

Mission Statement

Rangely School District RE-4's mission is to create a learning community dedicated to high achievement and safety for all.

Vision Statement

Rangely School District RE-4's vision is to be a district of innovation that inspires students to become life-long learners and positive difference-makers in society.

BOARD MEMBERS

President- Kurt Douglas
Vice Pres- Joyce Key
Secretary- Samuel Tolley
Director- Jason Cox
Director – Casey Ducey

**RANGELY SCHOOL DISTRICT RE-4
Board of Education
Tuesday, February 20, 2018
EARLY EDUCATION CENTER 6:15pm
AGENDA**

(This agenda is tentative until approved by the board)

BOARD'S CORE VALUES

Respect
Focus
Transparency
Achievement

NOTES

Your insights are needed and welcomed and the board encourages you to meet with the most appropriate person among the district's many leaders.

Public participation is an opportunity to present brief comments or questions to the board for consideration or follow-up. Each person is asked to focus comments to five minutes and sign in on the podium.

The consent agenda is based around "need for action" decisions which are highly routine or backed by prior information and discussion.

If you are interested in helping the district's efforts, please speak with any member of the district or call the district office at 675-2207. Opportunities abound and your participation is highly desired.

1. ROLL CALL
2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA

Recommended Motion: I move to approve the Agenda as presented

4. APPROVAL OF CONSENT AGENDA
The Consent agenda allows the Board of Education to act on several items in one motion. If you would like to comment on any of these items please notify the board by registering on the sign-in sheet.

4.1 Approval of board meeting minutes for January 16, 2018

4.2 Approval of financial information located at www.rangelyk12.org for the month of January 2018.

4.3 Personnel Addendum

Recommended Motion: I move to approve the Consent Agenda as presented

5. RECOGNITIONS
 - 5.1 STUDENT OF THE MONTH
 - 5.2 OTHER
6. REQUESTS TO ADDRESS THE BOARD

Mission Statement

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7. REPORTS FROM SUPERINTENDENT, ADMINISTRATORS AND COMMITTEES

- 7.1 PVE – Mike Kruger
- 7.2 JSHS – Crandal Mergelman
- 7.3 BOCES – Teresa Schott
- 7.4 RDA update – Joyce Key
- 7.5 Superintendent – Matt Scoggins

8. DISCUSSION ITEMS:

- 8.1 Old Business:
 - 8.1a Graduation Requirements
- 8.2 New Business:
 - 8.2a Weighted GPA
 - 8.2b Initial Reading of, CASB's Required by Law, Revised Policies
 - GCE/GCF – Professional Staff Recruiting/Hiring
 - GDE/GDF – Support Staff Recruiting/Hiring
 - JF – Admission and Denial of Admission
 - JFABD – Homeless Students
 - JFBA – Intra-District Choice/Open Enrollment
 - JFBB – Inter-District Choice/Open Enrollment
 - JRA/JRC – Student Records/Release of Information on Students
 - KBA – District Title I Parent and Family Engagement

9. ACTION ITEMS:

9.1 IKF - Graduation Requirements

Recommended Motion: I move to approve policy IKF-Graduation Requirements as presented.

9.2 Superintendent Contract

Recommended Motion: I move to accept and approve the Superintendent Contract based on the 2018-2019 budget.

10.ADJOURNMENT

Mission Statement

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**RANGELY SCHOOL DISTRICT RE-4
Board of Education
Tuesday, January 16, 2018
EARLY EDUCATION CENTER 6:15pm
Minutes**

(This agenda is tentative until approved by the board)

BOARD MEMBERS

President- Kurt Douglas
Vice Pres- Joyce Key
Secretary- Samuel Tolley
Director- Jason Cox
Director – Casey Ducey

BOARD'S CORE VALUES

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Achievement

NOTES

Your insights are needed and welcomed and the board encourages you to meet with the most appropriate person among the district's many leaders.

Public participation is an opportunity to present brief comments or questions to the board for consideration or follow-up. Each person is asked to focus comments to five minutes and sign in on the podium.

The consent agenda is based around "need for action" decisions which are highly routine or backed by prior information and discussion.

If you are interested in helping the district's efforts, please speak with any member of the district or call the district office at 675-2207. Opportunities abound and your participation is highly desired.

1. CALL TO ORDER

The meeting was called to order by President Douglas at 6:17pm

2. ROLL CALL

All present

3. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

Recommended Motion: I move to approve the Agenda as presented

MOTION: Key
SECOND: Tolley
ROLL CALL: All Ayes

5. APPROVAL OF CONSENT AGENDA

The Consent agenda allows the Board of Education to act on several items in one motion. If you would like to comment on any of these items please notify the board by registering on the sign-in sheet.

5.1 Approval of board meeting minutes for December 12, 2017

5.2 Approval of financial information located at www.rangelyk12.org for the month of December 2017.

5.3 Personnel Addendum

Recommended Motion: I move to approve the Consent Agenda as presented

MOTION: Key
SECOND: Tolley
ROLL CALL: All Ayes

6. RECOGNITIONS

Matt recognized our Jr/Sr. High School art teacher, Sal Higgins, for presenting art projects from the middle and high school students to the board to display in the board room, she has done a great job with the students and sharing the projects with us.

He recognized the fans in Rangely for always supporting our students.

