

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #32 (2003-2004)

September 8, 2003

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: REVISIONS TO SCHOOL BOARD POLICY 444-444.25 STUDENT  
AND STUDENT SERVICES (FIRST READING)

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve on First Reading, the proposed attached changes to School Board Policy 444-444.25 Student Services.

PERTINENT FACTS:

Many of the recommended changes to the Student Services section of the Policy Manual were made to clarify language and/or make the existing language more grammatically precise.

In section 444.1, Establishment of Boundaries, there are substantial changes in the criteria for the establishment of school boundaries. The first sentence indicates that the Superintendent shall "recommend" not establish attendance zones. New language adds proximity, recognized neighborhood and feeder-school boundaries, school demographics, school building capacity, and appropriate program placement as a part of the new criteria in recommending attendance zones. The previous language defining attendance zones criteria was deleted.

In section 444.2, Attendance Zone Exemptions, the term "exemptions" has replaced the term "exceptions" to be more grammatically correct. "Facility limitations" was added to the definition of program capacity and "demographic considerations" was deleted. An additional sentence was added to this section to indicate that a student may not be withdrawn from a school at which he/she is on a zone exemption unless he/she does not meet expectations as stated in 444.21.

In section 444.21, Expectations for Zone Exemption, the term "exemption" replaced "exception." A clarifying sentence was added at the beginning of the section. Paragraphs "a", "b", "c", "d", and "e" were moved from the original 444.231.

Section 444.22, Academic Program Need, was renumbered. Due to the new federal law, No Child Left Behind, a clause was added to the first sentence to

indicate that a student may be entitled to transfer under federal law. The last sentence was deleted.

Section 444.23, Change of Residence, was renumbered and the phrase "Within the District" was deleted from the title. Language was added to emphasize the need for students to remain in the same school throughout an academic year.

The section 444.221 "Exception for Extended Periods" was deleted. The language under that heading was incorporated into section 444.23. New language was added to reinforce the concept of students remaining in the school in which they began and should not have to apply for a zone exemption for the remainder of a school year if their residence changes. Paragraphs "a", "b", "c", and "d" were deleted.

Section 444.222, Exception for Temporary Periods, was deleted as its content is incorporated in previous language.

Section 444.23, Limitations to Attendance Zone Exceptions, was moved to 444.21.

Section 444.231, Responsibilities of Parents/Guardians, was moved to 444.21, Expectations for Zone Exemptions.

Section 444.24, Other Restrictions, was changed to "Boundary Changes." The former paragraphs "a" and "c" were also deleted. The old "b" was moved to 444.2. The old "d" is now listed directly under 444.24, Boundary Changes. This section includes some clarifying language on the exceptions for zone exemptions when there is a boundary change.

Section 444.25, Temporary Boundary Changes, was added. This section gives discretion to the Superintendent to grant zone exemptions when temporary boundary changes are made to attendance areas.

The School Board Policy Subcommittee reviewed the proposed changes at their meeting on August 7, 2003, and agreed to forward the proposed policy changes to the full School Board for approval.

Attachment

Prepared by: Jan Christensen, Assistant Superintendent, Instruction

Approved by: Carol Comeau, Superintendent

444 Attendance Zones

444.1 Establishment of Boundaries

The Superintendent shall recommend attendance zones for the various school units taking into consideration such factors as geographic proximity, recognized neighborhood and feeder-school boundaries, school demographics, hazardous conditions, school building capacity, and appropriate program placement and needs.

**Deleted:** establish

**Deleted:** of

**Deleted:** location

**Deleted:** population

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**Deleted:** . The contributions of all racial groups present in the District are recognized by the Board and staff as a positive community asset. Each school, in as much as possible, should provide enrollment opportunities for membership from all representative ethnic, cultural, and racial groups within the District. To preserve this community value, the Superintendent shall both design attendance zones and grant transfer requests which enhance the realization of multi-ethnic, multi-cultural, and multi-racial enrollments in the schools. ¶  
¶

Attendance zones and major changes therein shall be presented to the Board for ratification.

