for the student's transportation on a daily basis.
- B. A student who has been permitted to attend a school through an out-of-district permit without a bona fide change of residence of the parent(s) or legal guardian(s) shall be ineligible to participate in interscholastic athletics for a period of 365 days from the approved transfer date unless a clear hardship can be demonstrated or unless an unusual family change of circumstances can be proven. In order to be eligible for interscholastic athletics such hardship or unusual change of circumstances must have a detrimental effect on the student's education.
- C. Any appeal concerning hardship or unusual family circumstances shall be directed in writing to the Superintendent's Designee. The Superintendent's Designee may obtain information from the school principals and athletic directors before making a decision.

- D. Eligibility for pre-kindergarten programs will be determined in accordance with the State's student selection criteria. If vacancies still exist in the pre-kindergarten program, then children who do not meet the selection criteria or reside outside the schools' attendance area, may be admitted, pending completion of the out-of-district permit process.

**IV. PROCEDURES FOR PROCESSING OUT-OF-DISTRICTS PERMITS**

- A. A request for an out-of-district permit may be submitted to the Pupil Services Department at the Central office or the school office. The out-of-district permit request (JC-E1) may be obtained at Central or school offices or accessed on the district website. Copies of completed requests will be forwarded to Pupil Services Department by school personnel.
- B. A Pupil Personnel Worker will review the request for an out-of-district permit and discuss with respective principals the impact of the request on the sending and receiving schools prior to making a recommendation.
- C. School administrators must approve all requests for an out-of-district permit based on the criteria found in Section II Procedures for Consideration of Out-of-District Permits A-F, Section III Conditions for Students Attending on an Out-of-District Permit A-D and VII Standards for Evaluating Out-of-District Permits A-D.

**V. PROCEDURES FOR CONTINUING OR REVOKING AN OUT-OF-DISTRICTS PERMIT**

- A. All out-of-district permits are approved for a period of one school year and will be reviewed in May for the subsequent school year. In order to retain an out-of-district permit, the student must demonstrate satisfactory behavior and conduct, acceptable attendance, acceptable academic performance, and abide by school rules and regulations. Failure to meet these standards may result in a student being returned to his/her home school.
- B. Out-of-district permits are subject to ongoing review and may be rescinded upon recommendation of the Pupil Personnel Worker or school administrator for one or more of the following reasons: (1) attendance, behavior or grades are unsatisfactory; (2) the student no longer meets an out-of-district permit standard; (3) information on the original application is determined to be false.
- C. Students transitioning to middle school from elementary school or high school from middle school must submit a new request for an out of district placement when the request is for a school outside of the student's home feeder system.

**VI. PARENT NOTIFICATION DATES**

- A. Parents of a student in grades 9-12 will be notified of the status of the Out-of District Permit immediately upon approval or denial by the school Principal.
- B. Parents of student in grade 1-8 will be notified of the status of the Out-of-District Permit by June 30 of the year prior to the implementation of the permit.
- C. Parents of students in Pre-K and kindergarten will be notified by the first full week in August of the year prior to the implementation of the permit.
- D. Applications received by schools or by the Pupil Personnel office will be dated upon receipt and processed in chronological order.
- E. Applications received after May 31 will be processed by the principal on a case by case basis.

**VII. STANDARDS FOR EVALUATING OUT-OF-DISTRICT PERMITS:****A. CHILD CARE**

A student whose parents are required to be outside the home and there is no responsible adult in the child's home to send him/her to or receive him/her from the home school may apply to attend another school in Allegany County. Any parent requesting an out-of-district permit in accordance with this requirement must provide a child care/day care provide license number (Family Article of the Annotated Code of Maryland Regulation 07.04.01) unless the child care provider is a relative or not required to register.

Requests approved under the provision may be limited to students in grades Pre-K-8. The parent, guardian, or child care provider will be required to provide transportation if the buses are at capacity as determined by the Allegany County Public Schools Department of Transportation. Students living in the attendance area will have priority for bus transportation, therefore, transportation for children in supervised child care cannot be guaranteed, and transportation may become the obligation of the parent by declaration of the Director of Transportation.

