



RD OF EDUCATION BUSINESS MEETING

August 10, 2026 6:00 PM
Hagen Administration Center
301 Hagen Street
Sterling, Colorado 80751

1. OPENING ACTIVITIES

1.1. Pledge of Allegiance

1.2. Call to Order by the President and Roll Call

2. APPROVAL OF THE AGENDA

3. SCHOOL/PROGRAM/COMMUNITY PARTNER HIGHLIGHTS

4. PUBLIC PARTICIPATION

**Each participant may be allotted up to three minutes to speak. For complete details regarding public participation, please refer to Board Policy BEDH-R.*

5. COMMUNICATION

5.1. Staff Reports

5.2. Superintendent's Report

5.3. Board of Directors Committee Reports

6. DISCUSSION ITEMS

6.1. Trip Request

- SHS - Marching Band - Pueblo, CO
- Caliche - FFA Board Retreat - Loveland/Fort Collins, CO

6.2.

6.3. Gillem Staffing Contract Addendum for Virtual Speech-Language Pathologist Services

6.4. 2026-2027 School Handbooks

6.5. RE-1 Valley Administration Organizational Chart 2026-2027

6.6. Director District 7 Vacancy – Interview Date

6.7. 2026–2027 Board Strategic Priorities

6.8. **Board Agenda Item Submission and Supporting Material Deadlines**

6.9. **Policy Revision - Third Reading**

- JICJ - Student Use of Cell Phones and Other Personal Technology Devices

6.10.

6.11. **Policy Revisions - Second Reading**

- JLCD - Administering Medications to Students
- JLCD-R - Administering Medications to Students

6.12.

6.13. **Policy Reinstatement and Rescission**

- JFBA - Intra District Choice/Open Enrollment/Part-Time Enrollment and Participation
- JFBA - R - Intra District Choice/Open Enrollment/Part-Time Enrollment and Participation
- JFBA - E - Part Time Student Enrollment Requests

6.14.

6.15. **Superintendent Annual Unused Leave Payout**

7. **ACTION ITEMS**

7.1. **Personnel Approvals**

7.2. **Trip Request**

- SHS - Marching Band - Pueblo, CO
- Caliche - FFA Board Retreat - Loveland/Fort Collins, CO

7.3.

7.4. **Gillem Staffing Contract Addendum for Virtual Speech-Language Pathologist Services**

7.5. **2026-2027 School Handbooks**

7.6. **RE-1 Valley Administration Organizational Chart 2026-2027**

7.7. **2026–2027 Board Strategic Priorities**

7.8. **Board Agenda Item and Supporting Material Submission Deadlines**

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7.13. **Policy Reinstatement and Rescission**

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8. **CLOSING REMARKS**

9. **ADJOURNMENT**

File: JICJ - Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education recognizes the importance of promoting responsible digital citizenship and empowering students to make thoughtful and reflective decisions and develop a positive presence online. The Board also believes that personal technology devices may be useful tools for students in the educational environment and can play a vital role in monitoring health and during emergency situations. However, possession and use of personal technology devices in school situations must be regulated to assure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare and privacy of students and staff.

For purposes of this policy, "personal technology device" (PTD) includes any privately owned portable technology device, including but not limited to cell phones, laptops, headphones, earbuds, smartwatches, [smart-glasses](#), and any other wireless technology device that emits an audible signal, vibrates, displays a message, [captures audio or video](#), or otherwise summons or delivers a communication to the possessor of such device. Building administration shall develop procedures for staff concerning confiscating PTDs in accordance with this policy.

Prohibited Uses

For purposes of this policy, the term "school day" means the hours between the starting and ending time of the school day as defined by the school. Students shall not use PTDs as follows:

4. Students in grades PreK - [812](#) are prohibited from using PTDs on school or district premises, or when being transported in vehicles dispatched by the district or one of its schools during the school day.

