



RE-1 VALLEY SCHOOL DISTRICT
Sterling and Caliche Communities
BOARD OF EDUCATION BUSINESS MEETING

agen Administration Center, 301 Hagen Street, Sterling, Colorado 80751
Tuesday, June 16, 2026, 6:00 PM

Join Zoom Meeting

<https://us06web.zoom.us/j/86752104365?pwd=AKDSTYD8lHaW0znFoC17yrK0uam2bN.1>

Passcode: 837754

AGENDA

1. OPENING ACTIVITIES

1.1. Pledge of Allegiance

1.2. Call to Order by the President and Roll Call

2. APPROVAL OF THE AGENDA

3. SCHOOL/PROGRAM/COMMUNITY PARTNER HIGHLIGHTS

4. PUBLIC PARTICIPATION

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

5. EXECUTIVE SESSION - C.R.S. § 24-6-402(4)(b)

6. COMMUNICATION

6.1. Staff Reports

6.2. Superintendent's Report

- Owners Rep Update
- Other Items

6.3. Board of Directors Committee Reports

7. DISCUSSION ITEMS

7.1. 2026-2027 School Handbooks

7.2. Special Service Provider 2026-2027 Contracts

- School Psychologist – Gillem Staffing
- Occupational Therapy Services – ProCare Therapy
- Educational Audiology Services – Whitney Hodges
- Teacher of the Deaf Services – Shana Bokelman

7.3. Director of Information Technology Position

7.4. All Staff Guidebook

7.5. 2026-2027 Salary Schedules

7.6. ESEA Title Programs General Assurance Form

7.7. IDEA Funding Eligibility Certification

7.8. CASB Fees for 2026-2027

7.9. 2026-2027 Proposed Budget Adoption

7.10. Policies Updates - Second Reading GBGG - Staff Paid Time Off

(PTO)/Sick/Catastrophic/Transition Leave Paid Time Off (PTO)

This revision updates the District's PTO/Sick Leave plan by removing the separate sick leave category, changing the PTO carryover from a 1.5:1 conversion to a 1:1 carryover, and eliminating the annual \$75 per day payout for accrued PTO exceeding the 90-day maximum.

GBGH - Sick Leave Bank

Proposed revisions to Policy GBGH update language related to the Sick Leave Bank, including immediate family definitions, administration procedures, and wording revisions that remove references to donating sick leave days and instead specify the donation and use of PTO days only.

GBGJ - Bereavement

Proposed revisions to Policy GBGJ update language regarding bereavement leave definitions of immediate family members.

7.11. Policies Updates - Second Reading (Previously Tabled)

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

(Revision) Proposed revisions update language related to intra-district choice/open enrollment and establish general expectations for part-time student enrollment and participation opportunities.

JFBA-R - Intra-District Choice/Open Enrollment/Part-Time Student Enrollment and Participation **(Revision)**

Proposed revisions establish procedures and operational guidelines related to eligibility, enrollment, participation requirements, funding considerations, and program administration for part-time student enrollment opportunities.

JFBA-E - Part-Time Student Enrollment Request Form (New)

A new exhibit was developed to provide a standardized Part-Time Student Enrollment Request form for families requesting part-time enrollment opportunities within the district.

8. ACTION ITEMS

8.1. Personnel Approvals

8.2. Meeting Minutes

- **Approval of Meeting Minutes – June 1, 2026**

8.3. Special Service Provider 2026-2027 Contracts

- **School Psychologist – Gillem Staffing**
- **Occupational Therapy Services – ProCare Therapy**
- **Educational Audiology Services – Whitney Hodges**
- **Teacher of the Deaf Services – Shana Bokelman**

8.4. Director of Information Technology Position

8.5. All Staff Guidebook

8.6. 2026-2027 Salary Schedules

8.7. ESEA Title Programs General Assurance Forms

8.8. IDEA Funding Eligibility Certification

8.9. CASB Fees for 2026-2027

8.10. 2026-2027 Proposed Budget Adoption (Appropriation Resolution)

- **Adopt FY 2026-2027 Proposed Budget**

- **Adopt FY 2026-2027 Use of Beginning Fund Balance Resolution**
- **Adopt FY 2026-2027 Interfund Borrowing Resolution**

8.11. Policies Updates - Second Reading

- **GBGG - Staff Paid Time Off (PTO)/Sick/Catastrophic/Transition Leave Paid Time Off (PTO)**
- **GBGH - Sick Leave Bank**
- **GBGJ - Bereavement**

8.12. Policies Updates - Second Reading and Approval

- **JFBA - Intra - District/Open Enrollment/Part-time Student Enrollment and Participation (Revision)**
- **JFBA -R Intra - District/Open Enrollment/Part-time Student Enrollment and Participation (Revision)**
- **JFBA -E Part-Time Student Enrollment Request (New)**

9. CLOSING REMARKS

10. ADJOURNMENT

File: GBGG - Staff Paid Time Off (PTO)/~~Sick~~/Catastrophic/Transition Leave

Paid Time Off (PTO)

Upon satisfactorily completing a 90 calendar day grace period, which begins with date of hire, staff will receive Paid Time Off (PTO) to use when they must be absent from work according to the following:

- Nine-month employees will be granted 10 PTO days per school year;
- 10-month employees will be granted 11 PTO days per school year;
- 11-month employees will be granted 12 PTO days per school year;
- 12-month employees will be granted 13 PTO days per school year.

