

**Boundary Changes
in Attendance Zones**

Attendance zone changes shall be developed through the following process, subject to approval by the Board:

1. The administration shall develop a preliminary report, which includes demographics, facility utilization, alternative attendance zone possibilities, and other pertinent considerations and shall present the report to the Board as an information/discussion item.
2. Unless directed otherwise, the administration shall proceed to conduct one to three public hearings, as appropriate for the number of schools involved. These hearings shall be conducted at sites convenient to the patrons affected by the proposed changes. The administration shall advertise these public hearings through news releases and through District communication channels. Principals of the schools affected shall assist in notifying area patrons.

At each hearing, following a presentation of the recommendations being considered, the administration shall solicit comments, questions, and suggestions from patrons present. Staff may assist as needed in responding to questions from patrons. A record shall be made of all comments and suggestions to assist the administration in subsequent deliberations and analysis.

3. After the final public hearing, the administration shall refine its final recommendations, subject to approval of the Superintendent. The Superintendent or designee shall present his or her report and recommendations to the Board in a public meeting.
4. At the same or a subsequent meeting, following study and discussion of the administration's report and recommendation from the Superintendent, the Board shall take appropriate action with respect to the recommendation for amendment of school attendance boundaries.

Decision Principles

The following principles shall be among the factors explicitly considered in making attendance zone changes.

Community Integrity

Where feasible, boundaries shall support the neighborhood school concept by combining geographically proximate neighborhood or developments into school attendance zones. Where practical, major thoroughfares, creeks, utility easements, and similar elements will be utilized as boundaries.

Growth Projections

Student capacity overloads should be balanced among campuses in order to avoid penalizing those schools that are experiencing growth.

SCHOOL ATTENDANCE ZONES

FC
(REGULATIONS)

Program Accommodation / Student Needs	Attention should be given to unique needs of student populations at a given campus that may not be reflected in numbers alone.
Cost Effectiveness	The costs of portable classrooms, transportation, additional staffing requirements, and other costs related to attendance boundary options shall be considered.
Frequency of Changes	To the extent possible, students in a given area should not be required to change from a school because of a boundary change more than once at a given level (elementary, middle school, or high school).
Attendance Zone Approval Process	Following study and discussion of the attendance zone committee recommendations, if applicable; consideration of feedback garnered from public forums, if applicable; and deliberation of any recommendations from the Superintendent, the Board shall take appropriate action with respect to the establishment of school attendance boundaries.
Temporary Student Assignment	<p>A student shall be allowed to attend a school other than the campus of the attendance area in which the student resides if all of the following criteria are met:</p> <ol style="list-style-type: none">1. The parent has entered into a contract to construct, purchase, or lease a residence in the requested attendance area and provides the District a copy of the executed contract;2. The parent and student shall begin occupying the residence during the school semester in which the temporary assignment is sought; and3. The parent can provide documented proof of the expected move-in or occupancy date. <p>A student who resides in another school district and who is allowed a temporary student assignment due to home construction, purchase, or lease may be required to pay tuition from the first day of enrollment if the student does not occupy the new residence within the semester in which the temporary assignment was granted.</p> <p>A student who fails to meet move-in date requirements may be denied a continued temporary student assignment.</p>
Change of Student Residence Within District during the School Year	A student whose place of residence changes from one attendance area within the District to another attendance area within the District during the school year may be permitted to finish the school year at the school in which the student began. In approving continued enrollment, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records. If the student wishes to

continue enrollment beyond the school year, the student or parent must follow the policies and procedures that govern in-district transfers. [See FDB]

**Change of Student
Residence Outside
of District during the
School Year**

A student whose place of residence changes from within the District to another school district during the school year may be permitted to finish the semester at the school in which the student began. In approving continued enrollment, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records. If the student wishes to continue enrollment beyond the semester, the student must follow the policies and procedures that govern inter-district transfers and may be required to pay tuition. [See FDA]

**Transfers between
School Districts**

The Superintendent or designee shall be authorized to investigate and approve the transfer of a student from another district.

A parent or guardian of a student who currently resides outside the District and who wishes to transfer his or her child to a WISD school shall submit a completed district transfer request form no later than the last day of instruction for the following school year. A request submitted after the deadline may not be considered until after the start of the school year. A transfer shall be approved on a one-year basis and is subject to availability of space and instructional staff in the school or grade level for which the transfer is requested.

A student who participates in extracurricular activities and is approved for a transfer shall be eligible for participation in accordance with UIL rules.

Transportation

The District shall not provide school bus transportation for a student who lives outside the WISD boundaries.

