

b. *Non-resident Students* –

1. Children of Employees: The Board authorizes the enrollment of children of full-time District employees in Fort Payne City Schools.
2. Out of District Students: Pupils who do not reside within the corporate limits of the City of Fort Payne may apply for enrollment in the Fort Payne City School District. Out of district students may submit an application only between May 1 and June 15. Applications must be submitted at the school that the student wishes to attend. Applications must be hand delivered, they will not be accepted by mail, email or fax. Kindergarten students will be registered on Kindergarten Registration Day. All applicants will receive written notification of the approval or denial of the application after June 15. Applicants will be notified of their status no later than five days before the start of school. There is not a tuition charge.

Enrollment of students who are unable to meet the open enrollment application deadline due to extenuating circumstances such as moving to DeKalb County after the June 15th deadline may request that the timeline be waived by the Fort Payne City School District. The Board's intent is to allow waivers of the timeline for acceptance of out of district enrollment applications only when space is available. These requests will be determined on a case-by-case basis by the Superintendent or designee.

3. Application: All out-of-district applicants who are permitted to attend the Fort Payne City Schools shall complete a school registration form. The review process will not be delayed by failure to submit supporting documentation. Applications for out-of-district enrollment shall be considered on a “first-come, first-served” basis. In situations in which space is limited, priority will be given to a student who:
 - a. Has a sibling enrolled at the requested school; or
 - b. Was enrolled in the Fort Payne City School the previous year.
4. Admission: Admission to the Fort Payne City School System will be based on availability according to state guidelines for classroom size. The Superintendent or designee may deny an out-of-district

enrollment request when such enrollment would have a negative impact on the efficient use of district resources. The Superintendent or designee may set numerical limits defining hardship for grade levels or programs to provide for appropriate and efficient use of facilities and staff. The student to teacher ratios shall not exceed the overload class/teacher limits outlined below:

K-3 18 students to a class

4-6 26 students to a class

7-12 29 students per class and/or course availability

Any changes in student enrollment projection numbers will be based on Alabama State Department guidelines regarding class sizes.

Factors which cause an out-of-district enrollment to be denied include:

- a. A school, grade or program(s) has a lack of available space, staff or support services, taking in-district enrollment projections into consideration;
- b. The school requested does not offer appropriate programs, is not structured or equipped with the necessary facilities to meet the needs of the student, or does not offer a particular program requested;
- c. The student does not meet the eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of academic performance;
- d. The student has been suspended or expelled from school, or is in the process of being expelled;
- e. The student has withdrawn from a school to avoid possible suspension or expulsion;
- f. The student has a history of documented disciplinary infractions within the past three (3) years;
- g. The student has been adjudicated or convicted of a crime; or is affiliated with gang activity;

- h. The student has a record of excessive absences or truancy from school; or
 - i. Information on the enrollment application was misrepresented or incomplete.
 - j. Additionally, the Fort Payne City School District shall not consent to any transfers from another school district where the cumulative effect will reduce desegregation in the Fort Payne City School District.
5. Approval Process: The out-of-district approval process is as follows:
- a. The parent or guardian must submit a completed application and provide any and all supplemental information requested by the district by the required time line.
 - b. The receiving school principal sends the form to the enrollment committee.
 - c. The enrollment committee makes a recommendation to approve or not approve the enrollment application.
 - d. The enrollment committee approves or denies the request.
 - e. The parent or guardian is informed of the decision of the committee.

An approved application shall be valid for one year only. All non-residents must reapply each year. Parents/guardians are responsible for transporting students accepted under this policy. If bus space is available, out of district students may be transported from an appropriate, established bus stop within the corporate limits of Fort Payne City Schools. At no time shall the Fort Payne City School District furnish any services(s) including but not limited to transportation outside the corporate limits of the City of Fort Payne.

6. Revocation: The Fort Payne City School System reserves the right to revoke the enrollment status of an out-of-district student at any time because of unacceptable behavior, excessive truancy or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the

circumstances which resulted in the revocation decision. There is no appeal process; the decision of the Superintendent is final.

- c. *Admission Policy for Homeless, Migrants, Immigrants, and English Learner Students and Children in Foster Care* – All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and English learner students and children in foster care shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

- d. *Homeless Students* –

- i. *Enrollment.* Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

- ii. *Dispute Resolution.* When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a