<u>Mission Statement</u>	<u>Vision Statement</u>
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Matt recognized those students who received Academic All-State, Klaire Denny, Patrick Scoggins, KK Fortunato, Skylar Thacker, Maria Blakely, Katelyn Brown, Aspen Rhea, Marlena Miller, Sarah Connor, Kassidee Brown, Kierra Powell, Halie Elam, Makenze Cochrane, Raelynn Norman, Riley Boydston, Grady Nielsen and Austin Ficken.

7. REQUESTS TO ADDRESS THE BOARD

Students, Klaire Denny, Patrick Scoggins and KK Fortunato presented themselves as students from a Leadership class to observe the meeting. One requirement for the class is to attend board meetings and town council meetings to observe and learn how they are ran.

8. REPORTS FROM SUPERINTENDENT, ADMINISTRATORS AND COMMITTEES

- 8.1 PVE – Mike Kruger
- 8.2 JSHS – Crandal Mergelman
- 8.3 BOCES – Teresa Schott
- 8.4 RDA update – Joyce Key
- 8.5 Superintendent – Matt Scoggins

Administrator reports are available at the District Office.

8. DISCUSSION ITEMS:

New Business:

8.1 Audit report

The audit presented to the board was given a clean opinion by the auditors, which is the goal.

8.2 Purchase of used bus

The board agreed to buy a used bus for the transportation department. The bus recommended is a 2015 Thomas C2 71 Passenger diesel. We have received a grant for \$70,000 and the bus is \$75,025 which does not include overhead racks and will be an extra \$6-7,000 bringing the total to approximately \$82,000. We will have to use around \$12,000 from the building fund.

8.3 School Board meeting schedule and designated posting places

The board agreed to keep the regular board meetings on the 3rd Tuesday of each month at 6:15pm, with work sessions on the 1st Tuesday of the month on an "as needed basis".

8.4 Nomination for School District Foundation representative

The board appointed Casey Ducey as the School District Foundation representative.

9. ACTION ITEMS:

9.1 Audit Report

Recommended Motion: I move to accept the audit report as presented.

MOTION: Tolley

SECOND: Cox

ROLL CALL: All Ayes

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9.2 Purchase of used bus

Recommended Motion: I move to approve the purchase of a used bus as presented

MOTION: Cox

SECOND: Ducey

ROLL CALL: All Ayes

9.3 Designated places of board meeting postings

Recommended Motion: I move to approve to continue on with the current 3rd Tuesday meeting dates and the current posting places which are: the front door of each building, the teacher's lounge at each building and the website.

MOTION: Tolley

SECOND: Key

ROLL CALL: All Ayes

10. EXECUTIVE SESSION

10.1 Personnel Matters

Recommended Motion: "I move that the Board of Education go into executive session to discuss personnel matters required to be kept confidential by the Colorado Open Records Act C.R.S. 24-6-402(4), and that by this motion the Board announces that such is the purpose of the executive session."

MOTION: Key

SECOND: Ducey

ROLL CALL: All Ayes

11. ADJOURNMENT

The meeting was adjourned at 7:45

PERSONNEL ADDENDUM
February 20, 2018

RESIGNATION:

Danny Dorris - Bus Driver

NEW HIRE:

Vickie Long - Food Service Director

Daniel Sutherland - Elementary Music Teacher

Parkview Principal's Report - February 2018

- Enrollment at Parkview is currently 291. Following is the grade level breakdown:

Pre-school	30
Kindergarten	35
First Grade	35
Second Grade	46
Third Grade	45
Fourth Grade	56
Fifth Grade	44

- The Moral Focus Virtue for February is COURAGE. The 4th grade classes and Mr. Trusa will be presenting in the assemblies this month. Mr. Forbes invited Jessica Kruger to speak on the topic of courage and her experiences volunteering in Uganda and the Democratic Republic of the Congo. You are invited to attend any of our Moral Focus Assemblies on Monday mornings. They begin around 8:05 and conclude before 8:30.
- The Parkview Lego Club will have another activity night on February 12.
- CNCC students from their women's volleyball team will be volunteering in various classes at Parkview every Tuesday afternoon throughout the month of February.
- We will have a lock-down drill at Parkview on Tuesday, February 28, around 1 p.m.
- The second semester parent/teacher conferences at Parkview will be Tuesday and Thursday, February 27 & March 1, 4-8 p.m. Parents will once again be encouraged to make conference appointments online. The Parkview PTO will be sponsoring the Spring Book Fair during this week.

Respectfully Submitted,

Mike

February Rangely School Board Report for Jr/Sr. High School

Enrollment is steady. We have not lost or gained from last month.

- Jr. High – 118 students
- High School – 103 students

In the school:

- Winter MAPS testing is over and all seemed to go well and seamlessly. We are starting to work on our scheduling for our CMAS, SAT 8/9, SAT 10, and SAT testing. These tests will be in April.
- We are getting ready for Parent/Teacher conferences on Feb 26, and March 1.
- Winter sports are coming to the end of regular season
 - Wrestling sent 1 wrestler on to state – Tytus Coombs
 - Boys and Girls basketball are both going into districts as one of the highest seeded teams. Both will host on Wednesday, Feb 21st. They will then play in Debeque based upon their win/loss on Wednesday and upon their seed.
 - Jr. High Girls basketball ended well
 - 7A team ended up 2nd to Moffat County
 - 8A and 7B both played well but came up short in their tournament
 - Jr. High Wrestling has started up

New

PROFESSIONAL STAFF RECRUITING/HIRING

RECRUITING

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which he or she is licensed and meets other stated requirements.