**Falsification of
Records**

A person who knowingly falsifies information on a form required for enrollment of a student is subject to penalty provided by Penal Code 37.10 and Education Code 25.001(h).

**Children of
Employees**

A student who is living with a parent, step-parent, or guardian employed in a full-time capacity by the District may be allowed to transfer to the campus nearest to the employee's place of work, subject to availability of space and instructional staff as determined by the Superintendent or designee. A full-time employee is an employee who works 30 hours or more per week during the school year.

Parent No Longer
Employed by the
District

If the parent of a student ceases to be an employee of the District, the student may finish the school year at the same campus as long as his or her parent provides transportation.

A student shall be assigned to a school in the attendance area in which he or she resides. A student may be reassigned to conform to boundary changes. When a student is reassigned, his or her parent or guardian shall be notified in writing.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfers between Schools

The Superintendent or designee shall be authorized to investigate and approve the transfer of a student from one school to another in consultation with the principals of both campuses involved.

A parent or guardian of a student who currently resides within the District and who wishes to transfer his or her child to another school shall submit a completed in-district transfer request form no later than the last day of instruction for the following school year. A request submitted after the deadline may not be considered until after the start of the school year. A transfer shall be approved on a one-year basis and is subject to availability of space and instructional staff in the school or grade level for which the transfer is requested.

A transfer shall be granted for hardship reasons only.

A student who participates in extracurricular activities and is approved for a transfer shall be eligible for participation in accordance with UIL rules.

Transportation

The District shall not provide school bus transportation for a student who attends school outside of his or her assigned attendance zone.

The District may ask a parent or guardian to transfer a student in order to balance class size or programs. If the parent honors the request of the District to transfer, transportation shall be provided.

Falsification of Records

A person who knowingly falsifies information on a form required for enrollment of a student is subject to penalty provided by Penal Code 37.10 and Education Code 25.001(h).

A student who, without an approved transfer, enrolls in a school other than the school that serves the student's attendance zone shall be subject to immediate removal and subsequent placement in the student's home school.

Responsibilities of School Principal

The principal shall ensure:

1. Periodic review of school address records;

2. Removal of a student found to be attending school in violation of District transfer and attendance zone policies;
3. Dissemination of information regarding in-district transfer and attendance regulations to students and parents;
4. Inclusion of in-district transfer regulations in the student/parent handbooks and/or newsletters; and
5. Referral of questions regarding the bona fide residence of a student to the Superintendent or designee.

Children of Employees

A student who is living with a parent, step-parent, or guardian employed in a full-time capacity by the District shall be allowed to transfer to the campus nearest to the employee's place of work, subject to availability of space and instructional staff as determined by the Superintendent or designee. A full-time employee is an employee who works 30 hours or more per week during the school year.

A request for transfer outside of a student's assigned attendance zone shall be granted only one time in middle school. If a child of an employee returns to his or her home campus during middle school, a second in-district transfer shall not be granted.

Parent No Longer
Employed by the
District

If the parent of a student ceases to be an employee of the District, the student may finish the school year at the same campus as long as his or her parent provides transportation.

Violations

A student who has been granted an in-district transfer shall be required to adhere to District and campus rules of discipline and attendance. Failure to do so may result in revocation of the transfer and assignment to the school in the attendance zone where the student resides. The campus principal shall recommend revocation of transfer to the Superintendent or designee.

Transfer Revocations

The parents and students accepting a transfer must agree to abide by the school's standards for academic progress, attendance, discipline and parental cooperation. The principal may deny or revoke an in-district transfer at the end of the semester if these conditions are not met. In-district transfers will not be revoked during the middle of a semester.

Prior to the revocation of a transfer, the student will have access to remediation of his or her behavior, attendance, and/or academic performance through campus support procedures. At this time, the principal should again inform the parent and student that if the transfer is revoked, the student will not be able to subsequently request a transfer back to that school. Revocation of a transfer

without access to remediation will only be utilized in extreme situations.

When revocation of a transfer is necessary, the following procedures will be implemented:

1. The Superintendent or designee must approve the transfer revocation.
2. An administrator at the school that is revoking the transfer must hold a conference with the parent and inform the parent of the revocation of the transfer and the reason(s) for the revocation. The administrator will also follow up with a written letter to parents indicating the reason(s) for the revocation.
3. The principal of the school that is revoking the transfer must call the principal of the student's home school and inform him or her of the transfer revocation and the reason(s) for the revocation.
4. Both schools must work together to transition the student back to the home school in a manner that promotes the student's academic progress and school attendance.
5. Once a transfer is denied, a student may not at any time request another transfer back to that campus.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.
