

ACPS STUDENT PLACEMENT REGULATIONS

Alexandria City Public Schools ~~creates~~ attendance zones ~~which are used to assign students to schools.~~ Attendance zones are established by the School Board. ~~Students shall attend the their assigned school~~ ~~inbased on~~ the attendance zone in which they reside ~~and/or to which they are assigned.~~

~~However, in limited circumstances, the~~ ACPS may reassign a student to a different school based on capacity.

The division provides student placement alternatives to parents/guardians. These include ~~capacity reassignments,~~ programmatic transfers, parent/guardian-requested administrative transfers, and placement consideration for siblings and military children.

~~The following guiding principles inform both Policy JC/JCD: Student Placement, and this regulation:~~

- ~~ACPS supports students attending their boundary school even as it recognizes the need to create options to address rapidly increasing enrollments.~~
- ~~ACPS supports stability and continuity in one school environment during a school year and to the extent possible throughout elementary school.~~
- ~~ACPS supports small class sizes and reasonable school capacities.~~
- ~~ACPS supports keeping siblings together whenever possible.~~
- ~~ACPS recognizes the contributions made by military service personnel and will work to accommodate military children.~~

This regulation defines the procedures that are followed for student ~~placement~~placements. In all cases, the Superintendent or authorized designee has the final approval authority in student placement decisions.

All students must be registered in their ~~boundary~~attendance zone school before alternative student placement can be requested or made.

I. Student Placement Alternatives

A. Capacity Reassignments

Each year by April 1, the Superintendent ~~will~~ publicly ~~present~~presents the projected number of students by school and by grade level for the following school year. ~~The Superintendent and School Board will~~ review proposed class size caps and the number of homeroom sections for each school at each grade level during the budget process each spring.

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Traditional Calendar Schools (TCS)

~~On June 15, if the kindergarten enrollment limit for kindergarten at a school has not reached capacity, everyone who has registered will be enrolled at that school for the following year.~~

~~If the kindergarten enrollment limit at a school has been exceeded at by the kindergarten level capacity determination date, all of the new kindergarten parents/guardians making application who have applied for enrollment will be polled to determine if any want to volunteer to have their child(ren) reassigned to the school closest to the student's residence a school in their capacity-reassignment cluster where there is capacity. If so, that request will be granted, and transportation will be provided.~~

~~On or before July 1, if the kindergarten enrollment limit at a school has been exceeded after voluntary reassignments, all of the students with new applications applicants for enrollment in kindergarten at the school will enter a lottery for random selection. Every student applicant will be assigned a rank through the lottery (with siblings sibling applicants in the same grade having the same rank). Students Applicants will be placed in the boundary attendance zone school until all slots are filled according to rank. The remainder will be reassigned to another school in their capacity-reassignment cluster via a capacity reassignment.~~

~~Students who were reassigned due to capacity will be placed on a waiting list, according to rank, to be given the option to return to the boundary school at the start of the following school year, should space become available.~~

~~The Superintendent will develop an outreach program to encourage parents/guardians in all parts of the community to enroll their child(ren) before June 15. The Superintendent will develop procedures to simplify the registration process and to help parents/guardians meet all requirements, including the possibility of extending deadlines for vaccinations and health records.~~

Modified Calendar Schools (MCS)

~~On June 1, if the enrollment limit for kindergarten at a school has not reached capacity, everyone who has registered will be enrolled at that school for the following year.~~

~~If the limit has been exceeded at the kindergarten level, all of the new kindergarten parents/guardians making application will be polled to determine if any want to volunteer to have their child(ren) reassigned to the school closest to the student's residence where there is capacity. If so, that request will be granted and transportation will be provided.~~

~~On or before June 15, all of the students with new applications will enter a lottery for random selection. Every student will be assigned a rank through the lottery (with siblings in the same grade having the same rank). Students will be placed in the modified calendar school until all slots are filled according to rank. The remainder will be reassigned to another school via capacity reassignment.~~

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~~Students who were reassigned due to capacity will be placed on a waiting list, according to rank, to be given the option to return to the boundary school at the start of the following school year, should space become available.~~

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~~The Superintendent will develop an outreach program to encourage parents/guardians to enroll their child(ren) before June 1. The Superintendent will develop procedures to simplify the registration process and to help parents/guardians meet all requirements, including the possibility of extending deadlines for vaccinations and health records.~~

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B. B. Programmatic Transfers

Parents may request a transfer for their student based on designated school programs within ACPS.

