
SECTION I. ATTENDANCE ZONES AND EQUIVALENCY OF EDUCATION

A. Attendance Zones. For purposes of student assignment, the District is divided into three contiguous, approximately equivalent, geographic zones: Callaway, LaGrange and Troup. Each zone has one middle school, one high school, and multiple elementary schools. Elementary schools may have feeder patterns that lead to two different middle/high schools.

B. Educational Equivalency. All of the regular elementary schools in Troup County have equivalent educational offerings. The Board also maintains equivalent programs at the District's middle and high schools. At the high school level, established procedures allow District review of courses offered at each high school to monitor and assure as near as possible equivalency of programs. By creating geographic zones with groups of elementary schools that are similar, and with the same number of middle and high schools, the zones are made as equivalent as possible.

C. Special Programs. In so far as possible, all exceptional, federal and special programs will be equally distributed among the attendance zones. Programs with student enrollment too small for duplication in each zone will be placed with the goal of providing all students with reasonable access to the program. The Superintendent's staff will confer with the appropriate program director to oversee the placement of programs prior to the opening of school each year.

SECTION II. FACTORS CONSIDERED IN STUDENT ASSIGNMENT

A. Residence within Troup County. Except as otherwise permitted by Georgia law or Troup County School System Board Policy, all students attending Troup County Schools must live and be a bonafide resident of Troup County and must continue to so live and reside while attending Troup County Schools. The area that is within the city limits of West Point, Georgia, as of September 15, 2003, shall be considered to be within Troup County for the purposes of student assignment, and students residing therein may attend Troup County schools even if their residence is located in Harris County, but within the corporate limits of the City of West Point.

B. Attendance zone. The attendance zone in which a student's parent/guardian is a bonafide resident determines the school to which a student is assigned for middle school and high school.

C. Siblings. Provided space is available, siblings of elementary students enrolled and attending a school prior to the 2013-2014 school year may be assigned to that same elementary school even if their residence is no longer within that elementary school attendance boundary. Sibling is defined as a brother, sister, half-brother, half-sister, step-brother, step-sister or foster child living in the same household. This practice is intended to assist families in coordinating schedules, participating in parent conferences and other school activities, and transportation.

D. Students in Special Programs. All student assignments based on an approved individual educational plan (IEP) that designates a specific program will be made regardless of other factors. Special education programs will not be closed to qualified students.

E. Employee Preference. System employees who reside in the State of

Georgia may request that their children attend the school to which the employee is assigned (TCSS Policy JBC; O.C.G.A. 20-2-293(b)). Such requests by employees will be filled based on space availability by grade. There will be no required tuition for these students.

An out of district employee may waive employee preference and choose to complete the nonresident application process for their children. Tuition requirements will apply.

1. If the school to which the System employee is assigned is not grade-appropriate for the employee's child, the employee may seek to enroll the child in a grade-appropriate school that is geographically located in the closest proximity to the school in which the employee is assigned. (See JBCCA-R
2. System employees who reside in the state of Georgia and who are not assigned to any particular school shall be considered for purposes of student assignment as though they reside within the attendance zone/boundary where their office or base of operations is located.
3. System employees who do not reside in the State of Georgia shall be allowed to enroll their children in the Troup County School System under the provisions found in Section VI of this policy. Tuition requirements will apply.
4. Students of System employees who are assigned based on their parent/guardian's place of employment shall not be provided transportation by the System. Parents/guardians of such students shall be responsible for transporting the students to and from school.
5. If the employee requests and is granted a transfer or the district initiates the transfer of an employee to another position, the employee's child(ren), if already enrolled, will be allowed to continue in their current school and subsequent feeder pattern division schools.
6. Employees who are willing to be reassigned to meet district needs may be afforded school choice pending space availability. No transportation will be provided.

SECTION III. ADMINISTRATION OF SCHOOL CHOICE STUDENT ASSIGNMENT POLICY

A. Student Assignment Procedures. The Superintendent shall provide, through administrative regulations, procedures for student assignment, student transfers, and an appeal process for student assignment and transfer determinations. Decisions concerning student assignment and transfer shall not be appealed to the Board of Education.

B. Annual Report to the Board of Education. In the fall of each year, the Office of Student Assignment shall report to the Superintendent the following information for each school in the District: the percentage of students on free and reduced price lunch; and the racial composition of the student enrollment. The Superintendent shall present this information to the Board of Education at a meeting in November of each year. This will allow the Board to consider any changes that might be desired for the following school year.

SECTION IV. FURTHER REFINEMENTS TO STUDENT ASSIGNMENT POLICY

Recognizing that this policy to provide quality education in Troup County is an evolving one, the Board will continue to identify and act upon any aspect requiring additional refinement. In particular, the Board will continue to monitor its use of portable classrooms in an effort to

eliminate or allocate these facilities in the most equitable manner possible. This will require the implementation of a system to accurately track and compare by grade level, school capacities, student enrollments, exceptional student education needs, and placement of portable classrooms. The Board will make every reasonable good faith effort to assure that no school is overcrowded or has an inequitable number of portable classrooms as compared with other schools at the same grade level.

