

\* RED TEXT REFLECTS STAFF REVISIONS TO THE CURRENT REGULATION IN RESPONSE TO SCHOOL BOARD (3/16/16) AND REDISTRICTING STEERING COMMITTEE (4/4/16) FEEDBACK.

\* BLUE TEXT REFLECTS SCHOOL BOARD FEEDBACK FROM THE 4/7/16 WORK SESSION.

**ACPS STUDENT PLACEMENT REGULATIONS**  
**REGULATIONS GOVERNING ACPS STUDENT PLACEMENT OPTIONS**

Alexandria City Public Schools attendance zones are established by the School Board. Students shall attend the school in the attendance area zone in which they reside and/or to which they are assigned.

~~The~~ However, in limited circumstances, Alexandria City Public Schools the school division offers school choice provides student placement alternatives to parents/guardians. These include capacity transfers, reassignments, programmatic transfers, parent/guardian-requested administrative transfers, and placement consideration for siblings and military children. and families in cases of programmatic options, school calendar options, and approved Administrative Transfer requests.

~~The School Board also grants to the Superintendent the authority to place restrictions upon the assignment of elementary students to a particular school or school and to assign elementary students to another contiguous or nearby school where there is space. These reassignments are permitted under certain conditions specified in Policy JCD.~~

The following guiding principles inform both ~~the policies~~ Policy JC/JCD: Student Placement, and the this regulation.s concerning all student transfers:

- 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 will not put new administrative transfers in a school/grade level that is at or near capacity.~~
- ACPS attempts supports to keeping siblings together whenever possible.
- ~~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 neighborhood schools where the military family may reside.~~

- ~~• ACPS supports school attendance areas (neighborhood schools) even as it recognizes the need to create options to address rapidly increasing enrollments.~~

~~This following regulations defines the procedures that are followed in for administering student transfers student placement. In all cases, the Superintendent or Superintendent's authorized designee has the final approval authority in pupil student placement decisions. All students must be registered in their home boundary schools before a transfer can be requested alternative student placement can be requested or made.~~

## I. Student Placement Alternatives

### ~~School Choice Options Available to Parents/Guardians~~

#### A. Capacity Reassignments

~~Each year by April 1, the Superintendent will publicly present 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.~~

~~Under certain conditions listed in Policy JC/JCD: Student Placement, the Superintendent may place restrictions limiting the assignment of elementary students to a particular school or grade level based on capacity. If an enrollment limit for a grade level is reached, the Superintendent or authorized designee may reassign elementary 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).~~

#### Guidelines

- ~~• ACPS will provide transportation for all capacity reassignments.~~
- ~~• No student currently enrolled in a particular school will be reassigned 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. In addition, it does not apply during Division-wide redistricting approved by the School Board.)~~
- ~~• Siblings of current students will be allowed to enroll in the school that their sibling attends even if class size caps are exceeded.~~
- ~~• Students who were reassigned due to capacity will be placed on a waiting list, according to reassignment date, to be given the option to return to the boundary school at the start of the following school year, should space become available.~~

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

### **Kindergarten Lottery Procedures**

#### **For traditional calendar schools (TCS):**

On June 15, 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 July 1, 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 boundary school until all slots are filled according to rank. The remainder will be reassigned to another school 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.

#### **For 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.

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 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.

### **B. 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 at Mount Vernon, 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.

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

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

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.

### **Entering a School Program from Another Attendance Zone**

~~C.~~ If the number of students seeking admission a programmatic transfer to a designated school modified calendar 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)

If the number of students seeking admission programmatic transfers to a designated school 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 school. Not all designated school programs will be available in the lottery every year.

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

### **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.

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 summer days are redistributed throughout the year so that students attend school for nine week intervals and have a break in between.~~ The summer 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 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 traditional calendar 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.

### **C. 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 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.

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

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.

~~ACPS supports a personalized approach to school assignments. Administrative transfers will permit personalized decision-making that takes individual needs into account but under the constraints of space availability and cost.~~

If approved, administrative transfers remain in place for the number of years spanned by that school's program, provided:

- The child demonstrates good attendance and punctuality in accordance with Policy JED: Student Absences/Excuses/Dismissals.
- The child demonstrates appropriate behavior in school.