BACKGROUND CHECKS

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act.

HIRING

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status, disability or conditions related to pregnancy or childbirth.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the superintendent.

APPOINTMENT OF CANIDATES

Nominations shall be made at meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

ADOPTED: May 1977

REVISED: May 1981
April 9, 1996
December 15, 1999
December 19, 2000 (legal references)
September 9, 2003 (legal references)
September 26, 2005

LEGAL REFS.: C.R.S 2-4-401 (13.5) (definition of sexual orientation)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (inquiries prior to hiring)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-126
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)
C.R.S. 22-60.5-201
C.R.S. 22-61-101
C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)
C.R.S. 22-63-201
C.R.S. 22-63-202
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-301 (7) (definition of sexual orientation)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions: notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees).
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)
15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312(c)(6) (teacher licensure requirements under Every Student Succeeds Act
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity

OLD

PROFESSIONAL STAFF RECRUITING/HIRING

RECRUITING

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

BACKGROUND CHECKS

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act.

HIRING

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the superintendent.

APPOINTMENT OF CANDIDATES

Rangely School District RE-4, Rangely, Colorado

Nominations shall be made at meetings of the Board of Education. Nominations of candidates who are not highly qualified, as defined by the NCLB, will be accompanied with an explanation as to why a highly qualified candidate was not hired for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

ADOPTED: May 1977

REVISED: May 1981
April 9, 1996
December 15, 1999
December 19, 2000 (legal references)
September 9, 2003 (legal references)
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LEGAL REFS.: C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
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C.R.S. 22-63-202
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)
15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)
20 U.S.C. 6319 (teacher requirements under No Child Left Behind Act of 2001)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity

New

SUPPORT STAFF RECRUITING/HIRING

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

RECRUITING

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

BACKGROUND CHECKS

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

HIRING

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

ADOPTED: 1981

REVISED: November 9, 1999
September 9, 2003
March 16, 2016

LEGAL REFS.: 15 U.S.C. §1681 et seq. (Fair Credit Reporting Act)
42 U.S.C. §653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation)
C.R.S. 8-2-126 (limits employers' use of consumer credit information)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (fingerprinting requirements for non-licensed positions)
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-301 (7) (definition of sexual orientation)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

OLD

SUPPORT STAFF RECRUITING/HIRING

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

RECRUITING

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection. Only qualified paraprofessionals, as defined by the No Child Left Behind Act of 2001, shall be hired to provide instructional support for students in Title I Schoolwide and Targeted Assistance Programs.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

BACKGROUND CHECKS

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

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The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

ADOPTED: 1981

REVISED: November 9, 1999
September 9, 2003
March 16, 2016

LEGAL REFS.: 15 U.S.C. §1681 et seq. (Fair Credit Reporting Act)
20 U.S.C. §6319 (paraprofessional requirements under No Child Left Behind Act of 2001)
42 U.S.C. §653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. 200.58, 200.59 (federal regulations regarding paraprofessional qualifications)
C.R.S. 8-2-126 (limits employers' use of consumer credit information)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
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C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions
GDAA*, Title I Paraprofessionals

New

ADMISSION AND DENIAL OF ADMISSION

ADMISSION

All persons age 6 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition.

A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration.

Students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students shall be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of admission. The notice shall inform the parent/guardian of the right to request a hearing.

Students shall be urged to have a physical examination and to submit a report from the examining physician on a form provided by the district prior to enrollment.

DENIAL OF ADMISSION

The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law.

The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

NONDISCRIMINATION

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

ADOPTED: November 9, 1999

REVISED: March 16, 2016

LEGAL REFS.: C.R.S. 22-1-102 (defines "resident")
C.R.S. 22-1-102.5 (defines "homeless child")
C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)
C.R.S. 22-2-409 (notification of risk)
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. 22-32-115 (tuition to another school district)
C.R.S. 22-32-116 (non-resident students)
C.R.S. 22-32-138 (enrollment of students in out-of-home placements)
C.R.S. 22-33-103 through 22-33-110 (school attendance law)
C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students
JLCB, Immunization of Students

OLD

ADMISSION AND DENIAL OF ADMISSION

ADMISSION

All persons age 6 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration.

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students shall be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of enrollment. The notice shall inform the parent/guardian of the right to request a hearing.

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The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law.

The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

NONDISCRIMINATION

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

ADOPTED: November 9, 1999
REVISED: March 16, 2016

LEGAL REFS.: C.R.S. 22-1-102 (defines "resident")
C.R.S. 22-1-102.5 (defines "homeless child")
C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)
C.R.S. 22-2-409 (notification of risk)
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. 22-32-115 (tuition to another school district)
C.R.S. 22-32-116 (non-resident students)
C.R.S. 22-32-138 (enrollment of students in out-of-home placements)
C.R.S. 22-33-103 through 22-33-110 (school attendance law)
C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students
JLCB, Immunization of Students

New

HOMELESS STUDENTS

It is the Board's intent to remove barriers to the identification, enrollment and retention of homeless children and youth in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Terms used in this policy and its accompanying regulation, such as "homeless children and youth," "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall be as defined by the McKinney-Vento Homeless Assistance Act and its implementing regulations. For purposes of this policy and its accompanying regulation, "homeless students" shall refer to "homeless children and youth."