**B. SCHOOL YEAR COMPLETION**

A student whose family moves into a new school district in Allegany County during a respective school year may request an out-of-district permit to complete the current school year without transferring schools. If the student making the request is in grade 11, the request may be extended for an additional year.

If approved, transportation will be the responsibility of the parent(s)/guardian.

**C. STUDENTS RESIDING OUTSIDE OF ALLEGANY COUNTY OR OUT OF STATE**

The parents or guardians of a student residing in another Maryland county or state who desires to enroll in an Allegany County school must submit a letter to the Supervisor of Student Services detailing a rationale for such attendance. The case should then be evaluated by the Supervisor of Student Services as to whether to accept or reject the enrollment of this individual as a student. If the decision has been made to enroll the student, a letter from the Supervisor of Student Services should be sent to the school district of origin.

The Supervisor of Student Services may grant an out of state or out of county student permission to attend school in Allegany County if he/she concludes that the student has proven one of the following:

- (a) Problems associated with relocation of family residence where the student wishes to continue a previous enrollment in ACPS.
- (b) Problems associated with the transfer of authority over a student by a change of parent or guardianship.
- (c) A clearly identified hardship or other compelling circumstances.
- (d) Student's parents have the means and are in agreement to pay full tuition.

In all cases where an out of state student is permitted to attend ACPS, all other provisions of this regulation will also be applicable.

**D. TUITION STUDENTS**

Tuition costs for students enrolling in a general education program will be the cost per pupil for the current year. Tuition costs for students who are enrolling in a special education program will be calculated by the Finance Department based on the array of services required by the student in accordance with their Individualized Education Plan (IEP).

A non-resident student shall be charged the appropriate tuition required under the circumstances unless otherwise waived by the Supervisor of Student Services. The Supervisor of Student Services may waive tuition in the event of proven financial hardship.

**Board Reviewed**  
06/14/16

**Superintendent Approved**  
06/14/16

# ALLEGANY COUNTY PUBLIC SCHOOLS OUT-OF-DISTRICT REQUEST

Date of application \_\_\_\_\_

Student Name	Student's Date of Birth	Grade in 2017-18	Special Education (Yes/No)	Name of School Requested	Name of School In Your District
Parent(s) Name	Address			Home Phone	Work Phone
				Cell Phone	

State the specific reason for request. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Day Care Provider Information (If applicable)

I verify that I provide child care/supervision for the above student on a regular/daily basis. I agree to notify Allegany County Public Schools if this child care arrangement changes or is terminated.

\_\_\_\_\_ Signature of Child Care Provider    License \_\_\_\_\_ Date \_\_\_\_\_

### Parent Affirmation

I affirm that the statements are in fact and truth valid at this time and that I will notify the school office of any changes. I accept responsibility for transportation of my child to and from school. I understand an approval of this request is tentative and final approval will be given prior to the opening of school. I understand that final approval is based upon class-size. Furthermore, I understand that an out-of-district permit is approved for a period of one school year and will be reviewed in May for the subsequent school year. In order to retain an out-of-district permit, my student must demonstrate satisfactory behavior and conduct, acceptable attendance, acceptable academic performance, and abide by school rules and regulations. Failure to meet these standards may result in a student being returned to his/her home school. Finally, I understand that out-of-district permits are subject to ongoing review and may be rescinded upon recommendation of the Pupil Personnel Worker or School Administrator for one or more of the following reasons: (1) attendance, behavior or grades are unsatisfactory; (2) the student no longer meets an out-of-district permit standard; (3) information on the original application is determined to be false.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE IN THIS SECTION - ALLEGANY COUNTY PUBLIC SCHOOL USE

Application Approved Based Upon:

- ☐ Child Care
- ☐ School Year Completion
- ☐ Title I Accountability Transfer Option
- ☐ Parent is Employed at this School

- ☐ Sibling Attends this School
- ☐ Other: \_\_\_\_\_

Application Denied Based Upon: \_\_\_\_\_

Signed: \_\_\_\_\_  
Pupil Personnel Worker

\_\_\_\_\_  
School Administrator

**RETURN THIS FORM TO THE STUDENT SERVICES OFFICE, ALLEGANY COUNTY PUBLIC SCHOOLS, PO BOX 1724, CUMBERLAND, MD 21501-1724. THE DEADLINE FOR SUBMITTING APPLICATIONS IS MAY 31, 2017 TO BE CONSIDERED FOR THE NEXT SCHOOL YEAR.**