~~NOTE: Only Temporary Transfers are granted to allow students to finish the school year in the home school when the family moves to another attendance area during the year. These transfers do NOT remain in place beyond the current school year.~~

Should the principal, ~~and/or~~ the Superintendent's 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 neighborhood-boundary school, the parent will be notified by May 1 of that year. ~~that the child is to be returned to the home school.~~

~~Initial Administrative Transfer requests are considered on a case-by-case basis involving dialogue between ACPS and the parents/guardians. New transfers will be made considered only to for schools where space is available there is capacity at that grade level.~~

The request for an ~~a~~Administrative ~~t~~Transfer must be submitted to the ~~Superintendent or Superintendent's designee~~Office 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 school at a later date, 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: ACPS does not provide transportation for administrative transfer students, except for those students transferring into school programs. Focus School programs: Cora Kelly [STEM], grades 6-8 at Jefferson Houston School, Lyles Crouch Traditional Academy, John Adams [Dual Language], and Mt. Vernon [Dual Language].~~

~~NOTE: Only temporary administrative transfers are granted to allow students to finish the school year in their boundary school when the family moves to another attendance area during the year. These transfers do not remain in place beyond the current school year.~~

#### **~~Modified Calendar School:~~**

~~Samuel W. Tucker Elementary School operates on a modified school calendar. Parents/guardians of students living in this attendance zone who do not want to participate in the modified calendar may request an administrative transfer to another ACPS school that follows the traditional calendar. Transportation is not provided for administrative transfers from this school.~~

#### **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). 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.

In further accordance with the Interstate Compact on Educational Opportunity for Military Children and Policy JHCB: Immunizations, 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.

~~Likewise, siblings of students who recently were enrolled in that school, continue to live in the attendance zone, and are currently in an ACPS middle school, will be allowed to enroll even if class caps are exceeded.~~

### 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.

## II. Appendix

### Glossary

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

**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-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.

**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.

**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).

**Table 1: Enrollment Procedure Deadlines**

<b>Enrollment Procedure</b> (Superintendent projects enrollment for following school year (SY) by April 1)	<b>Parent/Guardian Application Deadline by:</b>	<b>ACPS Lottery Held by:</b>	<b>ACPS Notification/ Result to Parent/ Guardian by:</b>
<b>Notification that Administrative Transfer will be Rescinded</b> (for the following SY due to attendance/behavior violations)			May 1
<b>Modified Calendar School (MCS) Program Lottery</b> (if necessary)	June 1	June 15	July 1
<b>Other Designated School Program Lotteries</b> (if necessary)	June 15	July 1	August 1
<b>MCS Kindergarten Lottery</b> (Announced by June 1 if necessary)	N/A	June 15	July 1
<b>TCS Kindergarten Lottery</b> (Announced by June 15 if necessary)	N/A	July 1	July 15

**Table 2: Student Placement and Transportation**

<b><u>Placement Type</u></b>	<b><u>Transportation Provided for Student &amp; Siblings</u></b>
<b><u>Capacity Reassignment</u></b>	<u>Yes</u>
<b><u>Programmatic Transfer</u></b>	<u>Yes</u>
<b><u>Administrative Transfer</u></b>	<u>No</u>
<b><u>Administrative Transfer for Homeless Students</u></b>	<u>Yes</u>
<b><u>Citywide Programs for Students with Disabilities</u></b>	<u>Yes</u>

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~~Amended~~Revised: April 8, 2010  
~~Amended~~Revised: May 8, 2013  
~~Amended~~Revised: May 28, 2015  
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Revised:

Cross Refs.:	<u>IHB</u>	<u>Class Size</u>
	<u>IHB-R</u>	<u>Regulations Pertaining to Class Size</u>
	<u>JC/JCD</u>	<u>Student Placement</u>
	<u>JCE</u>	<u>Redistricting Implementation</u>
	<u>JED</u>	<u>Student Absences/Excuses/Dismissals</u>
	<u>JHCB</u>	<u>Student Immunizations</u>

**E. ~~ACPS Focus Programs:~~**

~~Pending space availability, Alexandria parents residing outside the attendance zones of these focus schools may apply to have their children attend. Not all programs will be available in the lottery every year.~~

- ~~• Cora Kelly School for Math, Science, and Technology~~
- ~~• Jefferson Houston Elementary School (grades 6, 7, and 8)~~
- ~~• Lyles Crouch Traditional Academy~~
- ~~• Dual Language Program at John Adams Elementary School~~
- ~~• Dual Language Program at Mount Vernon Community School~~

