

Proposed policy sample

**TRANSFERS FOR
CHILDREN OF
DISTRICT EMPLOYEES**

As a benefit of employment, a nonresident, full-time employee of the District may enroll his or her children, or children for whom a judge has given legal guardianship, in District schools tuition-free. Transfers shall be granted for one regular school year at a time. Acceptance of a transfer for one school year creates no right that a student be admitted as a transfer in subsequent years. A student receiving a transfer under these provisions shall be withdrawn on the date his or her parent separates from employment with the District unless the District agrees to a later date at its sole discretion.

FULL-TIME DEFINED

For the purposes of this policy, an employee will be considered full-time if he or she is employed for a minimum of 20 hours per week.

**CHILDREN OF
RETIREES**

A District retiree with a minimum of ten years of service with the District may enroll his or her children, or children for whom a judge has given legal guardianship, in District schools tuition-free. Transfers shall be granted for one regular school year at a time. Acceptance of a transfer for one school year creates no right that a student be admitted as a transfer in subsequent years.

**TRANSFER
AGREEMENT**

Before an employee's or retiree's child is officially admitted to District schools, the parents and the Superintendent shall execute a transfer agreement notifying the parent(s) that the student must follow all rules and regulations of the District including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement.

TRANSPORTATION

The District shall not provide transportation for transfer students who reside in another school district or live out of state. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned.

**OTHER TRANSFERS
AUTHORITY**

The Superintendent is authorized to accept or reject any transfer requests based on the factors for consideration outlined below. Acceptance or rejection of transfer requests shall be made without regard to race religion, color, sex, disability, national origin, ancestral language or other factors prohibited by law.

**TRANSFER
REQUESTS**

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time. Acceptance of a transfer for one school year creates no right that a student be admitted as a transfer in subsequent years.

An application for transfer shall not be considered received and shall not be considered for approval until all required attendance, discipline, and academic records are supplied to the District.

Admission of one student in a family as a transfer creates no right that another student from the same family be admitted as a transfer.

**PRIORITY FOR
TRANSFERS**

In order of priority, the following nonresident students may be approved as transfers if the students are otherwise eligible to be accepted as transfer students:

- 1. Qualifying children of District employees (see above).*
- 2. Students who resided in the District in the preceding year.*
- 3. Students who were approved transfer students in the preceding year.*
- 4. Siblings of students who were previously approved as transfers.*
- 5. Other students who did not have approved transfers in the preceding year.*

**FACTORS FOR
CONSIDERATION**

Transfer approval decisions shall be made on a student-by-student basis according to the factors and limitations noted below. In determining whether a transfer request shall be granted, the Superintendent or designee shall consider the following factors:

- 1. Impact on class size, staffing, and facility resources at the campus grade level where the student is seeking to transfer. Transfer students shall not be accepted in the prekindergarten program. Transfer requests for kindergarten shall not be considered until after class sizes have been established at the end of the first week of school. Transfer requests in excess of available capacity shall be determined by random draw or lottery.*
- 2. The disciplinary record of the student seeking admission. No student will be allowed to transfer into the District if he or she has been assigned to a disciplinary alternative education program (DAEP), suspended (out-of-school), expelled, or placed in a juvenile justice alternative education program (JJAEP) for one or more days during the current school year. If the transfer request is made during the first semester, the student's disciplinary record in the preceding school year will also be considered.*
- 3. The attendance record of the student seeking admission. No student shall be allowed to transfer into the District if his or*

her attendance record for the current school is less than 95 percent attendance. If the transfer request is made during the first semester, the student's attendance record in the preceding school year will also be considered unless special circumstances are documented.

4. *The academic record of the student seeking admission. No student will be allowed to transfer into the District if his or her academic record for the current school year indicates:
 - a. *Any grades below passing in any subjects on any grading period for regular education students.*
 - b. *Lack of satisfactory progress on the student's IEP for special education students.**

If the transfer request is made during the first semester, the student's academic record in the preceding school year will also be considered.