(Section 444.1 - Revised March 9, 1998)

**Deleted:** - All boundary recommendations and requests for student transfers will be reviewed in relationship to this policy. Transfer requests by students will be denied in instances where such transfers are likely to result in racially isolated school populations. ¶

**444.2 Attendance Zone Exemptions**

a. Attendance zone exemptions shall be limited by space and program availability in the receiving school. Program capacity is determined by such factors as: projected enrollment, classroom availability, facility limitations, and other programs housed within the school facility, and relocatables on site. If space is not available, as determined by program capacity, the school principal shall conduct a lottery to prepare a waiting list of zone exemption students to be accepted as openings occur. The lottery shall be conducted following procedures in School Board Policy 332.3.

**Deleted: Exceptions**

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**Deleted:** , and demographic considerations

**Deleted:** exception

b. Once a student has been accepted, that student will not be removed unless he/she repeatedly fails to meet the expectations of the zone exemption as stated in 444.21.

**Deleted:** Once students are accepted into a school on a zone exemption

**Inserted:** exemption

**Deleted:** exception

**Inserted:** exception, they may not be withdrawn unless they do not meet expectations as set forth in this policy.¶

(Section 444.2 - Revised April 14, 1986)

(Section 444.2 - Revised March 9, 1998)

**Deleted:** , they may not be withdrawn unless they do not meet expectations as set forth in this policy.¶

**Deleted:**

**444.21 Expectations for Zone Exemption**

Any type of attendance area or zone exemption is subject to the following provisions:

- a. It is the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis.
- b. Students must be delivered to school and leave school at times established by the principals.
- c. Any false statements will be subject to administrative review and appropriate action.
- d. Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone exemption transfer unless the teacher, principal, and parent find the educational and emotional needs of the student are not being met.
- e. Students must meet the attendance and behavior standards of the admitting school.

(Section 444.231 - Revised March 9, 1998)

**Deleted:** Exception

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¶ Parents requesting a

**Deleted:** Parents requesting a

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**Inserted:** must agree to the following provisions:¶  
¶ a. It

**Deleted:** shall be

**Inserted:** shall be the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis.¶  
¶ b. . Students must be delivered to school and leave school at times established by the principals.¶  
¶ c. . Any false statements will be subject to administrative review and appropriate action.¶  
¶ d. . Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone

**444.22 Academic Program Need**

A student may enroll in a school out of the student's regular attendance area in order to take advantage of an academic program which meets the student's educational needs and which is not available in the regular attendance area, or if the student is entitled to transfer under federal law.  
(Section 444.21 - Revised March 9, 1998)

**444.23 Change of Residence**

The Board believes that student achievement is enhanced when students remain in the same school. Students should be given every opportunity to remain in the same school throughout an academic year.

If, after the official count day, parents/guardians move out of the attendance zone, the parents are encouraged to keep their children in the school of initial registration until the end of the school year and a zone exemption is not required. Parents/guardians will notify the principal of the school of any change of address. A zone exemption will be required for the following school year.

**[moved to 444.21]444.24 Boundary Changes**

[moved to 444.2(b)]

When the School Board changes attendance boundaries, no zone exemptions for the affected schools will be allowed for one school year, with the following exceptions:

1. Students in the final grade of elementary, middle, and high school.
2. Students enrolled on a continuing basis in a specific educational program that is not offered at the new attendance area school.
3. For extreme hardship related to a student's educational program, medical condition, or the family's personal situation.
4. In order to utilize program space for an underutilized or underenrolled school.

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Applications for exceptions will be filed with the school principal, but will be approved only after a full review by the appropriate Instruction Division Executive Director and the Assistant Superintendent.

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(Section 444.232 - Revised March 9, 1998)

444.25 Temporary Boundary Changes

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When temporary boundary changes are made to attendance areas, the Superintendent has discretion to grant zone exemptions.