Each homeless student shall have access to and shall be provided education services for which the student is eligible, comparable to services provided to other students in the school, including summer school, career and technical education programs, gifted and talented programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interest of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

At least one staff member shall be designated to serve as the local liaison and shall fulfill the duties required of the position as set forth in state and federal law. The district shall provide training and other technical assistance to the local liaison(s) and other appropriate district staff regarding the district's obligations to homeless students.

Duties of the local liaison and procedures for identification, enrollment, transportation and dispute resolution for homeless students shall be made in accordance with the accompanying regulation and applicable law. Decisions on enrollment and transportation for homeless students shall be made in accordance with regulation JFABD-R.

NOTE 1: The term "homeless children" is defined in federal law to include the following:

Individuals who lack a fixed, regular and adequate nighttime residence, including:

- *children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*
- *children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;*
- *children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and*
- *migratory children and unaccompanied youths (i.e., those not in the physical custody of a parent or guardian) who are living in circumstances described above.*

NOTE 2: While the definition of homeless children in Colorado law closely tracks the definition in federal law, the federal law contains the following language which is NOT found in the Colorado law:

- *"sharing the housing of other persons due to lack of housing, economic hardship or a similar reason"*
- *"trailer parks"*
- *"substandard housing"*

Colorado school districts that receive federal funds are required to follow the more inclusive federal definition.

ADOPTED: October 8, 2002

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 6313 ©(3) (reservation of Title I funding for homeless children and youth)
42 U.S.C. §11431 et seq. (McKinney Homeless Assistance Act, as amended by No Child Left Behind Act of 2001)
C.R.S. 22-1-102.5 (definition of homeless child)
C.R.S. 22-32-109 (1)(dd) (duty to adopt/revise policies to remove barriers to access and success in schools for homeless children)

C.R.S. 22-33-103.5 (attendance of homeless children)
C.R.S. 26-5.7-101 et seq. (Homeless Youth Act)

OLD

HOMELESS STUDENTS

It is the Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decision are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students shall be provided access to education and other series that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interest of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The superintendent shall designate at least one staff member in the district to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for homeless students shall be made in accordance with regulation JFABD-R.

NOTE 1: The term "homeless children" is defined in federal law to include the following:

Individuals who lack a fixed, regular and adequate nighttime residence, including:

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;*
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;*
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and*

- *migratory children who are living in circumstances described above.*

NOTE 2: While the definition of homeless children in Colorado law closely tracks the definition in federal law, the federal law contains the following language which is NOT found in the Colorado law:

- *"sharing the housing of other persons due to lack of housing, economic hardship or a similar reason"*
- *"trailer parks"*
- *"substandard housing"*

Colorado school districts that receive federal funds are required to follow the more inclusive federal definition.

ADOPTED: October 8, 2002

LEGAL REFS.: 42 U.S.C. §11431 et seq. (McKinney Homeless Assistance Act, as amended by No Child Left Behind Act of 2001)
C.R.S. 22-1-102.5 (definition of homeless child)
C.R.S. 22-32-109 (1)(dd) (duty to adopt/revise policies to remove barriers to access and success in schools for homeless children)
C.R.S. 22-33-103.5 (attendance of homeless children)
C.R.S. 26-5.7-101 et seq. (Homeless Youth Act)

New

INTRA-DISTRICT CHOICE/OPEN ENROLLMENT

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. 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 any school or participate in any program of their choice on a space available, first-come, first-served basis. 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 such applications shall be approved if there is space available in the requested school and the application has been submitted on or before October 1 in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after October 1 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 shall be granted admission on a year-to-year basis.

Students granted permission to attend a school other than the school in their assigned attendance area shall have the same curricular and extracurricular status

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 race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability or need for special education services in the determination or recommendation of action under this policy.

SPECIAL EDUCATION STUDENTS

Requests from the parents of special education students for open enrollment or transfer to another school or program shall be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) shall be used to determine if the requested school or program can meet the student's needs.

ADOPTED: September 13, 1994

REVISED: December 19, 2000 (legal references)

LEGAL REFS.: C.R.S. 22-1-102 (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)(m) (power to fix boundaries)
C.R.S. 22-36-101 et seq. (open enrollment)

CROSS REFS.: EEA, Student Transportation
IHBG, Home Schooling
JC, School Attendance Areas

JFABD, Homeless Students
JFBB, Inter-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

OWD

INTRA-DISTRICT CHOICE/OPEN ENROLLMENT

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. 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 any 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 such applications shall be approved if there is space available in the requested school and the application has been submitted on or before October 1 in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after October 1 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 shall be granted admission on a year-to-year basis. In the event the population

of the attendance area increases to fill the building with attendance area residents or students from outside the attendance area who have a right to attend the school under the NCLB choice option, transfer students may be asked to enroll in another school.

Students granted permission to attend a school other than the school in their assigned attendance area shall have the same curricular and extracurricular status 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. In addition, students from outside the attendance area who enrolled under the NCLB choice option may remain in the school until they complete the highest grade available in the school subject to capacity constraints related to health and safety issues.

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 and students with disabilities shall be transported, as necessary, in accordance with state and federal law. See policy JFABD, Homeless Students. Students attending under the NCLB choice option shall be provided transportation at district expense to the extent required by law.

NONDISCRIMINATION

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

SPECIAL EDUCATION STUDENTS

Requests from the parents of special education students for open enrollment or transfer to another school or program shall be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) shall be used to determine if the requested school or program can meet the student's needs.