5. *The state assessment record of the student seeking admission. No student will be allowed to transfer into the District if he or she did not pass all areas on the most recent administration of the state assessment. If the student is at a grade level where the state assessment is not administered or is from another state, the Superintendent will be authorized to accept proof of acceptable performance on another assessment instrument approved by the Superintendent. If no other acceptable assessment is available, an assessment may be administered by the District at the expense of the person making the transfer request.*

**FALSIFICATION OF
INFORMATION**

If a determination is made that materially false information was provided at the time of a transfer request, the transfer will not be approved or, if already approved, the transfer request will be immediately revoked, and the student will be removed from District enrollment.

**TRANSFER
AGREEMENT**

Before a transfer student is officially admitted to District schools, the transfer applicant shall execute a transfer agreement that specifies the terms and conditions governing the student's transfer. A transfer agreement shall be in effect for one school year only and shall specify any tuition to be charged during that school year.

**EXPECTATIONS
FOR TRANSFER
STUDENTS**

Transfer students are subject to the following expectations while attending the District's schools:

1. *Attendance must not place the student at risk of losing credit under Education Code 25.092 or require the District to warn*

of truancy proceedings under Education Code 25.095. [See FEA, FEB, FEC]

- 2. Academic achievement that results in no more than one failing grade at the end of each nine-week grading period and a passing grade in all courses by the end of the semester or satisfactory progress on the student's IEP.*
- 3. Compliance with the Student Code of Conduct and no misconduct requiring removal to a DAEP, suspension (out-of-school), expulsion, or placement in a JJAEP, and no more than two referrals each nine-week grading period for other Student Code of Conduct infractions.*

REVOCATION OF
TRANSFER

The transfer of a student may be revoked immediately for failing to meet attendance, achievement, or disciplinary expectations set out above.

The District may revoke a transfer for students whose tuition payments are delinquent. When tuition payments are 30 calendar days late, the District shall notify the parents by certified mail that the District will revoke the transfer and initiate withdrawal if the payment is not received within ten school days of the date the notice was mailed.

Written notification of any transfer revocation shall be sent to the school district of the student's residence. When a transfer is revoked because a student commits an offense that requires removal to a DAEP or expulsion from school, the District shall conduct the required disciplinary proceedings and assess a term of removal or expulsion. This information shall be included in the student's records sent to the district in which the student resides.

Any transfer student who fails to meet the factors for consideration or expectations for transfer students may be denied transfer status in the future.

TRANSPORTATION

The District shall not provide transportation for transfer students who reside in another school district. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned except as required by law.

TUITION

Tuition for nonresident students who reside in Texas shall be determined annually by the Board and shall not exceed the difference of the District's actual expenditures per student in average daily attendance and the District's state available school fund apportionment benefit.

Tuition for nonresident students who do not reside in Texas shall be determined annually by the Board and shall not exceed the District's actual expenditures per student in average daily attendance.

Tuition can either be paid in full prior to enrollment or may be paid in four equal installments with the first installment due prior to enrollment, the second installment due prior to the second nine weeks, the third installment due prior to the third nine weeks, and the fourth installment due prior to the fourth nine weeks. Tuition amounts shall be prorated on a nine-week rate basis for students who enroll after the first day of school.

Tuition shall be non-refundable, regardless of whether leaving the District is at the student's or parent's request or whether the student's transfer is revoked.

WAIVERS

The Superintendent may waive tuition for the following nonresident students who reside in Texas:

- 1. Students whose parents or legal guardians have a legal contract to purchase or build a residence in the District may have tuition waived for not more than six months.*
- 2. High school students whose parents or legal guardians have lived in the District for at least six months but have moved from the District during the school year may have tuition waived for the remainder of the semester in which the move occurred.*
- 3. High school seniors in good standing whose parents or legal guardians move from the District during the first semester may have tuition waived for the entire school year.*

The Superintendent may waive a portion of the tuition for nonresident students who do not reside in Texas and who meet the requirements for numbers one, two, or three above. In such instances, the Superintendent shall set the tuition amount as the difference between the tuition charged for nonresident students who do not reside in Texas and the tuition charged for nonresident students who do reside in Texas.

APPEALS

Any appeals with respect to actions taken or failed or refused to be taken by the Superintendent or designee shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.