

REASSIGNMENTS

The Superintendent shall be authorized to reassign students in order to conform to:

1. Any changes in attendance zone boundaries; or
2. Mandated student and teacher ratios.

REASSIGNMENT
PROCESS
PARENT REQUEST

A parent wishing to request a reassignment (transfer) to another campus must fill out the request form and submit to the Department of Student Services. Upon receipt of the reassignment/transfer form, the form will be date and time stamped. During the summer, the Director of Student Services will determine a date to review all submitted forms. All transfer requests will be prioritized by the following rank order criteria and approvals will be based upon availability of grade level space at the requested school:

- #1: School Choice (TEA Rank—Improvement Required Campus)
- #2: Employee Courtesy - Employee must work at the requested campus
- #3: Military
- #4: Special Education student (including 504)
- #5: Grade Level Preference: Students must have been assigned to the requested campus during the 2014 – 2015 school year and will be ranked in the following order:
 - 1st: 5th Grade students
 - 2nd: 4th Grade students
 - 3rd: 3rd Grade Students
 - 4th: 2nd Grade Students
 - 5th: 1st Grade Students
- #6: Other

The Student Services Director approves/denies request based on the following criteria:

1. Enrollment counts
2. Attendance
3. Discipline
4. Transportation Issues

The Department of Student Services forwards approved requests to the Department of Assessment and Accountability. The Department of Student Services will send out either a transfer request approval or denial letter to the parent/guardian during the summer.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, including a student who receives special education services, see FDB in the local policy manual. For school safety transfers, see FDE. For bullying rising to the level of prohibited harassment, see FFH. For all other bullying, see FFI.

STUDENTS WHO ARE
VICTIMS OF BULLYING

If an investigation reveals that bullying occurred, the Superintendent or designee may approve a classroom or in-District transfer of the student who is a victim of bullying. Transfer of a student who is the victim of bullying will be based on the following:

- Severity of the bullying incident(s).
- Persistence of the bullying incident(s).
- Frequency and number of incidents involved.
- Number of students involved in the incident(s).
- Past behavior and disciplinary history.
- Likelihood of the bullying to continue.
- Student response to intervention(s), including, but not limited to counseling and discipline, as applicable.
- Mitigating factors related to the bullying incident(s).
- Continuity of instruction.
- Age and grade of placement of the student.
- Time remaining in the year.

PARENT REQUEST

If an investigation reveals that bullying occurred, the parent(s) of a student who is the victim of bullying may request a classroom or intradistrict transfer for his or her child. Requests must be made on the District form provided and should be submitted to the Superintendent or designee.

STUDENTS WHO
ENGAGE IN BULLYING

If an investigation reveals that bullying occurred, the Superintendent may make a recommendation to the Board regarding the classroom or in-District transfer of the student who engaged in bullying. A recommendation to transfer a student who engaged in bullying will be based on the following:

- Severity of the bullying incident(s).
- Persistence of the bullying incident(s).
- Frequency and number of incidents involved.
- Number of students involved in the incident(s).
- Past behavior and disciplinary history.
- Likelihood of the bullying to continue.
- Student response to intervention(s), including, but not limited to counseling and discipline, as applicable.
- Mitigating factors related to the bullying incident(s).
- Continuity of instruction.
- Age and grade of placement of the student.
- Time remaining in the year.

The transfer of a student with a disability who receives special education services and who engaged in bullying may be made only by a duly constituted ARD committee under Education Code 37.004.

TRANSPORTATION

Bus transportation will not be provided to any student transferring to another campus (unless there is a change of address and the student qualifies for transportation)

UIL ELIGIBILITY

Unless granted a waiver by UIL, reassigned students will not be eligible to participate in any UIL activity, or any other activity governed by UIL rules and regulations whether or not under UIL sanctions, for a period of one year beginning with the date of enrollment in the receiving school. Ineligibility means that the student may not participate in rehearsals, workouts, or practices. [See FM for additional information regarding UIL rules and regulations]