

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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23.1 CAMPUS/DISTRICT BUSINESS DAYS & EXTRA DUTY SUBS

Campus Business Days

Campus codes provided by the District can be used any time a teacher is away from the classroom for school business.

This includes PLC days, data team days, professional development, etc.

District Business Days

Absences by employees not assigned to a campus when on district business.

Extra Duty Subs

Extra individuals contacted by the campus to perform duties above and beyond what is normally expected by members of the current staff. Campuses may request an extra duty sub by assigning an absence code "Extra Duty Sub" for a teacher or paraprofessional.

Extra duty subs are not substituting for employees who are out of the classroom.

Campuses are expected to provide funding for extra duty subs. These sub days must be coded to 6121 (hourly - paraprofessional) and 6117 (professional).

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23.2 FDB REGULATION - ADMISSIONS – INTER-DISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

INITIAL ASSIGNMENT

A student shall be initially assigned to the school in the attendance zone in which he or she resides in on the first day of each school year, or if entering the district from another district during the school year, on the date of enrollment. The district may use University Interscholastic League (UIL) guidelines to determine residency.

INTER-DISTRICT TRANSFERS

To obtain an Inter-District transfer, a transfer request form must be completed by the parents. The form should be sent to the Student Services Office at 807 W. Glenwood. After the transfer is reviewed by district administrators, the Student Services Office will notify the parents whether the transfer has been granted or denied. If a parent chooses to appeal the decision, the parent should contact the coordinator of Student Services, who will determine whether to grant or deny the requested Inter-District transfer.

Transfer request forms will be available, in the Students Services Office, and online on the District's website under the Parents and Students tab.

FALSE INFORMATION

If the district discovers that a student's transfer assignment to a campus was based on false or misleading information, the student shall be immediately reassigned to the home campus located within the student's original identified attendance zone. The student shall remain at his or her home campus for the remainder of the school year even if the student's residence changes. Assignment of the student to the initially assigned campus shall not be delayed or halted by the filing of a grievance or complaint under FNG(LOCAL) or the filing of a petition or objection under FDB(LEGAL).

GUIDELINES FOR CONSIDERATION

General guidelines for consideration of Inter-District transfer requests include:

1. Hardship situations;
2. Special considerations for children of district employees.
3. Students temporarily living outside that school's attendance zone.
4. Completion of the last grade level at the student's school (i.e., grade 5, 8, or 12).
5. Access to a specific program/academy offered at a campus other than the home campus.
6. State class size guidelines.

TRANSFER AGREEMENT

Parents and students requesting a transfer must agree to abide by the school's standards for academic progress, attendance, discipline, and parental cooperation. Transfers will be revoked if problematic patterns

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present with attendance, or behaviors in violation of the TISD Student Code of Conduct. A transfer will be revoked for a Magnet student if the student fails to enroll in or drops Magnet classes.

Once a student attends a school on approved transfer, the student may not return to the home campus during the school year for which the transfer was granted unless the transfer is revoked or both principals agree to an early return.

Special education students must satisfy the conditions under which transfers may be allowed pursuant to this regulation.

TIMELINES

Transfer time lines will include but not be limited to the following:

1. Transfers are received beginning March 1st and ending April 1st. Transfer requests received during this time frame will be processed in June.
2. Any requests received after the first day of school will be considered on a case-by-case basis.

Transfer requests will not be accepted the week before or the week of the start of the new school year. An exception will be granted for children of employees and those who meet the criteria for building or purchasing a home within a specific TISD school zone.

UIL RESIDENCY CRITERIA

The residence shall be the domicile that is fixed, permanent, and the principle home for legal purposes. The residence is not bona fide under district guidelines/policy unless it complies with all the following criteria:

1. The parent shall provide documentation to verify the purchase, lease, or rental of a home located in the attendance zone. A lease agreement or rental agreement shall be for a reasonable duration.
2. There shall be no personal effects or furniture belonging to the family in the previous residence.
3. The family shall have submitted a change of mailing address to the U.S. Postal Office.
4. If either parent was registered to vote at the previous address, he or she shall have applied for a new voter registration card at the new address.
5. The new residence shall accommodate the entire family. The former house shall be on the market at a reasonable market price, sold, or the lease or rental agreement terminated. All utilities and telephone service shall be disconnected or no longer in the family's name. Each licensed driver in the household shall have complied with Department of Public Safety regulations for changing his or her address.

INTRA-DISTRICT TRANSFERS AND UIL ELIGIBILITY

A student shall be governed by the most current edition of the UIL Constitution and Contest Rules in addition to the following athletic rules.

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The first time a student new to the district participates in UIL high school athletic practice or begins classes, the student shall establish eligibility in that high school by the location of the student's bona fide residence.

The first time a current district student participates in a district-approved athletic activity in grade 8, the student shall have established his or her athletic eligibility in high school based on the attendance zone in which the student's bona fide residence, as defined in section UIL Residency Criteria of this regulation.

A high school student who transfers will be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for one year from the date of entry into the receiving school, unless no team exists at the sub varsity level, in which case the student will be allowed to participate on the varsity team.

If a student transfers from one attendance zone to another and he or she has represented another school (grade 8 or above) during the current or previous year in any UIL athletic activity, he or she shall be ineligible for varsity completion for two years if the UIL District Executive Committee rules that the student was recruited or changed schools for athletic purposes; Their first year on transfer (by UIL rule), their second year on transfer during the student's junior or senior year in all sports (by TISD).

If a student's residence changes from one attendance zone to another and he or she has represented another school (grade 8 or above) during the current or previous year in any UIL athletic activity, he or she shall be ineligible for varsity completion for two years, as outline previously, in all sports until:

1. The parent has a bona fide residence in the attendance zone; and the residence has been verified by TISD Student Services; and
2. The student's parent signs a statement (in the presence of the Director of Athletics or a notary) that the parent resides in a bona fide residence within the zone and that the change of schools was not made for athletic purposes; and
3. The student's change is approved by the UIL District executive committee before the student competes at the varsity level. [See the current edition of the UIL Constitution and Contest Rules] If the change is not approved and the student was recruited or changed schools for athletic purposes, the two year penalty will apply.

If a student on an approved transfer, who has met the first year waiting period, chooses to transfer again or to return to his or her home campus, the student will be ineligible to participate in varsity athletics for one year from the date of transfer.

If the student's transfer is revoked for academic, attendance, or behavioral purposes, he or she will lose UIL eligibility for varsity athletics for one calendar year from the date of transfer.

TRANSPORTATION

Tyler ISD does not provide transportation for transfer students unless otherwise required by law.

NOTE: Section 23.2 was added May 2015