ADOPTED: September 13, 1994

REVISED: December 19, 2000 (legal references)

Rangely School District RE-4, Rangely, Colorado

LEGAL REFS.: 20 U.S.C. 1116 (choice options when school is on improvement status under the No Child Left Behind Act of 2001)
20 U.S.C. 7912 (students who attend a school designated by state as persistently dangerous or who have been a victim of a violent crime at school have the option to transfer to a safe school within the district pursuant to the No Child Left Behind Act of 2001)
C.R.S. 22-1-102 (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)(m) (power to fix boundaries)
C.R.S. 22-36-101 et seq. (open enrollment)

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
JFBB, Inter-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

New

INTER-DISTRICT CHOICE/OPEN ENROLLMENT

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for the open enrollment of nonresident students, the school district shall not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered 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.
4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for open enrollment from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

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.

Student granted permission to attend a school pursuant to this policy 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.

TRANSPORTATION

Transportation for nonresident students who enroll in the district shall be furnished by the parents/guardians unless it is determined that transportation is necessary for the district to comply with state and federal law requirements for homeless students, students in foster care and students with disabilities.

Homeless students, students in foster care and students with disabilities shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

NONDISCRIMINATION

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

SPECIAL EDUCATION

Requests from the parents/guardians of special education students for open enrollment shall be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) shall be used to determine if the requested school or program can meet the student's needs. Once the student is enrolled, the district shall conduct a staffing to update the IEP.

ADOPTED: September 13, 1986

REVISED: December 19, 2000
October 8, 2002

LEGAL REFS.: C.R.S. 15-14-105 (delegation of custodial power)
C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)
C.R.S. 22-1-102 (2) (definition of resident of district)
C.R.S. 22-20-106 (designation of general and special education responsibilities for students with disabilities)
C.R.S. 22-20-107.5 (defining district of residence for students with disabilities)
C.R.S. 22-20-109 (tuition for special education services)
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. 22-32-113 (1)(c) (transportation of students residing in another district)
C.R.S. 22-32-115 (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)
C.R.S. 22-32-115 (2)(b) (subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)
C.R.S. 22-32-115 (4)(a) (district is not liable for tuition except pursuant to written agreement)
C.R.S. 22-32-116 (if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)
C.R.S. 22-33-103 (any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)
C.R.S. 22-33-106 (3) (grounds to deny admission)
C.R.S. 22-36-101 et seq. (open enrollment policy must have time line and reasons to deny enrollment)
C.R.S. 22-54-103 (10.5) (definition of pupil enrollment count day)

CROSS REFS: JFAB, Continuing Enrollment of Students Who Become
Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

OLD

INTER-DISTRICT CHOICE/OPEN ENROLLMENT

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for admission of nonresident students, the school district shall not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered 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.
4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

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.

Student granted permission to attend a school pursuant to this policy 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.

TRANSPORTATION

Transportation for nonresident students who enroll in the district shall be furnished by the parents/guardians unless it is determined that transportation is necessary for the district to comply with state and federal law requirements for homeless students and students with disabilities.

Homeless students and students with disabilities shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

NONDISCRIMINATION

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

SPECIAL EDUCATION

Requests from the parents/guardians of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) shall be used to determine if the requested school or program can meet the student's needs. Once the student is admitted, the district shall conduct a staffing to update the IEP.

ADOPTED: September 13, 1986

REVISED: December 19, 2000
October 8, 2002

LEGAL REFS.: C.R.S. 15-14-105 (delegation of custodial power)
C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)
C.R.S. 22-1-102 (2) (definition of resident of district)
C.R.S. 22-20-106 (designation of general and special education responsibilities for students with disabilities)
C.R.S. 22-20-107.5 (defining district of residence for students with disabilities)
C.R.S. 22-20-109 (tuition for special education services)
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. 22-32-113 (1)(c) (transportation of students residing in another district)
C.R.S. 22-32-115 (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)
C.R.S. 22-32-115 (2)(b) (subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)
C.R.S. 22-32-115 (4)(a) (district is not liable for tuition except pursuant to written agreement)
C.R.S. 22-32-116 (if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)
C.R.S. 22-33-103 (any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)
C.R.S. 22-33-106 (3) (grounds to deny admission)
C.R.S. 22-36-101 et seq. (open enrollment policy must have time line and reasons to deny enrollment)
C.R.S. 22-54-103 (10.5) (definition of pupil enrollment count day)

CROSS REFS: JF-R, Admission and Denial of Admission (Procedures for Students
in Out-of-Home Placements)
JFAB, Continuing Enrollment of Students Who Become
Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

New

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

CONTENT AND CUSTODY OF STUDENT EDUCATION RECORDS

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

ACCESS TO STUDENT EDUCATION RECORDS BY PARENTS AND ELIGIBLE STUDENTS

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to

student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

REQUEST TO AMEND STUDENT EDUCATION RECORDS

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

DISCLOSURE WITH WRITTEN CONSENT

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

DISCLOSURE WITHOUT WRITTEN CONSENT

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a

person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorize representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

- a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
 12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
 13. The disclosure is of "directory information" as defined by this policy.

DISCLOSURE OF DIRECTORY INFORMATION

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than 12 regular school days after the start of each school year.