**~~Entering a Focus School from Another Attendance Zone~~**

~~Pending space availability, Alexandria parents residing outside the attendance zones of these focus schools may apply to have their children attend. If the number of students seeking admission to a focus school exceeds the available spaces at any grade level, then after May 1, all of the students with new applications at that grade level 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).~~

~~Pending space availability, siblings of students enrolled in a focus school as a result of the lottery will be granted enrollment to the school at the Kindergarten level and will be allowed to remain at that school through 5th grade (or 8th grade in a K-8 school) provided there are no breaks in enrollment.~~

~~ACPS provides transportation for students transferring into focus schools through the lottery.~~

**~~Leaving a Focus School Program to attend another school~~**

~~Parents/guardians may apply to another school using the Administrative Transfer process if they~~

~~wish to opt out of a home school with these Focus programs. Approval for a transfer is not guaranteed, except in the case of the modified calendar school. Individual circumstances are taken into account.~~

~~Students who have completed 5th grade at Jefferson Houston may request an administrative transfer to the neighborhood middle school. These requests will be granted.~~

## **II. Modified Open Enrollment Reassignment by ACPS**

~~Under certain conditions set out by Policy JCD, the Superintendent may place restrictions limiting the assignment of elementary students to a particular school or schools or grade level. If an enrollment limit for a grade level is reached, the Superintendent or designee may reassign elementary students to another contiguous or nearby school where there is space.~~

### **Guidelines**

- ~~• ACPS will provide transportation for all assignments made under Policy JCD, Modified Open Enrollment.~~
- ~~• No student currently enrolled in a particular school will be reassigned. (One exception would be children who have moved during the school year and have been granted an administrative transfer just until the end of the year.)~~
- ~~• Siblings of current students who live in the school attendance area will be allowed to enroll even if class size caps are exceeded. Likewise, siblings of students who recently were enrolled in that school, continue to live in the attendance zone, and are currently in an ACPS middle school, will be allowed to enroll even if class caps are exceeded.~~
- ~~• If there is more than one nearby school with space, parents/guardians will be given a choice to the extent possible.~~
- ~~• As with all other categories of transfers, all students must be registered in their home schools before a transfer can be made.~~

### **Procedures**

- ~~• Each year before April 1, the Superintendent will publicly present 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 annually for the upcoming year during the budget process. The number of homeroom sections for each school at each grade level will be set as part of the budget process.~~
- ~~• If over-enrollment is projected, ACPS will provide the opportunity to parents of students currently in the school at that grade level to have their children reassigned to the nearby school with transportation provided. Also, if over-enrollment is projected, that option will be provided to parents of incoming students before the school uses other methods to determine reassignment.~~
- ~~• On June 15, if the limit has not been reached, everyone who has applied will have registra-~~

tion finalized.

- ~~For a school with a modified calendar, the deadline for finalizing prior registrations will be June 1.~~
- ~~On June 15, if the limit has been exceeded at a grade level or levels, all of the new parents/guardians making application will be polled to determine if any want to volunteer to have their child/ren reassigned to the nearby school. If so, that request will be granted with transportation provided. (This will happen on June 1 for the modified calendar school.)~~
- ~~On June 16, 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 home school until all slots are filled according to rank. The remainder will be re-assigned to another nearby or contiguous school.~~
- ~~The students who were reassigned will be placed on a waiting list, according to rank, to be given the option to return to the home school at the start of the following school year, should spaces become available.~~
- ~~NEW requests for administrative transfers will not be approved for a school that is at or near capacity until all new applications from students within the zone are assigned.~~
- ~~By May 1, the Superintendent will make known any spaces that have opened during the course of the year due to mobility or other factors. Before enrolling new students, parents/guardians of the reassigned students according to predetermined order will be offered the opportunity to return to the home school for the next school year.~~
- The Superintendent will develop an outreach program to encourage parents/guardians in all parts of the community to enroll before June 15. The Superintendent will develop procedures to simplify the registration process and to help parents/guardians to meet all requirements, including the possibility of extending deadlines for vaccinations and health records.

**III. In keeping with the guiding principles listed above, transfers will be made in the following order of priority:**

- ~~Existing Administrative Transfers (Remain in place except under specific conditions listed above)~~
- ~~Lottery or Focus School Requests~~
- ~~Modified Open Enrollment Reassignment~~
- ~~New Administrative Transfers~~

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