

Draft 2: Proposed policy implementation procedures (PIP) (Phase 2 Review, Refine, Revise)

Key:

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**ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedures**

25-2.2 Options and Transfers– Elementary and Secondary

The Arlington Public Schools carries out a sustained, vigorous, **inclusive**, and culturally appropriate program to communicate clearly the attributes of all its schools and programs to assist families and students in making informed decisions. Application periods and deadlines are widely published each year.

Option and transfer forms can be found at APS schools and programs, the central registration office and online. The forms are for

- **Admissions to an option school**
- **Transfers to a neighborhood school.**

The following tables identify all APS option schools. APS will annually update the PIP to identify the number of seats that each option school or program can accept based on the most recent capacity utilization report.

Students who attend an option school and choose to leave the instructional program associated with that school must:

- **Return to their neighborhood school, or**
- **Apply for a transfer to the option school they are attending**

Elementary Options		
<i>Requires an application as defined in section "Application and Admissions Process for Option Schools"</i>		
Option School	Type of Options	Specialized Instructional Programs
Arlington Traditional School (ATS)	Countywide	Traditional and structured
Campbell Elementary School	Countywide	Expeditionary Learning through authentic hands on experiences and through nature.
Montessori Program at Drew Model School (moving out of Drew in Sept. 2019)	Countywide	Follows Maria Montessori's philosophy, children engage in learning activities of their own choosing in a multi-age, well-ordered physical environment.
Immersion Claremont (Zone 1) & Key (Zone 2)	Within Zone	Two-way Spanish Immersion Program includes half-day content instruction in English and Spanish in developing communication skills of listening, speaking, etc.
International Baccalaureate (IB) Randolph (Zone 1) and Reed (Zone 2)	Within Zone	International Baccalaureate Primary Years Programs includes instruction in a foreign language (Spanish), community service activities, and student developed portfolios.

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Secondary Options			
<i>Requires an application as defined in section "Application and Admissions Process for Option Schools"</i>			
Option School	Type of Options	Specialized Instructional Programs	Prerequisites, Other Notes
H-B Woodlawn Secondary Program	Countywide	The central focus is student choice. Students make choices in three general areas, use of time and personal behavior, educational goals and school governance.	No prerequisites
Arlington Tech At the Career Center	Countywide	Project-based learning, high school program that prepares students to succeed in college and in the workplace through collaborative problem solving.	No prerequisites
Immersion Programs At Gunston and Wakefield	Countywide (if demand increases, may change to Zone)	Continuation of the elementary Two-Way Spanish Immersion Programs.	All qualified Immersion students who reside outside of these schools' attendance areas will be admitted.
AP Network At Wakefield	Countywide	AP courses joined with academic and counseling support.	No prerequisites
International Baccalaureate Program At Washington-Lee	Countywide (if a new high school is added, could change to Zone)	The IB program comprises a holistic philosophy of learning that seeks to address the intellectual, philosophical, and social development of the student.	ADD
Thomas Jefferson High School for Science and Technology (TJHSST)	Countywide	The Governor's regional school offering a comprehensive college preparatory program emphasizing the sciences, mathematics, and technology.	View requirements at www.fcps.edu/registration/thomas-jefferson-admissions

Application and Admissions Process for Option Schools

Application Process

To help families make informed decisions, the parents/guardians of the applicant are encouraged to visit, during school hours, both their neighborhood school and the **option school or program** to which they are applying. These visits are to occur during scheduled informational meetings or

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during previously arranged appointments with principals. The principals may make exceptions in the case of individual circumstances (for example, transportation, economic issues, or illness).

Applications can be submitted at any school or to the central registration office. Schools forward applications to the central registration office which is responsible for processing all transfer applications and conducting lotteries when needed.

Applications for Option Schools are due by level on the following days

- **Secondary – by the third Friday in January, by 4 p.m.**
- **Elementary – by April 15 (Note: If April 15 falls on a weekend or school holiday, the deadline is extended to the next instructional day for students.)**

Lottery

When the number of applications for an option school exceeds the available seats, the Central Registration Office will conduct a random double-blind lottery to determine admission for available slots.

For Consideration: Every student registered for

- **Kindergarten by April 15 is entered in the lottery for admission to elementary option schools.**
- **Grade 6 by the third Friday in January at 4:00 p.m. is entered in the lottery admission to secondary option schools.**
- **Parents who prefer to have their child attend the neighborhood school can opt out of the lottery on the application form. Phase 2 Review, Refine, Revise process will seek input on an inclusive lottery process for entry at Kindergarten and Grade 6.**

Elementary Immersion Lotteries - will separate applicants into English and Spanish pools based on information available at registration to support a balance between English and Spanish-speakers in each school.

H-B Woodlawn and Arlington Tech lotteries - each year each neighborhood school will receive an allotment of slots based on the proportion of fifth graders living in each neighborhood school attendance zone. Students attending non-neighborhood APS schools, private schools, or home-schoolers will be included in their neighborhood school attendance zone lottery.

For Consideration: seek input on an adjusted approach for the lottery, allocate slots to all APS elementary schools based on the actual number of 5th graders attending each school (regardless of their attendance zone); Home-school and private school applicants would continue to apply according to neighborhood zone address

Notification of Admissions

The central registration office will notify families of the status of admission to the option schools.

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Waitlist

If the number of **applications for admissions to options schools** exceeds the number of available **seats**, a random double-blind lottery will **determine** the order for admitting **additional student applications**. Each **application for admission** submitted after the stated deadlines will be placed on a waiting list if the requested school does not have vacancies.

Families may:

1. Accept the **admission to the option school**.
2. Reject the **admission to the option school** and ask to retain the position on the waiting list for consideration the next year if the admission invitation is offered after the school year has begun. In such cases, the students retain their positions on the list but are passed over for the remainder of the school year.
3. Reject the **admission to the option school** and be moved to the end of the waiting list if the admission invitation is offered for the **following** school years.

Transfers to Neighborhood Schools
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Neighborhood school transfers are available to the extent possible given financial constraints and capacity limits.

APS will annually identify schools that can accept neighborhood transfers based on the most recent capacity utilization report.

Annual report will be advertised outside of the PIP

Once a transfer has been granted, enrollment will be continuous through the grade levels of that school unless the school is involved in redistricting. In such cases the Board may make a different determination regarding the status of transfer students. However, a transfer may be terminated if, in the opinion of the principal, after consultation with the Assistant Superintendent, Administrative Services, or the parents/guardians involved, it is creating a situation that is detrimental to the student and/or other students.

Transfers must take place before the beginning of a given school year. The Superintendent or Assistant Superintendent, Administrative Services must approve exceptions. High school students granted such an exception may not be eligible to participate in activities governed by the Virginia High School League for the remainder of that school year.

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