SECTION V. 251 SCHOOL CHOICE TRANSFERS

- A. General. Parents or legal guardians of students in Troup County Schools may request to transfer their child to another Troup County Public School. Before the transfer is allowed, the school district must determine that classroom space is available, that teacher allocations at the school are appropriate and all assigned students have been enrolled and scheduled. Upon approval to transfer a child to another school in the district, the parent or guardian must assume all costs and responsibilities related to the transportation as long as the student remains at that school.
- B. Eligibility. To be eligible for a 251 School Choice Transfer, a student must have been enrolled and attended in their assigned attendance zoned school for at least one full year immediately prior to the request.
- C. Selection. In the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity, transfer requests will be reviewed and approved or denied on the basis of a lottery. Once available classroom space is reached at a school, no more transfers will be accepted at that school. As it is possible that a first choice may not be approved or available, up to three choices may be requested.
- D. Special Limitations.
1. For the purposes of this process, *available classroom space* is determined for a school based on established health and safety provisions and class-size capacity by grade and subject, based on State law and rule.
 2. Final determinations of transfer requests will not be considered or made for grades kindergarten through five until the normal residence based assignment process is complete under existing Troup County Student Assignment Policy and Administrative Regulations.
 3. Transfer eligibility cannot be determined until the normal scheduling process is complete and based upon required subjects, staff allocations, and anticipated growth and enrollment.
 4. A transferring student who completes all grades available at the receiving school shall not automatically receive enrollment preference to the feeder school. The Troup County School District has discretion to determine the appropriate feeder school for enrollment.
 5. Prior to applying for a transfer, the student should expect to remain in the school for which the transfer application is made for every grade served by that school. Only in the case of hardship, as defined by Troup County Regulations, shall a student be permitted to attend any other school until one school year has been completed in the requested school.

6. Any student transferring under this provision shall be subject to the eligibility requirements of the Georgia High School Association. Students involved in competitive sports or activities governed by the Georgia High School Athletic Association (GHSA) and a student's eligibility for such activities may be affected by a 251 School Choice Transfer to a different middle or high school.
7. If a parent requests a transfer to a school that does not have the services required by the current Individualized Education Plan (IEP) or Individualized Accommodation Plan (IAP), Troup County is not required to develop those services or to approve a transfer request as long as the services are available at another school within District.
8. This 251 School Choice Transfer policy shall not override federal requirements.
9. The law will be construed in accordance with existing student assignment law and existing Troup County Student Assignment Policy and regulations (i.e., same school assignment of twins, sibling assignment and employee child assignment).
10. No transfer to or from The HOPE Academy shall be considered or approved.
11. Consideration and notification of transfer requests are to be made as promptly as possible but may be made after the beginning of the school year when final enrollment has been calculated along with attendance zone assignments and requests, class size and teacher allocation.

SECTION VI: Nonresident Students

A. Definitions

1. Nonresident student – a child of Georgia public school age (K-12) whose legal residence and that of the child's parent or legal guardian is outside of Troup County or outside the State of Georgia.
2. Parent – the child's natural or adoptive mother or father.
3. Legal Custodian – a person who has been given physical custody of a child by a court order of proper jurisdiction and who exercises such rights.
4. Legal Guardian – the person to whom a court of proper jurisdiction has transferred statutory parental rights for the child and who exercises such rights.

General Guidelines

The term parent as used hereinafter shall be inclusive for the terms legal custodian and legal guardian.

It is the policy of the Troup County Board of Education to accept nonresident students on a space available basis upon payment of tuition in an amount set by the Board. In accepting nonresident students, the Board will not provide transportation.

The Board shall not approve the enrollment of a nonresident student except as set forth in the sections of this policy.

All nonresident students will make an application to the Office of Student Assignment. Applications will be approved by the Superintendent or a designee.

B. School Assignment

Nonresident students may apply to attend the school that is geographically nearest to their residence, provided space is available. If space is unavailable at the nearest school, the nonresident student may apply to attend the second nearest school with available space.

Nonresident students may apply for hardship placement. The same hardship procedures will be followed for nonresident students as Troup County students.

Students may enroll in the Troup County School System provided:

1. The Troup County school to which the student is requesting reassignment has a comparable instructional program;
2. The Troup County school in which the student is requesting reassignment has available classroom space;
3. The parent/guardian assumes responsibility for providing transportation for the student.

C. Other Requests

Other requests that do not fall under this policy will be considered on a case by case basis. Availability of space at the requested school be used in determining approval or denial of requests.

In addition, all required documentation for students enrolling in the Troup County School System shall be submitted prior to the consideration of a request by the Superintendent or designee.

1. Pursuant to O.C.G.A. § 20-2-751.2, the Troup County School System shall not accept or permit the enrollment of any non-resident student who is subject to a disciplinary order of another school system imposing short-term suspension, long-term suspension or expulsion.