Students are encouraged to leave their ~~PTDs~~ [personal technology devices](#) at home. If a student brings a PTD to school, ~~then it~~ [the device](#) must be turned off [or placed in silent mode](#) and stored [out of site](#) in a ~~student's~~ [backpack, or locker, or other school-designated location for the entire during the](#) school day. [Personal technology devices shall not be visible, audible, accessed, handled, worn, or used at any time during the school day, including but not limited to:](#)

- [Before the first class period](#)
- [Passing periods](#)
- [Advisory periods](#)
- [Study halls/WIN, Tiger, or Buff Time](#)
- [Lunch periods](#)
- [Recess periods](#)
- [Classroom and instructional time](#)
- [Assemblies](#)
- [Library visits](#)
- [Any other time between the official start and end of the school day](#)

~~2. Secondary students are prohibited from using PTDs during classroom or instructional time as well as when being transported in vehicles dispatched by the district or one of its schools. Classroom or instructional time includes the entire period of a scheduled class and other times when secondary students are directed to report to and participate in any instructional activity. Upon entry into a classroom or other instructional area or district vehicle, each student must turn off their PTD and store it away in the student's backpack, locker, or school-designated location. PTDs may be used during passing periods, lunch periods, and school-sponsored programs, events, or activities happening outside of classroom or instructional time, except that headphones, earbuds, or any other PTD that interferes with or diminishes a student's ability to hear communications from school staff or emergency alarms are prohibited at all times.~~

It is the student's responsibility to ensure that PTDs are ~~is~~ turned off or silenced and stored in designated ~~areas- locations during times of prohibited use~~ the school day.

PTDs that:

~~(1) p~~Produce any audible sound - including a ring tone, notification, or vibrating alert - whether through a speaker, headphones, earbuds, or other means,

~~eOr (2) that~~ are displayed, accessed, handled, worn, or otherwise visible during the school day ~~or are in plain view at such times~~ shall be deemed to be used in violation of this policy.

~~Students shall not use PTDs on school or district premises, when being transported in vehicles dispatched by the district or one of its schools, during a school or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event:~~

~~Student use of PTDs while being transported in vehicles dispatched by the district or one of its schools, or during school or district-sponsored activities, events, or trips outside the academic school day, shall be at the discretion of the bus driver, coach, advisor, or sponsor supervising the students. Regardless of whether PTD use is otherwise permitted, students may lose PTD privileges for engaging in any of the following prohibited conduct on school or district premises, while being transported in a vehicle dispatched by the district or one of its schools, during a school- or district-sponsored activity, event, or trip, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:~~

- ~~1.~~ to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;
- ~~2.~~ to take photographs of students and/or staff, without permission of the student and/or staff member;
- ~~3.~~ in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of other persons, as determined by the building principal;
- ~~4.~~ during safety or other emergency drills;
- ~~5.~~ for academic dishonesty or cheating;

- ~~6.~~ to send, receive, or possess voice, text, or email messages reasonably interpreted as indecent or sexually suggestive;
- ~~7.~~ to threaten, harass, intimidate, or bully another person or group of persons;
- ~~8.~~ to engage in, promote, or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law while at school, on school transportation, or at a school-sponsored activity or event; or
- ~~9.~~ to act in a manner that causes or results in disruption of the educational environment or school-sponsored activity or event or impairs or interferes with school or district operations.

Exceptions

Students may possess and use PTDs during ~~classroom or instructional times or during times~~ when PTDs are otherwise prohibited, ~~only~~ under the following circumstances:

1. When specifically authorized under a current ~~Individual~~ ~~e~~Education ~~p~~Plan (IEP), ~~a~~Section 504 accommodation plan, or a health care plan in force and effect regarding the student. ~~During a documented emergency situation as directed by school administration, law enforcement, or emergency responders.~~
2. ~~For instructional purposes, in accordance with specific school procedures and under the direction of the school principal.~~

~~Nothing in this policy prohibits students from possessing or using PTDs before the official start of the school day, or after the official end of the school day.~~

Violations

Violation of this policy and/or use that violates any other Board policy shall result in the following disciplinary measures:

- First offense: ~~t~~The student will be ~~given a verbal warning and directed to turn off~~ ~~directed to surrender and/or store~~ the PTD ~~in an appropriate location to school staff.~~ The PTD will be stored in the office until the end of the school day. Staff will enter a behavior referral into Infinite Campus ~~to documenting the verbal warning the violation.~~
- Second offense: the PTD will be confiscated and stored in the main office, and a behavior referral will be entered into Infinite Campus, ~~and the student's parent/legal guardian will be notified.~~ The PTD will be returned ~~to the student at the end of the day only to the student's parent/legal guardian.~~
- Third offense: ~~t~~The PTD will be confiscated and stored in the main office, ~~and a~~ ~~A~~ behavior referral will be entered into Infinite Campus, ~~and t~~the student's parent/legal guardian will be contacted to arrange ~~to pick up of~~ the PTD. Staff, the student, and the student's parent/legal guardian will develop a plan ~~to have requiring~~ the student ~~to check in~~ the PTD ~~with into~~ the main office ~~before~~ at the beginning of each school day and ~~pick up the PTD it~~ at the end of the day. ~~This plan will be reviewed each semester and continued for any reason deemed necessary by the administration in their sole discretion.~~

- Subsequent offenses: ~~t~~The PTD will be confiscated and stored in the main office,
~~and a A~~ behavior referral will be entered into Infinite Campus. The student's parent/legal guardian will be contacted to arrange to pick up the PTD and the student will be subject to discipline in accordance with Board policy.