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Once students are accepted into a school on a zone exception for program need, they may not be withdrawn unless they do not meet expectations as noted in 444.23 and 444.231 below.

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### Within the District

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It is anticipated that students in the District will periodically move with their families to different residential attendance zones. When such movement occurs, the following policies shall govern school transfers.

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### 444.221 Exception for Extended Periods

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twenty (20) school days following fall registration

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they may request that

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continue

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An application will be submitted to the principal of the school and will be processed according to established District procedures.

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An application will be submitted to the principal of the school and will be processed according to established District procedures.

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- a. Application will be submitted to the principal of the school of the initial registration, must be in writing and must state the reasons for the request.
- b. Application will be forwarded by the principal, together with his/her recommendations, to the principal of the receiving school, who will send the application to the appropriate Instruction Division Executive Director and/or the Assistant Superintendent.
- c. The appropriate Instruction Division Executive Director and/or the Assistant Superintendent, will arrange for a personal interview if deemed necessary, and after full

review of the application, will apprise all concerned as to the final disposition of the request.

- d. High school students who have successfully completed their junior (11th) year in a District high school may continue in attendance at the unit during their senior (12th) year, if they are expected to graduate that school year, even though their parents or legal guardians may have moved to another school attendance zone in the District prior to the opening of school, or move during the school year. This includes incoming seniors who are impacted by a School Board-approved boundary change.

Eligibility for participation in school activities shall be established upon approval of the student's enrollment in a school and shall conform to Anchorage School District and ASAA regulations.

(Section 444.221 - Revised March 9, 1998)

#### **444.222 Exception for Temporary Periods**

- a. If a change of residence occurs within thirty (30) calendar days of the end of any nine (9) week period, the student may continue in the same school until the close of the nine week period.
- b. Students changing residence during the last nine (9) weeks of the school year may complete the year at the school which they have been attending.
- c. At the beginning of the school year, or upon original entrance during the year, a student may be allowed to enter a particular school other than the one established by residence after the parent/guardian has furnished satisfactory evidence to the receiving principal of intent of the parents to move into that school attendance zone within thirty (30) calendar days. The receiving principal shall notify the Executive Director of Elementary, Middle or High School Education and the resident unit principal of the circumstances and the acceptance by written documents. Final approval is granted at the discretion of the appropriate

Instructional Division Executive Director and/or Assistant Superintendent.

(Section 444.222 - Revised March 9, 1998)

#### **444.23 Limitations to Attendance Zone Exceptions**

Students residing in the attendance area have attendance priority over children living outside the attendance area who request zone exceptions.

(Section 444.23 - Revised March 9, 1998)

#### **444.231 Responsibilities of Parents /Guardians**

Parents requesting any type of attendance exception must agree to the following provisions:

- a. It shall be the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis.
- b. Students must be delivered to school and leave school at times established by the principals.
- c. Any false statements will be subject to administrative review and appropriate action.
- d. Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone exception transfer unless the teacher, principal, and parent find the educational and emotional needs of the student are not being met.

(Section 444.231 - Revised March 9, 1998)

- a. Attendance exceptions shall be limited by the space and program availability in the receiving school; these will be updated annually.

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as stated in 444.21, 444.23, and 444.231, or the school rules

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shall be granted for the school year of application only. Renewals may be granted for a subsequent year only after a new application is submitted. Once a student has been accepted, that student

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will not be removed unless he/she consistently fails to meet the expectations

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he/she consistently fails to meet the expectations

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c. For those programs which are offered on a continuing basis, the attendance zone exception may be granted for the duration of the program; and the student's application will be automatically approved. These forms will be used to update student information and to accurately determine zone exception statistics. Exceptions shall be governed by 444.231 above and appropriate administrative procedures. These students are then counted as continuing students for the purposes of calculating student projections for subsequent years.

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Page 4: [15] Deleted SHERRY SIMS 5/28/2002 11:04 AM  
Seniors as described in 444.221 above

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. Sixth graders in a K-6 school and fifth graders in a K-5 school.