

Jefferson County Public Schools - Standard Operating Procedure



Title	School Boundaries & Legacy Enrollment		
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Department	Operations		
Audience	Leaders of JCPS Operations, ARSI, Student Assignment, School Choice, and Schools Divisions		
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Approval Signature: _____

Date: _____

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I. Purpose

1	Efficient use of Resources - Defining boundary zones helps prevent enrollment disparities across the district by ensuring a more balanced distribution of students among schools. This approach also facilitates more efficient logistical support and coordination between district services, including transportation and nutrition.
2	Ongoing Monitoring & Response - Guidelines for reviewing boundaries and strategies to ensure the efficiency of boundary zones are outlined. The stability of both the community and the district is prioritized, recognizing that changes often have a broader impact across multiple areas.
3	Communication Plan - A plan for communicating school boundary zones and their associated implications is outlined, acknowledging that boundary changes impact families, the community, and multiple departments across JCPS.

II. Assumptions

1	School boundary zones are determined holistically, taking into account factors such as the geographical location of schools, building capacity, current population density, projected growth, magnet program enrollment, and managed family choice options, including transfers.
2	Changes to school boundary zones impact families, students, staff, the broader community, and the logistical implementation of services by JCPS Operations.
3	Students residing within established school boundary zones for the current school year are guaranteed transportation to non-magnet schools.
4	Mitigation strategies from the School Capacity SOP have been implemented and sufficient time has passed to assess their effectiveness.

III. Scope / Audience

	<p>Actions taken as a result of the strategies outlined in Section IV, Procedures, subsections 3 and 4, may affect the following groups:</p> <ul style="list-style-type: none"> a. JCPS families b. Jefferson County businesses c. Louisville Metro Government Operations such as traffic d. JCPS Staff: K-12 Principals, Assistant Superintendents, Zone Leaders, teachers, etc. e. School Choice f. Schools Division g. Operations Division h. Human Resources Division i. Finance Division j. Louisville Metro Community
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IV. Procedures

1 Integrated Decision-Making Team

A district team jointly led by the Chief Operations Officer Services and the Chief of Accountability, Research, and Systems Improvement typically includes staff from Geographic Information Systems (GIS), School Choice, Safety, Facilities, Transportation, Schools Division, and other departments as assigned such as ML, ECE, and/or Early Childhood.

2 Timeline

School boundary zones are analyzed each **spring** using a) the fall School Capacity Report for the current school year and b) enrollment projections for the upcoming school year; however, in order to maintain continuity and a sustainable structure for families, for the community, JCPS staff, and district Operations, boundary zones are not automatically redrawn each year.

To ensure families and the community receive accurate information at the Showcase of Schools or  any other promotional or enrollment events leading up to the implementation year, any changes to boundary zones must be approved by the board by May, at least two years prior to implementation.

3 Measurement Factors

The integrated decision-making team analyzes current boundary zones, current enrollment, projected enrollment, school size, school capacity limits, resource distribution, and educational equity. Zones with buildings exceeding capacity may be analyzed for causes, such as boundary allotment, student transfers, choice zone enrollment, magnet enrollment, etc., when the following conditions exist:

- at least one school building reaches School Capacity projections of at least 115% for at least two consecutive years and School Capacity Mitigation Strategies have already been employed for the school in question as outlined in Section IV of the School Capacity SOP.
- for reasons beyond School Capacity, such anticipated infrastructure changes, modifications to legal or policy requirements, or equity considerations.

The team will provide both long- and short-term response strategies to balance student enrollment while considering that a solution strategy for one zone may cause a capacity issue for another zone.

4 Legacy Enrollment - students who deviate from designated Boundary Zones

Legacy Enrollment, previously referred to as a "Grandfathered Transfer," applies when an address is rezoned and the student has not moved their residence. This policy allows continued enrollment at the student's current school for one (1) school year instead of being rezoned to another school. Legacy Enrollment is available only for a student who meets all three of the following criteria:

- a. The student has been rezoned at their current address and has not moved.
- b. The student has been rezoned from an established school to another established school.
- c. The student has been rezoned and will be a 5th, 8th, or 12th grade student.