- ~~Designated opt-in school programs are the dual-language program at Mount Vernon, and the dual-language program at John Adams, the K-8 program at Jefferson-Houston, and the modified calendar program at Samuel Tucker. These programs shall be primarily open to students living within the attendance zone. These schools will receive transfers from outside the attendance zone only if space is available for that year and grade level. Programmatic transfers are approved by the Superintendent or authorized designee.~~
- ~~Designated opt-out school programs are the dual-language program at Mount Vernon and Grades 6-8 of the K-8 programs at Patrick Henry and Jefferson-Houston. Students who opt-out of the dual-language program at Mount Vernon will be reassigned to another school in the Mount Vernon capacity-reassignment cluster. Students who opt-out of Grades 6-8 of the K-8 programs at Patrick Henry and Jefferson-Houston will be reassigned the closest comprehensive school to their attendance zone school with capacity at the students' grade level. Opt-out transfer must be related to the student's instructional needs.~~
- ~~Programmatic transfers are approved by the Superintendent or authorized designee.~~

As with all other categories of transfers, all students must be registered in their boundary attendance zone school before a transfer may be requested.

If a programmatic transfer is approved, transportation services ~~shall~~ will be provided.

Students who have received programmatic transfers may request to return to their boundary attendance zone school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

Entering a School Program from another Attendance Zone

Programmatic Transfer Options

~~The ICRR ICRR~~

~~The dual-language program is the number of students seeking a programmatic transfer-only program designated to a modified calendar receive programmatic transfers.~~

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Dual-Language

~~If the number of students seeking programmatic transfers to the dual-language program exceeds the available spaces at any grade level, then after June 15 all of the students with new programmatic transfer applications will enter a lottery for random selection. (See Table 1: Enrollment Procedure Deadlines) for dates)~~

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~~If the number of students seeking programmatic transfers to other designated school programs exceeds the available spaces at any grade level, then after July 1, all of the students with new programmatic transfer applications will enter a lottery for random selection. (See Table 1: Enrollment Procedure Deadlines)~~

~~Every student will be assigned a rank through the lottery (with siblings in the same grade having the same rank). Students will be placed in the designated school program until all slots are filled according to rank. The remainder will continue to attend their boundary attendance zone school. Not all designated school programs will be available in the lottery every year.~~

~~Siblings of students who have received dual-language programmatic transfers to a designated school will be allowed to attend the sibling's school even if class size caps are exceeded.~~

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Dual-Language

~~Given the sequential nature of the program and its alignment with instructional program requirements, students typically enter the dual-language program at kindergarten or first grade. Any student seeking admission to the dual-language program during grades 2-5 will be reviewed on a case-by-case basis to ensure the student can fully access and participate in the appropriate grade-level dual-language curriculum.~~

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~~Siblings of students who have received programmatic transfers will be allowed to attend the sibling's school even if class size caps are exceeded.~~

~~Transportation is provided for families opting in and out of this school program.~~

~~Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.~~

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K-8 Schools

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~~A K-8 school shall be primarily open to students living within the attendance zone. It will receive transfers from outside the attendance zone only if space is available at that grade level. Students may opt in to the K-8 school that is designated for their school attendance zone.~~

~~Elementary students attending a K-8 school may opt out beginning at grade 6, but not before. K-5 programming in a K-8 school is consistent with services offered in a traditional elementary school. Students will continue in that school through their middle school years unless they choose to attend their zoned, traditional middle school.~~

Programmatic transfers are not accepted into the K-8 programs.

Students in Grades 6-8 may opt-out of the programs. Students who opt-out will be reassigned to the closest comprehensive school to their attendance zone school with capacity. Opt-out transfer must be related to the student's instructional needs. Transportation is provided for families opting out of Grades 6-8 of the K-8 school programs.

Modified School Calendar

Programmatic transfers are not accepted into or out of the Modified School Calendar program.

Siblings of current students who have received programmatic transfers will be allowed to attend the sibling's school while the current student receiving the programmatic transfer attends the school, even if class size caps are exceeded. Once the current student who has received the programmatic transfer transitions to another school, the sibling must return to their attendance zone school.

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~~Transportation is provided for families opting in and out of this school program.~~

~~Students who have received programmatic transfers may request to return to their boundary school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.~~

Modified Calendar Program

~~Modified calendar students attend the same number of days as included in the traditional calendar, but have the option of attending up to thirty additional days of school. The additional days are redistributed throughout the year so that students have the option to participate in extended learning during intersessions.~~

~~Samuel W. Tucker Elementary School operates on a modified school calendar. It shall be primarily~~

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Siblings of students who have received administrative transfers will be allowed to attend the ~~sibling's~~ school while the sibling receiving the administrative transfer remains at the school even if class size caps are exceeded. When the sibling receiving the administrative transfer transitions to a new school the sibling must return to their attendance zone school.

Transportation is generally not provided for parent/guardian-requested administrative transfers. In rare circumstances, transportation may be provided after extensive review by the Superintendent or designee.

As with all other categories of transfers, all students must be registered in their boundary attendance zone school before a transfer may be requested.