If the building principal or designee believes a student's possession or use of a PTD may involve a violation of ~~the law~~, ~~the building principal or designee may also refer~~ the matter ~~may be referred~~ to law enforcement.

Loss or Damage

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending school-sponsored activities or events.

Adopted: August 19, 2002

Revised: June 22, 2009

Revised: June 20, 2016

Revised: January 17, 2017

Reviewed: August 14, 2017

Revised: September 16, 2024

Revised: TBD

LEGAL REF.: C.R.S. [18-7-109](#) (posting, possession or exchange of a private image by a juvenile)

CROSS REFS.: [JIC](#) and subcodes, Student Conduct

[JIH](#), Student Interviews, Interrogations, Searches and Arrests

[JK](#) and subcodes, Student Discipline

[JS*](#), Student Use of the Internet, Electronic Communications and Personal Technology Devices

File: JLCD - Administering Medications to Students

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication but does not include medical marijuana.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy will be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

The administration of medical marijuana must be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

Medication may be administered to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student's parent/guardian to administer the medication to the student and either:
 - a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
 - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. ~~The parent/guardian is responsible for providing all medication to be administered to the student, unless it is an over the counter medication such as Advil or Tylenol.~~ The parent/guardian is responsible for providing all medications, including prescription and nonprescription (over-the-counter) medications, to be administered to the student. The district will not stock or furnish over-the-counter medications for general student use.

4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA)

The district provides basic first aid to students who become ill or injured during the school day. Basic first aid does not include the routine administration of over-the-counter medications supplied by the district. Parents or guardians who wish their student to receive an over-the-counter medication during the school day must provide the medication and all required authorizations in accordance with this policy and the accompanying regulation.

Self-administration of medication for asthma, allergies or anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication must be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition or other condition for which the medication is prescribed may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Use of stock epinephrine auto-injectors in emergency situations

The district will have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee must be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.

The district will have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event. For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist a district employee or any other person who is at risk of experiencing an opiate-related drug overdose event.

Administration of an opiate antagonist by a district employee to a student or any other person must be in accordance with applicable state law

Adopted: October 1, 1984

Revised: November 7, 1994

Revised: August 20, 2001

Revised: June 8, 2009

Revised: June 11, 2012

Revised: May 19, 2014

Revised: June 20, 2016

Revised: September 17, 2018

Revised: December 13, 2023

Revised: TBD

LEGAL REFS.: C.R.S. [12-38-132](#) (delegation of nursing tasks)

C.R.S. [12-38-132.3](#) (school nurses - over-the-counter medication)

C.R.S. [22-1-119](#) (no liability for adverse drug reactions/side effects)

C.R.S. [22-1-119.1](#) (Board may adopt policy to acquire a stock supply of opiate antagonists)

C.R.S. [22-1-119.3](#) (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)

C.R.S. [22-1-119.5](#) (Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)

C.R.S. [22-2-135](#) (Colorado School Children's Food Allergy and Anaphylaxis Management Act)

C.R.S. [24-10-101](#) et seq. (Colorado Governmental Immunity Act)

1 CCR [301-68](#) (State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)

6 CCR [1010-6](#), Rule 9-105 (regulations)

CROSS REFS.: [JICH](#), Drug and Alcohol Involvement by Students

[JKD/JKE](#), Suspension/Expulsion of Students (and Other Disciplinary Interventions)

[JLCDA*](#), Students with Food Allergies

JLCDB*, Administration of Medical Marijuana to Qualified Students

[JLCE](#), First Aid and Emergency Medical Care

File: JLCD-R - Administering Medications to Students

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

District-Supplied Over-the-Counter Medications

The district does not maintain or furnish a supply of routine over-the-counter medications for student use. The district will continue to provide basic first aid for minor illnesses and injuries; however, basic first aid does not include the routine administration of over-the-counter medications. If a parent/guardian wishes an over-the-counter medication to be available for a student during the school day, the parent/guardian must provide the medication and all required authorizations in accordance with Board policy and this regulation.

