

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policies JA and JAA
Responsible Office: Chief Operating Officer

PERMANENTLY CLOSING A SCHOOL

A. PURPOSE

To establish procedures for permanently closing a school.

B. BACKGROUND

Anne Arundel County Public Schools (AACPS) enrollment patterns and programmatic needs are dynamic and, as such, the needs of school facilities may change over the course of time. These changes may occasionally also result in a school no longer being needed. The State of Maryland, through the *Code of Maryland Regulations* (COMAR), and the Board of Education of Anne Arundel County (Board), through Policy JA, recognize the need for an orderly and public process for the permanent closing of schools.

C. PROCEDURES

1. In cases where a permanent school closure is considered, the Board and the Superintendent shall follow the requirements of the Maryland State Board of Education as set forth in COMAR.
2. In addition to the requirements set forth in COMAR, the following actions shall be taken in the consideration of permanently closing a school:
 - a. If the Superintendent recommends a permanent school closing, then the Superintendent shall present the recommendation to the Board following receipt of the September 30 enrollment figures, but no later than the first Board meeting in December of the school year in which action is to be considered. At the meeting when the Superintendent presents a recommendation, or at any meeting thereafter but before the end of January, a Board Member may propose that a school or schools be permanently closed.
 - b. The Board shall review the Superintendent's recommendation, and any Board Member's proposals, and shall decide what action(s) to

take to public hearing no later than the end of January in each school year that such action is to be considered.

- c. At least three weeks prior to the Board's public hearing, written notification shall be disseminated to the parents and guardians in the affected schools. This communication shall contain the requirements and directions for presenting oral and written testimony, and the procedures the Board shall follow in making its final decision.
- d. At a meeting of the Board subsequent to the public hearing, but not later than April 30 of any school year, the Board shall make and announce its decision in public session. The decision shall include the rationale for each school being permanently closed and also shall address the impact, if any, on all factors as listed in COMAR. Within 10 days, written notification of the final decision and the accompanying rationale shall be disseminated to the parents and guardians in the affected school(s). The written notification shall include the right to appeal the decision to the Maryland State Board of Education as set forth in COMAR.
- e. Except in emergency circumstances, the decision to permanently close a school(s) shall be announced at least 90 days before the date the school is scheduled to be closed, but not later than April 30 of any school year.

3. Emergencies

- a. An emergency circumstance is one where the decision to permanently close a school(s) because of unforeseen circumstances cannot be announced at least 90 days before the date a school is scheduled to close or before April 30 of any school year. Emergencies may include natural and man-made disasters (including, but not limited to, fire, flood, safety hazard, etc.).
- b. In an emergency, the Superintendent shall take immediate and temporary action until the Board meets to address the situation and adopts a plan of action to handle the emergency.

Regulation History: *Developed by Superintendent 3/2/11*
 Reviewed by Board of Education 4/20/11
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Note previous regulation history: None