DISCLOSURE OF DISCIPLINARY INFORMATION TO SCHOOL PERSONEL

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

DISCLOSURE TO MILITARY RECRUITING OFFICERS

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

DISCLOSURE TO MEDICAID

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

DISCLOSURE TO THE COLORADO COMMISSION ON HIGHER EDUCATION (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

ANNUAL NOTIFICATION OF RIGHTS

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

GOVERNING LAW

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

ADOPTED: May 1977

REVISED: May 1981
November 12, 1996
November 11, 1997
November 5, 1998
December 15, 1999
November 14, 2000
October 9, 2001
September 26, 2005
March 16, 2016

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 7908 (military recruiter access to student records)
34 C.F.R. 99.1 et seq. (FERPA regulations)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-1-123 (district shall comply with FERPA)
C.R.S. 22-32-109 (1)(ff) (duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)
C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)
C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)
C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)
C.R.S. 22-33-107.5 (school district to notify of failure to attend school)
C.R.S. 24-72-204 (2)(e) (denial of inspection of materials received, made or kept by Safe2Tell Program)
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)

C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)
C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
C.R.S. 24-72-205(5) (fee for copying public record)
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.: GBG, Liability of School Personnel/Staff Protection
JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

OLD

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

CONTENT AND CUSTODY OF STUDENT EDUCATION RECORDS

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

ACCESS TO STUDENT EDUCATION RECORDS BY PARENTS AND ELIGIBLE STUDENTS

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to

student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

REQUEST TO AMEND STUDENT EDUCATION RECORDS

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

DISCLOSURE WITH WRITTEN CONSENT

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

DISCLOSURE WITHOUT WRITTEN CONSENT

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a

person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorize representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

- a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
 12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
 13. The disclosure is of "directory information" as defined by this policy.

DISCLOSURE OF DIRECTORY INFORMATION

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than 12 regular school days after the start of each school year.

DISCLOSURE OF DISCIPLINARY INFORMATION TO SCHOOL PERSONEL

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

DISCLOSURE TO MILITARY RECRUITING OFFICERS

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

DISCLOSURE TO MEDICAID

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

DISCLOSURE TO THE COLORADO COMMISSION ON HIGHER EDUCATION (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

ANNUAL NOTIFICATION OF RIGHTS

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

GOVERNING LAW

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

ADOPTED: May 1977

REVISED: May 1981
November 12, 1996
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December 15, 1999
November 14, 2000
October 9, 2001
September 26, 2005
March 16, 2016

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 7908 (military recruiter information contained in No Child Left Behind Act of 2001)
34 C.F.R. 99.1 et seq. (FERPA regulations)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-1-123 (district shall comply with FERPA)
C.R.S. 22-32-109 (1)(ff) (duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)
C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)
C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)
C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)
C.R.S. 22-33-107.5 (school district to notify of failure to attend school)
C.R.S. 24-72-204 (2)(e) (denial of inspection of materials received, made or kept by Safe2Tell Program)
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)

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C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)

C.R.S. 24-72-205(5) (fee for copying public record)

C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.: GBG, Liability of School Personnel/Staff Protection
JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

NEW

DISTRICT TITLE I PARENT AND FAMILY ENGAGEMENT

Pursuant to federal law, the district and the parents of students participating in Title I district programs have jointly developed the following parent and family engagement policy to establish the district's expectations and objectives for meaningful parent and family engagement. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title I plan.

ENGAGEMENT WITH TITLE I PLANNING

The district shall hold an annual meeting for parents and families of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent and family engagement activities shall be used, and invite suggestions for improvement.

DISTRICT SUPPORT FOR PARENT AND FAMILY ENGAGEMENT

The district shall provide coordination, technical assistance and other support necessary to assist participating schools in building the capacity for effective parent and family engagement activities to improve student academic achievement and school performance.

This coordination, assistance and support shall include; either a group meeting or individual meetings with Title 1 staff and parents.

The district, with the assistance of parents, shall develop and implement a district professional development plan to enhance the skills of teachers, pupil services personnel, principals, and other staff in:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

COORDINATION OF PARENT INVOLVEMENT ACTIVITIES WITH OTHER DISTRICT PROGRAMS

The district shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant federal, state, and local laws and programs (including public preschools) and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their students.

STUDENT LEARNING

The district shall coordinate and integrate Title I parent and family engagement strategies with those of other educational programs in the district. The purpose of this coordination shall be to improve the academic quality of the schools served, including identifying challenges to greater participation by parents and families in activities authorized by law, particularly by parents and family members who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The district shall provide to parents and families, as appropriate, information to help them understand the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor students' academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents and families work with students to improve student achievement.

METHOD OF COMMUNICATING WITH PARENTS

All information related to school and parent programs, meetings and other activities shall be sent to parents and family members in a format and, to the extent practicable, in a language the parents and family members can understand.

ANNUAL EVALUATION

The district shall conduct, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of this policy. Effectiveness shall be measured in part by improvements in student academic achievement and in school performance.

The evaluation shall address the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The evaluation

shall specifically address challenges to greater participation by parents and family members in activities authorized by law, particularly by parents and family members who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are parents of migratory children

The district shall use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary, this policy.

The district shall provide such other reasonable support for parental involvement activities as parents may request.

DEVELOPMENT OF SCHOOL-LEVEL TITLE I PARENT ENGAGEMENT POLICY

Each school receiving Title I funds shall jointly develop with, agree on, and distribute to parents and family members of students participating in the Title I program (hereafter referred to as "parents") a written School-Level Title I Parent and family engagement Policy establishing the district's expectations and objectives for meaningful parent and family engagement in accordance with the requirements of federal law.

