

STUDENT PLACEMENT

School Attendance Areas

School attendance areas for each school are established by the School Board. Students shall attend the school in the attendance zone in which they reside and/or to which they are assigned, unless special permission is granted by the Superintendent or designee. The Superintendent will issue regulations to govern student placement (Regulation JC-R/JCD-R). The ACPS Board has adopted the following principles to guide the ongoing management of student enrollment between redistricting:

- ACPS supports students attending their attendance zone school even as it recognizes the need to create responses to address rapidly changing 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.
- ACPS supports implementation of the Strategic Plan.
- ACPS supports minimizing transportation times.

ACPS acknowledges that in order to provide for the orderly administration of the schools, the competent instruction of the students, and the health, safety, best interests, and general welfare of all students the division may, in limited circumstances, provide student placement alternatives.

The Superintendent issues regulations to govern student placement (Regulation JC-R/JCD-R).

School Attendance Zones

Alexandria City Public Schools creates attendance zones which are used to assign students to schools. Attendance zones are established by the School Board. Students attend their assigned school based on the attendance zone in which they reside. ACPS may reassign a student to a different school based on capacity. The Superintendent or designee may also grant special permission for a student to attend a different school.

Changes in attendance zones are conducted in accordance with Policy JCE Redistricting, recommended by the Superintendent for School Board approval. Recommended changes are based on the need to provide for the orderly administration of the schools, the competent instruction of the students, and the health, safety, best interests, and general welfare of all students.

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Commented [MS1]: Replaced 'increasing' with 'changing' to provide flexibility for multiple patterns.

Commented [MS2]: From the regulation

Commented [MS3]: Removed the 'how' element.

Commented [MS4]: Added to improve alignment with division educational priorities

Commented [MS5]: Added based on concerns about transportation times.

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36 **Capacity Reassignments**

37 As stipulated by the Code of Virginia, the Superintendent shall propose elementary class size
38 caps to be established during the budget process each spring. Concurrently, the Superintendent
39 shall also propose the number of homeroom sections for each elementary school at each grade
40 level.

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41 ~~When a grade level class size cap is reached at an elementary school and the number of~~
42 ~~homeroom sections has reached the limit for that school, the Superintendent on behalf of the~~
43 ~~School Board may place restrictions limiting the assignment of elementary students to a~~
44 ~~particular school or a particular grade level based on capacity.~~

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46 **Programmatic Transfers**

47 Parents may request a transfer for their student based on designated school programs within
48 ACPS. The designated school programs are the dual-language programs.

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49 **Administrative Transfers**

50 Parents may request an administrative transfer for their child(ren) based on exceptional student
51 situations related to health and safety.

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54 **Student Placement Alternatives**

56 **I. Capacity Reassignments**

57 ~~The Superintendent on behalf of the School Board may place restrictions limiting the~~
58 ~~assignment of elementary students to a particular school or grade level based on capacity.~~
59 ~~The Superintendent will develop procedures (Regulation JC R/JCD R) for the orderly~~
60 ~~reassignment of such students to the school closest to the student's residence where there~~
61 ~~is capacity. Because ACPS transportation resources and utilization impact placement~~
62 ~~procedures, "school closest to the student's residence" is determined by the shortest~~
63 ~~driving distance (mileage). These reassignments proceed under the following~~
64 ~~circumstances and conditions:~~

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- ~~The School Board recognizes the value of continuity and stability in the educational environment. However, when a grade level class size cap is reached at an elementary school and the number of homeroom sections has reached the limit for that school, additional students will be assigned to the school closest to the student's residence with capacity at that grade level. No student already enrolled in a school will be removed due to capacity. (This does not apply to children who have moved during the school year and have only been granted an administrative transfer until the end of the year. It also does not apply during Division wide redistricting approved by the School Board.)~~

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- ~~Students who were reassigned due to capacity will be placed on a waiting list.~~

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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.

• Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.

• 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). This will include placement at schools previously attended by a student prior to a change of station or in the boundary school where the military family may reside, even if class size caps are exceeded.

• All students must be registered in their boundary school before alternative student placement can be made.

ACPS will provide transportation to students assigned to attend another school due to capacity.

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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. 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.

Military Installations and Housing

Any student who resides on a military installation or in military housing within the division is permitted to enroll in any school in the division upon request of the student's parent if space in the school is available. In the event military installations or housing are established in the division, the superintendent will develop an application process.

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Commented [MS9]: Added to make transparent that the code only applies to military installations/housing.

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Communications

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.

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Monitoring and Reporting

The Board monitors implementation of this policy through reports provided by the Superintendent.

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Commented [MS10]: Added monitoring at the request of the Board.

Revision History

- Adopted: December 5, 1996
- Amended: June 15, 2004
- Amended: July 1, 2005

- 118 Amended: March 11, 2010
- 119 Amended: April 25, 2013
- 120 Amended: May 19, 2016

- 121 Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79

- 122 Cross Refs.: IHB Class Size
- 123 IHB-R Regulations Pertaining to Class Size
- 124 JCA Transfers by Student Victims of Crime
- 125 JCB Transfers by Students in Persistently Dangerous Schools
- 126 JC-R/JCD-R Regulations Governing ACPS Student Placement Options
- 127 JCE Redistricting Implementation
- 128 JCE-R Redistricting Implementation Regulations
- 129 JED Student Absences/Excuses/Dismissals

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