Administrative transfers for temporary or mid-year housing change are in place for the remainder of the school year. The student must return to their attendance zone school, capacity reassigned school, or apply for a programmatic transfer for the next school year.

If approved, administrative transfers for reasons of health and safety remain in place for the number of years spanned by that school, provided:

- The child demonstrates good attendance and punctuality in accordance with Policy JED.
- The child demonstrates appropriate behavior in school.

Should the principal, the Superintendent or the authorized designee determine that there are sufficient concerns about either of the two requirements above and that the student should return to his/her boundary their attendance zone school, the parent will be notified by May 1 of that year.

New administrative transfers will be considered only for schools where there is capacity at that grade level.

The request for an administrative transfer must be submitted to the Department of Student Services, ~~Alternative Programs~~ and Equity. Request forms can be accessed through the ACPS website or in the main offices of all ACPS schools.

Students who have received administrative transfers may request to return to their boundary attendance zone school at the start of the following school year. These requests will be granted if there is capacity at the requested grade level. Any requests received during the school year will be reviewed on a case-by-case basis.

D. D-Exceptions

Placement of Military Children

ACPS recognizes the contributions made by military service personnel and will work to accommodate military children as provided in the Interstate Compact on Educational Opportunity for Military Children (Va. Code § 22.1-360). ~~Interstate Compact on Educational Opportunity for Military Children (Va. Code § 22.1-360)~~. This will include placement at schools previously attended by a student prior to

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~~The JHCB~~

a change of station or in the ~~boundary~~attendance zone school where the military family may reside, even if class size caps are exceeded.

In further accordance with the Interstate Compact on Educational Opportunity for Military Children and Policy JHCB, the children of military families shall have 30 days from the date of enrollment to obtain any required immunization(s). For a series of immunizations, initial vaccinations must be obtained within 30 days.

The Sibling Rule

Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded. ~~With the exception of the dual-language programmatic transfers, once the older sibling transitions to the next level of schooling, the younger sibling will return to their attendance zone school.~~

Citywide Programs for Students with Disabilities

Students enrolled in a citywide Specialized Instruction program resulting from IEP Team placement are not affected by this ~~policy~~regulation. These include programs for students with emotional disabilities (ED), intellectual disabilities (ID), multiple disabilities (MD), programs for students with autism (AUT), and early childhood special education (ECSE) programs.

II. Appendix

Glossary

~~**Boundary Attendance Zone School:** The school a student is designated to attend according to his/her/their residency address and the ACPS School Board approved school zone boundaries/attendance zones.~~

~~**Current School:** The school a student is currently enrolled in unless otherwise indicated.~~

~~**Capacity Reassignments:** Reassignments made due to specific grade levels reaching capacity at the student's boundary school. Transportation is provided for all capacity reassignments.~~

~~**Programmatic Transfer:** Transfers to opt in or out of ACPS designated school programs (the dual-~~
~~ALEXANDRIA CITY PUBLIC SCHOOLS~~

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~~language program, the K-8 program and the modified calendar program). Transportation is provided for families opting in and out of school programs.~~

~~**Administrative Transfer:** Transfers from one school to another, based on a parent/guardian request and designated administrator approval that a student would benefit from a change in educational settings due to safety, health, or a housing change. Administrative transfers are approved by the Superintendent or authorized designee. Transportation is not provided for parent/guardian-requested administrative transfers. Exceptions will be made by the Superintendent in cases of student homelessness.~~

~~**Capacity Reassignments:** Reassignments made due to specific grade levels reaching capacity at the student's attendance zone school. Transportation is provided for all capacity reassignments.~~

~~**Capacity-Reassignment Cluster:** Groups of elementary schools organized by proximity.~~

~~**Current School:** The school a student is currently enrolled in unless otherwise indicated.~~

~~**Lottery:** The process used by ACPS when new student enrollment at a grade level or school exceeds available space. Each student is assigned a random number to determine priority placement.~~

~~**Programmatic Transfer:** Transfers to opt in or out of ACPS designated school programs according to the specific opt in or out rules of the program. Transportation is provided for programmatic transfers.~~

~~**School Closest to the Student's Residence:** Because ACPS transportation resources and utilization impact placement procedures, this is determined by the shortest driving distance (mileage).~~

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Placement Type	Transportation Provided for Student & Siblings
Capacity Reassignment	Yes
Programmatic Transfer	Yes
Administrative Transfer	No
Administrative Transfer for Homeless Students Experiencing Homelessness	Yes
Citywide Programs for Students with Disabilities	Yes

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Established: March 11, 2010
 Revised: April 8, 2010
 Revised: May 8, 2013
~~Revised: May 28, 2015~~
~~Revised: September 11, 2015~~
~~Revised: May 19, 2016~~

Cross Refs.: IHB Class Size
IHB-R Regulations Pertaining to Class Size
JC/JCD Student Placement
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