**Allegany County Public Schools  
School Abbreviations List**

<b>School Name</b>	<b>Abbreviation</b>
Allegany High School	AL
Beall Elementary School	BE
Bel Air Elementary School	BL
Braddock Middle School	BR
Cash Valley Elementary School	CA
Center for Career and Technical Education	CCTE
Cresaptown Elementary School	CW
Eckhart Alternative	EK
Flintstone Elementary School	FL
Fort Hill High School	FO
Frost Elementary School	FS
George's Creek Elementary School	GC
John Humbird Elementary School	JD
Mountain Ridge High School	MR
Mount Savage School	MS
Northeast Elementary School	NE
Parkside Elementary School	PA
South Penn Elementary School	SP
Washington Middle School	WA
West Side Elementary School	WS
Westernport Elementary School	WT
Westmar Middle School	WM

**Allegany County Public Schools**  
**Non-Transport Student Numbers by School District for 2017-18 School Year**

School Name	Address	City	State	Zip code	Student Count 6/28/2018	
Allegany High School	616 Sedgwick Street	Cumberland	Md.	21502	207	
Beall Elementary School	College Ave.	Frostburg	Md.	21532	169	
Bel Air Elementary School	14401 Barton Boulevard	Cumberland	Md.	21502	60	
Braddock Middle School	909 Holland St.	Cumberland	Md.	21502	165	
Cash Valley Elementary School	10601 Cash Valley Rd.	Cumberland	Md.	21502	0	
Cresaptown Elementary School	13202 Sixth Ave.	Cresaptown	Md.	21502	62	
Flintstone Elementary School	22000 National Pike, NE	Flintstone	Md.	21530	1	
Fort Hill High School	500 greenway Ave.	Cumberland	Md.	21502	273	
Frost Elementary School	260 Shaw St.	Frostburg	Md.	21532	45	
George's Creek Elementary School	15600 Lower George's Creek Rd.	Lonaconing	Md.	21539	0	
John Humbird Elementary School	120 Mary St.	Cumberland	Md.	21502	66	
Mountain Ridge High School	100 Dr. Nancy S. Grasmick Lane	Frostburg	Md.	21532	193	
Mount Savage School (K-8)	13201 New School Rd. NW	Mt. Savage	Md.	21545	56	33E+23M
Northeast Elementary School	11001 Forest Ave.	Cumberland	Md.	21502	0	
Parkside Elementary School	50 Parkside Boulevard	LaVale	Md.	21502	16	
South Penn Elementary School	500 E. Second St.	Cumberland	Md.	21502	306	
Washington Middle School	200 Massachusetts Ave.	Cumberland	Md.	21502	216	
West Side Elementary School	425 Paca St.	Cumberland	Md.	21502	171	
Westmar Middle School	16915 Lower George's Creek Rd. SW	Lonaconing	Md.	21539	52	
Westernport Elementary School	172 Church St.	Westernport	Md.	21562	47	
				Total	2105	

Next School for Elementary and Middle						
BE	61	MS	100.00%			
BL	9	BR	26.47%			
BL	1	MS	2.94%			
BL	24	WA	70.59%			
CA	39	BR	95.12%			
CA	2	WA	4.88%			
CW	55	BR	100.00%			
FL	41	WA	100.00%			
FS	30	MS	100.00%			
GC	47	WM	100.00%			
JD	1	MS	2.38%			
JD	41	WA	97.62%			
MT	39	MS	100.00%			
NE	20	BR	44.44%			
NE	25	WA	55.56%			
PA	38	BR	100.00%			
SP	2	BR	2.78%			
SP	70	WA	97.22%			
WS	52	BR	88.14%			
WS	7	WA	11.86%			
WT	38	WM	100.00%			
	642	5th grade students going to Middle School 2018-2019				
BR	208	AL	100.00%			
MS	131	MR	100.00%			
WA	186	FO	98.41%			
WA	2	MR	1.06%			
WA	1	AL	0.53%			
WM	95	MR	100.00%			
	623	8th grade students going to High School 2018-2019				