Prescription Medication

- Health care provider order
- Parent authorization
- Pharmacy-labeled container

Nonprescription (OTC) Medication

- Parent authorization
- Original manufacturer's container
- Parent must supply medication

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects
3. ~~The Prescription~~ medications ~~shall~~**must** be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.

Nonprescription medications must be provided in the original manufacturer's labeled container. The district will not supply routine over-the-counter medications. Parents/guardians who wish their student to receive over-the-counter medication during the school day must provide it.

4. An individual record shall be kept of medications administered by school personnel.
5. Medication must be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

Self-administration of medication for asthma, allergies anaphylaxis, or other prescription medication

A school may permit a student to possess and self-administer medication, such as an inhaler or epinephrine, or other prescription medication, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which must include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which must include permission for the student to self-administer their medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.
5. A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is effective only for the school year in which it is approved.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

Approved: August 20, 2001

Revised: June 8, 2009

Revised: June 11, 2012
Revised: June 20, 2016
Revised: December 13, 2023
Revised : TBD

File: JFBA - Intra-District Choice/Open Enrollment

The Board of Education endorses the grade level school concept and makes many decisions based on student population within the age and grade level of students within District Boundaries. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students shall be allowed to attend either school or participate in any program of their choice on a space available, first-come, first-served basis. Those students exercising choice under the federal No Child Left Behind Act (NCLB) (when school is on improvement status or designated as persistently dangerous or when student is a victim of a violent crime at school) have priority over other students in the exercise of open enrollment under this policy.

In implementing the open enrollment program, the district is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.
2. Establish and offer any particular program in a school if such program is not offered currently in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

Notwithstanding the provisions of this policy, a student may be assigned outside the attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open enrollment and transfers

Resident students and their parents/guardians shall be notified on an annual basis of the options available through open enrollment in sufficient time to apply.

Students, including home-schooled students desiring to take classes on a part-time basis, within designated attendance areas shall have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and will be admitted if there is space available in the requested school and the application has been submitted on or before March 1 in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after September 30 must submit a letter together with the required form requesting a transfer. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy.

Open enrollment and transfer students attending a school outside their attendance area will be granted admission on a year-to-year basis.

Students granted permission to enroll in a school other than the school in their assigned attendance area shall have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in district buses without disruption of regular routes and loading areas. Homeless students, students in foster care, and students with disabilities shall be transported, as necessary, in accordance with state and federal law.

Nondiscrimination

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.

Military children

The district will allow an inbound active duty military member to use the school liaison office address for the military installation to which the inbound active duty military member is or will be assigned in order to apply for open enrollment in a district school or program. No additional documentation of an inbound active duty military member's child's state address will be required to apply for open enrollment.

The district school or program in which the child of an inbound active duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The district will also grant priority preference for the younger siblings of the child of an inbound active duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion,

ancestry, or need for special education services in the determination or recommendation of action under this policy.

Special education students

The district shall not inquire about an applicant's IEP or disability status until after the applicant has been admitted. Thereafter, the district shall consider the request for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws.

Adopted: January 2, 2004

Revised: May 18, 2009

Revised: June 20, 2016

Revised: April 15, 2024

LEGAL REFS.: C.R.S. [2-1-102](#) (definition of district resident)

C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

C.R.S. [22-32-110](#) (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)

C.R.S. [22-32-110](#) (1)(m) (power to fix boundaries)

C.R.S. [22-36-101](#) et seq. (open enrollment)

C.R.S. [22-36-107](#) (inbound active duty military families open enrollment and registration)

1 CCR [301-8](#), Rules 4.03 and 8.07 (prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)

CROSS REFS.: [EEA](#), Student Transportation

[IHBG](#), Home Schooling

[JC](#), School Attendance Areas

JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

[JFABD](#), Homeless Students

[JFABE*](#), Students in Foster Care

[JFBB](#), Inter-District Choice/Open Enrollment

JJJ, Extracurricular Activity Eligibility

File: JFBA-R - Intra-District Choice/Open Enrollment

1. Attendance areas

Students will attend the district school determined by their residence unless a request to attend another school or program is approved. No student will be enrolled in a school or program outside the attendance area without prior approval in accordance with these regulations.

The principal of each school will be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has an approved authorization for open enrollment or transfer.

Students must register in the school serving their attendance area even though a request is pending for open enrollment or transfer. Registration in the requested school will not be permitted until the student has received written approval for open enrollment or transfer.

