

## 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).

Changes in attendance zones are 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.

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

### Student Placement Alternatives

#### **I. Capacity Reassignments**

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

- 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.)
- 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.

- 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.

## **II. Programmatic Transfers**

Parents may request a transfer for their student based on designated school programs within ACPS. Designated school programs are the dual-language program, the K-8 program and the modified calendar program. 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 at the requested grade level. Programmatic transfers are approved by the Superintendent or authorized designee.

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

In the event that there are fewer spaces than transfer applicants for a designated school program, a lottery will be held to determine the assignment of students. Lotteries will only be held for grade-level openings.

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

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.

### **Dual-Language Program**

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.

Students who do not wish to participate in the dual-language program may participate in a traditional curriculum program if available at that school. If the school is dual-language only, the student may request a programmatic transfer to the school closest to the student's residence with capacity at that grade level.

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.

### **K-8 Schools**

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.

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.

### **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.

A modified calendar 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.

Parents/guardians of students living in this attendance zone who do not want to attend a modified calendar school may request a programmatic transfer to the school closest to the student's residence with capacity at that grade level.

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.

### **III. Administrative Transfers**

Parents may request an administrative transfer for their child(ren) based on exceptional student situations. An administrative transfer is the movement of a student 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 temporary or mid-year housing change. Administrative transfers are approved by the Superintendent or authorized designee.

#### **Moves within the School Division**

A student who attends an ACPS school and whose family moves into another ACPS attendance zone after the school year begins will have the option of remaining in his/her current school for the duration of that school year only via administrative transfer. If the student remains in his/her current school, transportation will not be provided.

#### **Moves to Other School Divisions**

A fifth-grade student who attends an ACPS school and whose family moves to another school division during the fourth quarter will have the option of remaining in his/her current placement for the duration of the school year via administrative transfer. Further, a twelfth-grade student who attends an ACPS school and whose family moves to another school division after the second quarter will also have the option of remaining in his/her current placement for the duration of the school year. These exceptions are subject to the student remaining in good standing for behavior, attendance and academics. Transportation will not be provided.

Transportation is 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 school before a transfer may be requested.

Students who have received administrative 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.

### **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.

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