

## STUDENT PLACEMENT

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 that 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.

### Capacity Reassignments

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

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, the Superintendent may place restrictions limiting the assignment of elementary students to that school or a particular grade level.

## Programmatic Transfers

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

## Administrative Transfers

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

## 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.

## 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.

## Monitoring and Reporting

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

## Revision History

Adopted: December 5, 1996  
 Amended: June 15, 2004  
 Amended: July 1, 2005  
 Amended: March 11, 2010  
 Amended: April 25, 2013  
 Amended: May 19, 2016

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

Cross Refs.: IHB Class Size  
 IHB-R Regulations Pertaining to Class Size  
 JCA Transfers by Student Victims of Crime  
 JCB Transfers by Students in Persistently Dangerous Schools  
 ALEXANDRIA CITY PUBLIC SCHOOLS

JC-R/JCD-R	Regulations Governing ACPS Student Placement Options
JCE	Redistricting Implementation
JCE-R	Redistricting Implementation Regulations
JED	Student Absences/Excuses/Dismissals

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