2. Open enrollment

Requests for open enrollment must be initiated by the parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school). The receiving school principal will notify the principal of the school in the student's attendance area of the disposition of the request. Central administration of the school district shall also receive copies of related paperwork.

Forms will be available in every school building and in the central administrative office. The principal will explain to the parents/guardians the procedures used to process open enrollment requests.

The receiving school principal will make the decision as to whether an open enrollment application is accepted or rejected based on criteria established in state law and Board policy. When a parent seeks to exercise the No Child Left Behind Act (NCLB) choice option, this decision shall be made in consultation with central administration of the school district. The receiving school principal will be responsible for notifying the parents/guardians and students of approval or disapproval of an open enrollment request no later than August 20.

Reasons used by the principal to accept or reject open enrollment requests shall be limited to any of the following:

- a. There is a lack of space or teaching staff within a particular program or school requested.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer a particular program requested.

c. The student does not meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

d. A desegregation plan is in effect for the school district, and such denial is necessary in order to enable compliance with the desegregation plan.

Upon enrollment at a school outside the attendance area, the student should plan to remain in that school for a full academic year. Once a student is accepted under the open enrollment plan, every effort will be made to permit the student to complete the highest grade in that building subject to the right of residents of the attendance area and students exercising the NCLB choice option.

Students who wish to return to their home school or to open enroll in a different school must submit an open enrollment request in accordance with these regulations.

Each principal will maintain a file of all open enrollment requests to that building. A copy will be forwarded to the central office for district-wide data collection purposes.

Those students who apply for open enrollment and cannot be accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until October 1 of each year, after which a new waiting list will be developed for the next 12 months.

3. Transfers

The transfer process is available to allow flexibility in choice of school when the open enrollment deadline has passed and/or circumstances necessitate a change in school just prior to or during a school year. All requests for attendance at a school outside a student's attendance area will be processed as transfers once the open enrollment deadline has passed.

Requests for transfer must be initiated by the parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school). The receiving school principal will notify the principal of the school in the student's attendance area of the disposition of the request.

Forms will be available in every school building and in the central administrative office. The principal will explain to the parent/guardian the procedures used to process transfer requests.

The receiving school principal will make the decision as to whether a transfer application is accepted or rejected based on the same criteria established in state and federal law and Board policy as used to consider open enrollment requests. It may be appropriate under some circumstances to conditionally approve a transfer request. The receiving school principal will be responsible for notifying the parents and students of approval or disapproval of a transfer request as soon as possible.

Permission to transfer when granted will be for one academic year or the remainder of the year if the transfer occurs after the beginning of any school year. Renewal of transfers is not automatic.

Students who wish to return to their home school or to transfer to a different school must reapply for a transfer in accordance with these regulations.

Each principal will maintain a file of all transfer requests to or from his/her building. A copy will be forwarded to the central office for district-wide data collection purposes.

4. Criteria to determine availability of space or teaching staff

Open enrollment and transfers within the district will be approved subject to space availability in the school requested contingent upon district class size guidelines and subject availability as determined by the receiving principal taking enrollment projections into consideration. Students whose open enrollment or transfer requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space. Mobile units will not be taken into consideration when determining availability of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualifications for the program.

An open enrollment or transfer granted to one child in a family will not necessarily support the open enrollment or transfer of another child in the family.

5. Continuing enrollment criteria

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless:

- a. the student is expelled from the school or program
- b. the student's continued participation in the school or program requires the district to make alterations in the structure of the school or to the arrangement or function of rooms
- c. there is a lack of space or teaching staff
- d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student
- e. the school does not offer a program requested by the student
- f. the student does not meet established eligibility criteria
- g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan

Students whose place of residence changes within the school district during the school year must complete transfer forms for record-keeping purposes. Students will be required to attend the school of their new attendance area the following year unless application is made for open enrollment or transfer.

6. Eligibility for activities

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, the bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

Any student who enrolls in a school outside of the attendance area by falsifying the address forfeits eligibility to participate in the school's activities.

7. Appeal procedure

Should a request for open enrollment or transfer be denied, the parent/guardian will be advised by the principal that they may appeal the denial by contacting the superintendent.

The principal shall submit the reason for denial of the request, and the parent/guardian's request, to the administrator considering the appeal. The administrator will review the parent/guardian request and the principal's decision and then make a determination.

The superintendent's decision shall be final.

Approved: March 5, 1991

Revised: February 7, 1995

Revised: March 15, 1999

Revised: May 18, 2009

Revised and recoded: June 20, 2016