The policy shall contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

ADOPTED: May 20, 2013

LEGAL REFS.: 20 U.S.C. 6301 et seq. (Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act)
Title I, Part A, Section 1112 (information for parents concerning teacher qualifications, assessment and language instruction)

Title I, Part A, Section 1114 (b)(2) (eligible school that desires to operate a schoolwide program must develop a comprehensive plan with involvement of parents and other community members)

Title I, Part A, Section 1115 (b)(2)(Targeted Assistance Program must include parent involvement strategies)

Title I, Part A, Section 1116 (a)(parent and family engagement policy)

Title I, Part C, Section 1304 (c)(3) (parent involvement in projects and programs for the education of migratory children)

C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

CROSS REFS.: ADA, School District Educational Objectives
AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBIB, Primary/Preprimary Education
IKA, Grading/Assessment Systems
KD, Public Information and Communications

OLD

DISTRICT TITLE I PARENT INVOLVEMENT

Pursuant to federal law, the district and the parents of students participating in Title I district programs have jointly developed the following parent involvement policy. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title I plan.

INVOLVEMENT WITH TITLE I PLANNING

The district shall hold an annual meeting for parents of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent involvement activities shall be used, and invite suggestions for improvement.

DISTRICT SUPPORT FOR PARENT INVOLVEMENT

The district shall provide coordination, technical assistance and other support necessary to assist participating schools in building the capacity for strong parent involvement to improve student academic achievement and school performance.

This coordination, assistance and support shall include; either a group meeting or individual meetings with Title 1 staff and parents.

The district, with the assistance of parents, shall develop and implement a district professional development plan to enhance the skills of teachers, pupil services personnel, principals, and other staff in:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

COORDINATION OF PARENT INVOLVEMENT ACTIVITIES WITH OTHER DISTRICT PROGRAMS

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and district preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

STUDENT LEARNING

The district shall coordinate and integrate Title I parental involvement strategies with those of other educational programs in the district. The purpose of this coordination shall be to improve the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The district shall provide to parents, as appropriate, information to help them understand the district's academic standards, state and local academic assessments, the requirements of Title I, how to monitor students' academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents work with students to improve student achievement.

METHOD OF COMMUNICATING WITH PARENTS

All information related to school and parent programs, meetings and other activities shall be sent to parents in a format and, to the extent practicable, in a language the parents can understand.

ANNUAL EVALUATION

The district shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy. Effectiveness shall be measured in part by improvements in student academic achievement and in school performance.

The evaluation shall specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged

- have disabilities
- have limited English proficiency
- have limited literacy
- are parents of migratory children

The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

The district shall provide such other reasonable support for parental involvement activities as parents may request.

DEVELOPMENT OF SCHOOL-LEVEL TITLE I PARENT INVOLVEMENT POLICY

Each school receiving Title I funds shall jointly develop with and distribute to parents of students participating in the Title I program (hereafter referred to as "parents") a written School-Level Title I Parent Involvement Policy agreed upon by the parents in accordance with the requirements of federal law.

The policy shall contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

ADOPTED: May 20, 2013

LEGAL REFS.: 20 U.S.C. 6301 et seq. (No Child Left Behind Act of 2001)
Title I, Part A, Section 1112 (g) (parent involvement and notifications in districts using Title I funds to provide language instruction to limited English proficient students)
Title I, Part A, Section 1114 (b)(1)(F) (Schoolwide Reform Program must include strategies to increase parent involvement)
Title I, Part A, Section 1114 (b)(2) (eligible school that desires to operate a schoolwide program must develop a comprehensive reform plan)
Title I, Part A, Section 1115 (c)(1)(g) (Targeted Assistance Program must include parent involvement strategies)
Title I, Part A, Section 1116 (a)(1)(D) (school districts receiving Title I funds must review effectiveness of parent involvement actions and activities at schools)
Title I, Part A, Section 1118 (Title I parent involvement requirements)

Title I, Part C, Section 1304 (b)(3) (parent involvement and notifications in districts using Title I funds for the education of migratory children)

Title I, Part F, Section 1606 (a)(7) (Comprehensive School Reform Grant Program parent involvement requirements)

Title II, Part A, Section 2123 (a)(3)(B)(iv) (preparing and training for highly qualified teachers and principals Grant Program parent involvement provisions)

C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

CROSS REFS.: ADA, School District Educational Objectives
AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBIB, Primary/Preprimary Education
IKA, Grading/Assessment Systems
KD, Public Information and Communications

GRADUATION REQUIREMENTS

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

STATE AND DISTRICT CONTENT STANDARDS

All students must meet or exceed state and district content standards prior to becoming eligible to graduate.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

UNITS OF CREDIT NEEDED – 2016-2017

A total of 25 credits earned with a passing grade during grades nine through twelve are required for graduation.

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of assigned projects.
- Completion of 25 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

REQUIRED CREDITS/COURSES

Credits	Area	Required Courses
4	English	English 9 English 10 English 11 or English 121 and English 122
4	Mathematics	Algebra I Geometry Algebra II Math 050/055 or Math 121
3	Science	1 Physical Science Biology
3	Social Studies	World History US History Government
2	Physical Education	Health - .5 credit
2	Vocational Education	Computer Apps – .5 credit (includes business, technology, and yearbook)
1	Humanities	 (includes art, drama, music courses)
4.5	Electives – Electives for Grades	
1	Electives – Pass/Fail or for a Grade	
.5	Senior Seminar	
<u>25</u>	<u>Total</u>	

UNITS OF CREDIT NEEDED – 2017-2018

A total of 27 credits earned with a passing grade during grades nine through twelve are required for graduation.

