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ADMISSION AND ATTENDANCE

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Students will attend the school designated by the School Board to serve the attendance zone in which the students reside in the pupil assignment plan (also called “regular school of assignment”) except as provided for below:

A. Instructional Suitability. Students may be reassigned to a school other than their regular school of assignment at the discretion of the school division for the purpose of providing students a more appropriate instructional program that better meets their individual educational needs and in accordance with established policies. Special programs, such as special education, have separate procedures for the placement of students. Students reassigned due to instructional suitability are entitled to transportation services provided by the school division according to established transportation policies and procedures, unless specified otherwise or reassignment is considered optional by staff but recommended to better meet the instructional (including social or emotional) needs of the student.

B. Relieving Overcrowding. Students may be reassigned to a school other than their regular school of assignment at the discretion of the school division for the purpose of relieving overcrowding (also called “overflow”), if the regular school of assignment or a particular grade level at an elementary school of assignment is overcrowded. In such a situation, the student may be reassigned to another school in which suitable capacity exists, with transportation provided by the school division. Effort will be made to reassign an overflow student to the closest possible school with suitable capacity, and to return the student to his or her regular school of assignment at the start of the next school year in which the overcrowding situation no longer exists at the regular school of assignment.

The following order of priority will be used to determine student school assignments during or immediately following overflow situations:

1. Students remaining within their regular school of assignment;
2. Students transferring from an overflow school of assignment to their regular school of assignment;
3. Students remaining at the overflow school of assignment who would be doing so by special permission (without transportation provided by the school division);

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4. Incoming/new students with siblings already attending the school. This sub-section is intended to ensure that, to the greatest extent possible based on space availability, incoming kindergarten students and/or first graders will be able to attend the same regular school of assignment in which their older siblings are already enrolled. Only those schools projected to exceed the established grade level maximums at kindergarten and/or first grade will implement §8-20-REG concerning sibling school assignments;
5. Incoming/new students enrolling in their regular school of assignment prior to June 10;
6. Students enrolled by special permission (see section C. below); and
7. Incoming/new students enrolling after June 10.

Each situation that falls under one of the above sub-sections is subsequently prioritized against others within that situation based on the date of enrollment at that particular school.

C. Special Permission. A student may request to attend a school of his or her choice by special permission of the school division for one academic year based on space availability, provided the following conditions are met:

1. Sufficient capacity exists at that school (or grade level in the case of elementary schools, or in special education programs or classes at any school level) for the student to do so without causing or exacerbating overcrowding or an overflow situation, or potentially incurring additional cost to the school system.
2. For purposes of this policy, capacity is defined at the middle and high school levels as the “building program capacity” for that particular school facility (without trailers) as indicated in the current Capital Improvement Program.
3. At the elementary school level, capacity is defined as 95% of grade level capacity (Capacity = . 95 of number of grade level classes at that school multiplied by the maximum class size for that grade level as defined in School Board Policies 5-10 on Kindergarten and 5-13 on Class Size) and without triggering the need for additional staffing;
4. An appropriate instructional program is available at that school to adequately meet the student’s educational needs as determined by the school division;
5. Special permission is contingent upon the student being in compliance with school rules and regulations;

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6. There is a commitment of the student's parent or legal guardian to provide a means of reliable transportation for the student to and from the school, as transportation of the student may/may not be provided by the school division;

7. Identifying and evaluating all other ramifications of changing schools by special permission is the responsibility of parent or guardian prior to submitting a request. Ramifications may include, but are not limited to, changes in future-year capacity that precludes renewal of the request for special permission and certain athletic or league participation restrictions. For example, athletic eligibility is determined by the Virginia High School League (VHSL) Handbook rules that are based upon the school of enrollment for a new ninth grade student. Under VHSL rules, subsequent student-requested transfers (or returning to a regular school of assignment) will generally result in 365 days of ineligibility unless there is an actual corresponding change of residence of the parents or guardian. For transfers required by the school division, waivers from these restrictions may be considered by the Division Superintendent in accordance with VHSL rules. Parents or guardians are responsible for understanding all potential repercussions of changing schools by special permission; and

8. An appropriate request must be submitted by the parent or legal guardian of the student (via a special permission request) and subsequently approved by the school division prior to taking effect.

- a. Applications for special permission may be submitted beginning on April 1 through August 15.
- b. LCPS school-based employees who reside in the County and who are parents or guardians of school-age students may apply for special permission for their children within 30 calendar days of being hired and/or annually, beginning on March 1, provided that the request is for transfer to the school where the parent is employed. LCPS school-based employees may also request special permission for their elementary-aged student(s) to attend an elementary school in the same cluster in which they are employed within 30 calendar days of being hired and/or annually, beginning on March 1.
- c. Students currently residing in the attendance zones where full-day kindergarten is offered will have first priority status over all students requesting special permission to attend schools with full-day kindergarten. For students requesting special permission to attend full-day kindergarten at a school other than their regular school of assignment, priority order shall be as follows: (1) students designated as English Language Learners; (2) students enrolled in the Free and

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Reduced Price Meal Program; and (3) other special permission students if space remains available. Official determinations on special permission requests for students to attend full-day kindergarten at a school other than their regular school of assignment will be provided to the parent or legal guardian by August 1 or within 30 days if the request is made after August 1.

- d. Special permission requests will be processed in the order in which they are received.
- e. Official determinations on special permission requests will be provided to the parent or legal guardian within 30 days of the date the request was received, except for special permission requests for students to attend full-day kindergarten at a school other than their regular school of assignment.
- f. Special permission requests will be granted for up to one academic year only. In order for a student to remain at a school by special permission, a new request must be submitted and approved and subject to the same conditions of this policy.
- g. Notwithstanding the school capacity determinations set forth within this policy, nothing in this section shall be interpreted to limit the discretion of secondary school principals to allow the children of employees based at the principals' respective schools to enroll in and attend said schools.

D. In-County Residence Changes. Requests citing these provisions are accepted through the end of the current school year.

1. "Move Out" - A student who changes residence within the County during the school year may, upon request of the parent or guardian, complete that school year in the school in which the student was originally enrolled, provided that the parent or guardian provides transportation to and from school. A student who is a junior at the time of changing residence may, upon request of the parent(s) or guardian(s), continue to attend the school to which he or she was enrolled prior to the change of residence until graduation, provided that the parent(s) or guardian(s) provide any necessary transportation to and from school.

2. "Move In" - A student whose family is in the process of buying, building, renting, or leasing a home in an attendance area other than the one in which they presently reside may be assigned to the school that the student will attend when the family moves

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into its new home, provided that the school is not in overflow, the purchase, construction, renting or leasing of such home will be completed within the school year, and the parent or guardian provides transportation to and from school.

E. Educational Continuity.

1. Rising Seniors. A student who is a rising senior may be granted Special Permission to attend the same school they attended as a junior regardless of the school's capacity, provided that the parent(s) or guardian(s) provide any necessary transportation to and from school.

2. Renewal. Special Permission requests previously granted under paragraph 3 must be renewed annually beginning April 1 through August 15 for the next school year. Approvals for requests to continue to attend the requested school will be made in consultation with the principal and the director at the appropriate level (elementary, middle or high).

3. Any parent or legal guardian who is not satisfied by the decision of the school division to their student's reassignment or denial of a request for special permission may appeal the decision to the School Board (see School Board Policy 2-20 on Appeal of Administrative Decisions). The School Board Committee appointed under Policy 2-20 is authorized to make exceptions to this policy for good cause.

4. All reassignments and transfers under this policy shall be done in a non-discriminatory manner.

Adopted: 8/11/70

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