

## 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 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 programmatic transfers, parent/guardian-requested administrative transfers and placement consideration for 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 and the regulations concerning all student transfers:

- ACPS supports students attending their neighborhood schools 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 to keep 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.~~

The following regulations define 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-neighborhood schools before ~~a transfer can be requested~~alternative student placement can be made.**

## **I-Student Placement Alternatives School Choice Options Available to Parents/Guardians**

### **A. Modified Open Enrollment (MOE) Reassignment by ACPS**

#### **I. Modified Open Enrollment**

Under certain conditions set out by Policy JCD: Modified Open Enrollment, the Superintendent may place restrictions limiting the assignment of elementary students to a particular school or grade level due to capacity. If an enrollment limit for a grade level is reached, the Superintendent or authorized designee may reassign elementary students to the closest school where space is available.

#### **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. (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.)
- As with all other categories of transfers, all students must be registered in their neighborhood school before a transfer may be requested.

#### **Procedures**

- 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 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 in the spring.
- For **traditional** calendar schools:

On or before June 15, if a grade level has not reached capacity, everyone who has registered for that grade will be enrolled at that school for the following year.

If the limit has been exceeded at a grade level or levels, 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 closest school with space

available. 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 neighborhood school until all slots are filled according to rank. The remainder will be reassigned to another school.

- For **modified** calendar schools:

On or before June 1, if a grade level has not reached capacity, everyone who has registered for that grade will be enrolled at that school for the following year.

If the limit has been exceeded at a grade level or levels, 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 closest school with space available. 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.

The 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 neighborhood 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 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.

## **B. School Programs**

### I. Programmatic Transfers

Parents may request a transfer for their student based on designated school programs within ACPS. Designated school programs in ACPS are the Dual-Language Program at Mount Vernon, the Dual-Language Program at John Adams, the K-8 Program at Jefferson-Houston K-8, and the Modified Calendar Program at 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 subsequent years. Programmatic transfers are approved by the Superintendent or authorized designee. If a

transfer is sought to attend a designated school program that has space to accommodate additional students, transportation services shall be provided. Any transfer that falls outside of these programs would not include transportation services.

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

If the number of students seeking admission to one of these programs 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). Not all programs will be available in the lottery every year.

Siblings of students enrolled in a school program as a result of the lottery will be granted enrollment.

### **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 a programmatic transfer to another ACPS school that follows the traditional calendar. Transportation is provided for families opting out of this school program.

### **K-8 Schools**

Elementary students attending a K-8 program have the opportunity to continue in that school through their middle school years unless they opt to attend a traditional, grades 6-8 middle school.

## **C. 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 neighborhood schools 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.

**D. 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 housing change. Administrative transfers are approved by the Superintendent or authorized designee. Transportation is not provided for parent/guardian-requested administrative transfers.

~~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, a~~Administrative ~~t~~Transfers remain in place for the number of years spanned by that school's ~~program~~, provided:

- The child demonstrates good attendance and punctuality.
- 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 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.

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.

~~C. Consistent with Policy JC: School Attendance Areas, if the parent/guardian-requested administrative transfer is approved, 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 neighborhood 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.~~

### **E. The Sibling Rule**

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.~~

### **Citywide Programs**

Students enrolled in a citywide Specialized Instruction program resulting from IEP Team placement are not affected by this policy.

### **~~D. 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.~~

## **~~H. 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 re-assignment.~~
- ~~• On June 15, if the limit has not been reached, everyone who has applied will have registration 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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Cross Refs.:	<u>IHB</u>	<u>Class Size</u>
	<u>IHB-R</u>	<u>Regulations Pertaining to Class Size</u>
	<u>JC</u>	<u>School Attendance Areas</u>
	<u>JCD</u>	<u>Modified Open Enrollment for Elementary Schools</u>
	<u>JHCB</u>	<u>Student Immunizations</u>