

STUDENT PLACEMENT

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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.

34 **Programmatic Transfers**

35 Parents may request a transfer for their student based on designated school programs within ACPS.
36 The designated school programs are the dual–language program and the K-8 programs.

37 **Administrative Transfers**

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

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41 **Citywide Programs for Students with Disabilities**

42 Students enrolled in a citywide Specialized Instruction program resulting from IEP Team
43 placement are not affected by this policy. These include programs for students with emotional
44 disabilities (ED), intellectual disabilities (ID), multiple disabilities (MD), programs for students
45 with autism (AUT), and early childhood special education (ECSE) programs.

46 **Military Installations and Housing**

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

51 **Communications**

52 The Superintendent will develop an outreach program to encourage parents/guardians in all parts
53 of the community to enroll their child(ren) before June 15. The Superintendent will develop
54 procedures to simplify the registration process and to help parents/guardians meet all
55 requirements, including the possibility of extending deadlines for vaccinations and health records.

56 **Monitoring and Reporting**

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

59 **Revision History**

60 Adopted: December 5, 1996
61 Amended: June 15, 2004
62 Amended: July 1, 2005
63 Amended: March 11, 2010
64 Amended: April 25, 2013
65 Amended: May 19, 2016
66 Amended: July 28, 2022

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

68 Cross Refs.: IHB Class Size
69 IHB-R Regulations Pertaining to Class Size
70 JCA Transfers by Student Victims of Crime

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