

Cedar Hill Independent School District
BOARD OF TRUSTEES

Meeting Date: February 11, 2008

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Consider Policy FDB (Local) on First Reading

Information Item

BACKGROUND INFORMATION:

Policy FDB (Local) – Admissions – Intra-district Transfers

This policy currently requires the Superintendent or his designee to approve / disapprove transfer requests between campuses “*at least nine days prior to the first day of school.*” This timeline has proven problematic, particularly to the extent that it allows transfers before classes can be properly “leveled”, a process that is usually not complete until after Labor Day.

RECOMMENDATION:

It is recommended that the Board review the proposed changes to Policy FDB (Local) as attached.

This will constitute the first reading of the Policy.

BOARD ACTION REQUIRED:

Review only. No action required at this first reading

POLICY AUTHORIZATION:

BF (LOCAL) – Board Policies

CONTACT PERSON(S):

L. Kim Lewis – Chef Operating Officer

FUNDING SOURCE:

N/A.

ENCLOSURES:

Policy FDB (Local) as proposed for consideration.

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	<p>Students shall be assigned to schools in the attendance areas in which they reside. The parent of a student (or the student if he or she has reached 18 years of age) who wishes to attend a school other than as assigned shall present...the request... a written request... to the Superintendent or designee for approval... consideration.</p>
TIME LINE	<p>Transfer requests shall be received starting July 16... 1st.. The Superintendent shall approve or disapprove the request... at least nine days prior to the first day of school... not later than ten school days after Labor Day.</p>
TRANSFERS WITHIN DISTRICT	<p>The transfer of a student from one school attendance area to another within the District shall be based on specific factors that affect the education and/or welfare of the student. Permission for a resident student to transfer to a school other than the home campus may be granted for one year upon receipt of a written request from the parent or guardian of a student. One transfer request per school year shall be considered.</p> <p>If the residence of a student changes from one school attendance area to another during the school year, the student may continue in attendance in the school in which he or she is enrolled until the end of the current school year. It shall not be necessary for the student to transfer in these cases.</p>
TRANSPORTATION	<p>Bus transportation shall not be provided to a student who changes residence to another part of the city but who elects to stay in the school in which he or she is currently enrolled.</p> <p>District-provided transportation shall not be available to students who receive an intradistrict transfer approval.</p>
BUILDING CAPACITY	<p>Approval of student requests for intradistrict transfers shall include consideration of building capacity; transfers shall not be approved if building capacity at the receiving campus is at 95 percent or above. Each campus shall maintain at least five percent vacancy margin to allow for students who move into the attendance zone after the beginning of the school year.</p>
DENIAL OF THE REQUEST	<p>A reasonable basis for denial of an intradistrict transfer (between different campuses) request shall include, but not be limited to, the following criteria, as approved by the Board:</p> <ol style="list-style-type: none">1. Class sizes/grade-level enrollments;2. Available room, sufficient staff, and instructional capacity of the campus;3. Suitability of established curricula for a particular student;

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4. Enrollment in basic foundation classes considered before elective classes;
5. The student's disciplinary record;
6. Impact on siblings;
7. Availability of special program services;
8. Failure to meet deadlines; and
9. Any other reasonable justification.

BETWEEN
CLASSROOMS WITHIN
A CAMPUS

Parent-initiated transfer requests shall ~~not be~~ only be... implemented ~~during~~ at the end of... any six-week grading period.

Reasons for a principal to deny a parent request to assign a student to another classroom on a campus shall include but not be limited to:

1. Class sizes/grade-level enrollments;
2. Available room and instructional capacity of the campus;
3. Suitability of established curricula for particular student;
4. Enrollment in basic foundation classes considered before elective classes;
5. The student's disciplinary record;
6. Availability of special program services;
7. Failure to meet deadlines;
8. Individual teacher's daily class size as compared to others on a campus;
9. The need to completely or partially change the student's entire class or course schedule in order to comply with the parent request; and
10. Any other reasonable justification.

CHILDREN OF
EMPLOYEES

The District shall allow employees, who live in the District and are assigned to one campus full-time, to enroll their children at that campus.

SUBSEQUENT YEARS

Students who attend an elementary school due to the above exception shall be allowed to attend the intermediate school or middle school in the attendance zone in which they reside or the intermediate school or middle school to which their current elementary school classmates progress.

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TRANSFERS
PROMPTED BY
BULLYING

In response to allegations of bullying, the Superintendent and campus principal shall be authorized to investigate and approve transfers of students from one classroom to another or between campuses, as appropriate.