If a student is under such disciplinary action in another system, the student must complete the disciplinary action before being allowed to apply or enroll in a school in the Troup County School System.

2. The Troup County School System shall not accept or enroll any non-resident student who has been convicted of or having adjudicated to have committed,

indicted for or having information filed for the commission of any felony or delinquent act pursuant to O.C.G.A § 20-2-768.

3. Once enrolled, continued enrollment shall be contingent upon the student's adherence to the Troup County School System's local school policies and regulations.

The admission of any student hereunder is conditioned upon and subject to the student's compliance while enrolled within the Troup County School System rules of student conduct. Failure to adhere to the rules of student conduct may subject the student to immediate withdrawal from Troup County Schools by the Superintendent. A decision by the Superintendent of withdrawal for a disciplinary infraction may be appealed as provided for Troup County resident students.

The Superintendent or designee is authorized to enroll nonresident students under the provision as stated in this policy and providing that all conditions are met as specified.

D. Criteria for Accepting Nonresident Tuition Students

1. High school applicants must have a grade point average of 2.5 or better on a 4.0 scale. ~~Applicants must demonstrate proficient performance on state required assessments.~~ **Elementary and middle school applicants must demonstrate developing performance or above on state required assessments. Applicants in grades 3-8 must have a grade point average of 2.5 or better on a 4.0 scale.**
2. Applicants must have absences and/or tardies less than 5% of total enrollment in the last 180 school days.
3. Applicants must have no more than one (1) disciplinary referral in the last 180 school days and no offenses deemed as mandatory hearing offenses as defined by Troup County School System Board Policy.
4. Applicants must be able to be accommodated by current instructional programs/services which will meet the educational, physical, and emotional needs of the student.
5. Parents and applicants must provide the Troup County School System with the following documents, in acceptable form, before enrollment can be considered.
 - a. System application for nonresident students;
 - b. Complete official transcript or academic record from previous school;
 - c. Complete disciplinary record from all previous non-resident schools or school systems;

- d. Complete attendance record from previous school;
 - e. \$25 one time, nonrefundable registration fee per student; and
 - f. Any records reflecting the conviction or adjudication of any felonies or delinquent acts.
6. The Troup County School System does not provide transportation for nonresident students. Parents must assume responsibility for transporting nonresident students to and from school.
7. An application must be submitted every year. Re-admission each year is based on the above criteria 1-6. School records do not have to be resubmitted for re-admission if the student ended the year in a Troup County School.

E. Tuition

Students residing in the State of Georgia outside of Troup County.

Unless otherwise permitted by law, all students residing in the State of Georgia outside of Troup County and attending the Troup County School System will be charged tuition. The Troup County Board of Education will determine tuition for nonresident students annually.

F. Payment of Fees

Upon the payment of any fee by a student, which is required by the Board of Education, the student shall be furnished with a receipt. Payments shall be made in two installments, with the first payment due on or before the first day of the first semester and the second payment due on or before the first day of the second semester.

Nonpayment will result in the student being immediately withdrawn from the Troup County School System.

G. Refund and Waiver of Fees

Nonresident fees shall not be refunded, unless the student becomes a resident of Troup County, at which time fees may be refunded on a pro rata basis. This rule shall be waived when it is in conflict with state and federal regulations. Refund and waiver of fees will be reviewed and determined on an individual basis.

H. Students residing outside the State of Georgia

Students residing outside of the State of Georgia and attending the Troup County School System shall pay a nonresident tuition which will be

determined on an annual basis which may be different from non-resident Georgia students.

I. Denial/Revocation of Transfers

For nonresident students, the privilege of attending a school in the Troup County School System may be revoked at any time by the Superintendent or designee, without convening a disciplinary tribunal or the right to appeal to the Board of Education if the student violates the Troup County student behavior code, is considered truant under the attendance policy, supplies false or misleading information in the enrollment application, or any other reason deemed appropriate.

In the event that a nonresident student voluntarily withdraws from the Troup County School System, tuition will not be refunded. The decision of the superintendent or designee with regard to the eligibility of a nonresident student for attendance under the terms of this rule shall be final. There will be no right of appeal to the Board of Education.

J. Georgia High School Association and Nonresident Students

Nonresident students are subject to Georgia High School Association regulations.

SECTION VII: STUDENT ASSIGNMENT TO THINC COLLEGE AND CAREER ACADEMY FOR NON-TCSS STUDENTS

A. Students who are not enrolled in the Troup County School System may apply for partial enrollment to the THINC College and Career Academy.

B. Nonresident students will be required to provide the same documents as resident students. In addition, nonresident students will also be required to present an official transcript or academic record, and complete disciplinary and attendance record from the previous school.

C. Tuition will be applicable to students who reside outside of Troup County. There will be no tuition for students who live in Troup County.

D. Students must submit an application annually.

E. Acceptance to the THINC College and Career Academy will be approved pending seat availability.

F. No transportation to the THINC College and Career Academy will be provided.