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of assigned projects.
- Completion of 27 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

REQUIRED CREDITS/COURSES

Credits	Area	Required Courses
4	English	English 9 English 10 English 11 or English 121 and 122
4	Mathematics	Algebra I Geometry Algebra II Math 050/055 or Math 121
3	Science	1 Physical Science Biology
3	Social Studies	World History US History Government
2	Physical Education	Health - .5 credit
2	Vocational Education	Computer Apps – .5 credit (includes business, technology, and yearbook)
1	Humanities	 (includes art, drama, music courses)
4.5	Electives – Electives for Grades	
3	Electives – Pass/Fail or for a Grade	
.5	Senior Seminar	
<u>27</u>	<u>Total</u>	

UNITS OF CREDIT NEEDED – 2018-2019

A total of 28.0 credits earned with a passing grade during grades nine through twelve are required for graduation.

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of assigned projects.
- Completion of 28.0 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

REQUIRED CREDITS/COURSES

Credits	Area	Required Courses
4	English	English 9 English 10 English 11 or English 121 and 122 Literature – .5 credit
4	Mathematics	Algebra I Geometry Algebra II Math 050/055 or Math 121
3	Science	1 Physical Science Biology
3	Social Studies	World History US History Government
2	Physical Education	Health - .5 credit
2	Vocational Education	Computer Apps – .5 credit (includes business, technology, and yearbook)
1.5	Humanities	 (includes art, drama, music courses. .5 may be a literature class)
5	Electives – Electives for Grades	
3	Electives – Pass/Fail or for a Grade	
.5	Senior Seminar	
28	Total	

UNITS OF CREDIT NEEDED – 2019-2020

A total of 28 credits earned with a passing grade during grades nine through twelve are required for graduation.

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Student Assessment Program, the district assessment program, classroom assessments, and student participation in, and completion of assigned projects.
- Completion of 28 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.

REQUIRED CREDITS/COURSES

Credits	Area	Required Courses
4	English	English 9 English 10 English 11 or English 121 and 122 Literature – .5 credit
4	Mathematics	Algebra I Geometry Algebra II Math 050/055 or Math 121
3	Science	1 Physical Science Biology
3	Social Studies	World History US History Government
2	Physical Education	Health - .5 credit
2	Vocational Education	Computer Apps – .5 credit (includes business, technology, and yearbook)
1.5	Humanities	 (includes art, drama, music courses. .5 may be a literature class)
5	Electives – Electives for Grades	
3	Electives – Pass/Fail or for a Grade	
.5	Senior Seminar	
<u>28</u>	<u>Total</u>	

CREDITS FROM OTHER INSTITUTIONS AND HOME-BASED PROGRAMS

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

CLASS RANKINGS AND GRADE POINT AVERAGES

Graduating seniors shall be ranked within the graduating class upon the basis of grade-point averages for the four-year program. Algebra I taken as an 8th grade student will count toward graduation requirements and the grade will be included in their GPA. Should a student decide not to include this class as part of their graduation requirements they will be required to complete all 4.0 math credits during high school.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

In an attempt to further challenge the high school students to push toward academic excellence, engage a rigorous course offering and not fault students for taking challenging course loads, the "AP" designation with associated grades are made available for Advanced Placement classes.

By the first regular school board meeting of September, each year, the high school principal shall submit a list of upper level courses that are to be considered "Advanced Placement" classes. These are classes designated, certified "AP" and must follow "Advanced Placement" College Board curricular standards. Grades for advanced placement classes will be given the following values: A=5, B=4, C=3, D=2. A weighted score for the class will only be granted with a score of 3 or higher on the AP exam. Weighted grades will become effective for the class of 2019.

Grades for college 100 level courses and above will be given the following values: A=5, B=4, C=3, D=2. Courses must be in the core areas of English, Math, Science and Social Studies to receive a weighted score. Students are responsible to verifying the acceptability of a course prior to taking it. A decision may be appealed

to the administrative team. Weighted grades will become effective for the class of 2019.

A 3 or 4 credit college course is equal to $\frac{1}{2}$ credit at the high school. A 5 credit college course may be equal to 1 credit at the high school. A variance may be requested to the administrative team.

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average, except for Algebra I when taken as an eighth grade student. This class may be retaken in high school.

The student with the highest-class rank will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

INDEPENDENT STUDY

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

STUDENT COURSE LOAD

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 7 credits per school year. Students who wish to take less credits in any given school year must obtain permission in advance from the principal.

YEARS OF ATTENDANCE

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

ADOPTED: 1983

REVISED: June 7, 1988
April 13, 1993
May 10, 1994
April 11, 1995
January 13, 2004
June 2, 2004
February 15, 2016

LEGAL REFS.: C.R.S. 22-1-104 (teaching history, culture and civil government)
C.R.S. 22-32-132 (discretion to award diploma to honorably discharged veterans)
C.R.S. 22-33-104.5 (home-based education law)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IA, Instructional Goals and Learning Objectives
IHA, Basic Instructional Program
IHAC, History and Civil Government Education
IHBG, Home Schooling
IHCDA, Postsecondary Options/Concurrent Enrollment
IK, Academic Achievement
ILBA, District Program Assessments
ILBB, State Program Assessments
ILBC, Literacy and Reading Comprehension Assessments