Siblings may be eligible for a Tandem Legacy Enrollment for one (1) school year only, if they qualify for two or more criteria as stated above, and are paired with the original student who is granted Legacy Enrollment.

Transportation is not guaranteed for the original Legacy Enrollment student or any sibling(s) that meet(s) the Tandem Legacy Enrollment requirements.

<p>5</p>	<p>Communication Plan</p> <p>The integrated decision-making team communicates expected changes to boundary zone maps each spring. Given the minimum six-month preparation period, the intended school year and timeline are clearly defined to ensure implementation occurs only before the start of a new school year. This annual spring communication occurs with and for the following groups, in the order noted:</p> <ol style="list-style-type: none"> 1. School Choice - for review beyond leadership members 2. Assistant Superintendents 3. School Leaders of affected schools 4. Operations Division 5. Finance Division (if boundaries involve changes in projections/staffing allocations) 6. Human Resources Division (if boundaries involve changes in projections/staffing allocations) 7. Information Technology Division 8. Jefferson County Board of Education 9. Louisville Metro Community - Changes to boundary zones will be communicated to the community prior to the Showcase of Schools or other promotional or enrollment periods for the year of implementation. <p>Each group is requested to provide feedback, with corrections incorporated before sharing the revised version with the next group.</p> <p>This process is repeated each spring for the upcoming school year.</p>
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<p>V. Follow-up Procedures</p>	
<p>1</p>	<p>Realigning District Resources</p> <p>The implications of boundary zone changes for the following operations departments or initiatives include:</p> <ul style="list-style-type: none"> • Transportation - rerouting affected students • Information Technology - SIS system, online application, school finder, and website applications • Nutrition Services - meal distribution allotment • Facility Management - staff allotment • Schools Division - staff allotment • Finance Division – staffing allocation
<p>2</p>	<p>Schools Division</p> <p>Resulting implications of boundary zone changes are outlined for the Schools Division.</p>
<p>3</p>	<p>School Choice</p> <p>Resulting implications of boundary zone changes are outlined for the Office of School Choice.</p>
<p>4</p>	<p>Community Notification</p> <p>Resulting implications of boundary zone changes are outlined for all impacted areas of the community prior to the school selection window.</p>

VI. Roles and Responsibilities

1	Chief Accountability, Research, and Systems Improvement - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any student data or research relevant to the issue.
2	Chief Operating Officer - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any infrastructure data relevant to the issue.
3	Geographic Information Systems (GIS) - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any population growth data relevant to the issue.
4	School Choice - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any student enrollment pattern data relevant to the issue.
5	Safety - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any safety data relevant to the issue.
6	Chief Financial Officer - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any allocation information relevant to the issue.
7	Chief Human Resources - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any staffing data relevant to the issue.
8	Facility Maintenance - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any infrastructure data relevant to the issue.
9	Transportation - Collaborates with parties outlined in Section IV-1 concerning School Capacity by providing any transportation data relevant to the issue.
10	Chief Communication Officer - Communicates changes to school boundary zones with all JCPS employees, JCPS families, and the Louisville Metro community. Communications are distributed to several news outlets, social media, potentially the School Messenger system, and all appropriate pages of the JCPS District website.
11	Chief Information Officer - Collaborates with School Choice, Routing Team, GIS, and others as needed to update technology systems for schools, families, and students to reflect any changes relevant to the issue.

VII. Related Documents

1	Standard Operating Procedure – School Capacity
2	JCPS Schools Division: https://www.jefferson.kyschools.us/page/schools-division
3	JCPS School Choice: https://www.jefferson.kyschools.us/page/office-of-school-choice

VIII. Terminology, Glossary, Definitions

1	Boundary Zone - A defined region within Jefferson County that is assigned to a limited and specific set of schools.
2	Legacy Enrollment - A student who is enrolled in a non-magnet, non-application program and deviates from their residentially designated Boundary Zone. This practice was previously referred to as a "Grandfathered Transfer."