A PTO day is based on the authorized hours worked per day (i.e., an employee who works five hours a day for nine months will receive 10 five-hour PTO days).

PTO leave shall not apply immediately preceding or following scheduled breaks and holidays as listed on the district school calendar for licensed staff unless approved by their supervisor.

~~Sick leave~~

~~PTO days not used by the end of the employee's anniversary month and/or school year will be moved to the employee's sick leave balance at a rate of 1.5 (time and one half) in the month of the anniversary of the employee's date of hire and/or the start of the new school year. Sick~~ **PTO** ~~leave may be accumulated up to a maximum of 90 days, not including the annual PTO leave allocation for any current year.~~

~~If an employee's absence from work is due to personal illness or an illness in the immediate family and the employee needs additional leave, the remaining leave shall be taken from the employee's accrued sick leave balance or at the employee's discretion. For purposes of this policy, "immediate family" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health or safety-related care. Exceptions may be made by the superintendent.~~

Employees who have exhausted their accumulated **PTO** ~~sick~~ leave and require additional ~~sick~~ leave may be granted catastrophic leave or transition leave, as outlined below.

~~Employees shall not be terminated from their jobs due to illness or accident until accumulated sick leave has been depleted. It is understood that anyone on sick leave is not physically capable of working and shall not be granted paid leave if he/she is working on another job.~~

~~Documentation may be required for approval of taking four or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee~~

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any paid ~~PTO sick~~ leave that the employee had accrued but not used during the employee's previous employment if that accrued paid ~~PTO sick~~ leave had not been paid out at the time of the separation.

Unused ~~PTO/sick~~ leave shall be payable as follows:

~~At the end of each year, days accumulated over 90, will be paid out at \$75 per day.~~
Employees with a minimum of 5 years of continuous service will, upon amicable separation (including retirement), be paid \$50 per day, up to \$4,500.

Violations regarding use of ~~PTO/sick~~ leave may result in termination of employment.

Additional leave during a public health emergency

In addition to the paid ~~sick~~ leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid ~~sick~~ leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid ~~sick~~ leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid ~~sick~~ leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;

- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Catastrophic leave

On rare occasions, employees may have a catastrophic sickness or accident, which causes them to use up their accrued leave. In such cases, employees may be granted leave under the following guidelines:

1. Before an employee is eligible for catastrophic leave days, the employee must first have missed a minimum of 20 consecutive days with or without pay.
2. All requests for catastrophic leave must be made in writing by the employee, spouse or nearest relative, accompanied by a statement or letter from the attending physician which certifies the need for additional leave. The Board or the superintendent may request further verification at the end of three weeks.
3. The Board reserves the right to request the opinion of a second physician of the district's choice to verify the need for catastrophic leave or its continuation.
4. An employee may be granted paid catastrophic leave in the amount of 10 days for each year of completed service up to a maximum of 50 consecutive days above the PTO/~~sick~~ leave accumulated by the employee.
5. Catastrophic leave shall not be accrued by an employee. Such leave shall be granted only under the circumstances outlined above or by exemption granted by the Board. Catastrophic leave may not be used more than once in any three-year period.

Transition leave

An employee who has exhausted the allotted maximum number of catastrophic leave days may, by approval of the superintendent, be allowed up to 30 days of unpaid transition leave. Transition leave is for the purpose of providing a transition period for an employee from a long-term leave back to the workplace. The superintendent and the employee will mutually develop an implementation plan for this transition period.

Administration of leave provided by this policy shall be handled by the superintendent or designee.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

Adopted: February 21, 1966

Revised: March 18, 1968

Revised: September 6, 1977

Revised: November 17, 1980

Revised: May 19, 1986

Revised: April 6, 1987

Revised: November 16, 1987

Revised: December 16, 1991

Revised: April 18, 1994

Revised: May 1, 1995

Revised: November 6, 1995

Revised: April 7, 2003

Revised: May 2, 2005

Revised: May 21, 2007

Revised: May 4, 2009

Revised and recoded: December 14, 2015

Revised: June 20, 2016

Revised: June 17, 2019

Revised: September 18, 2023

Revised: August 5, 2024

Revised: TBD

LEGAL REFS.: C.R.S. [2-4-401](#) (definition of immediate family)

C.R.S. [8-13.3-401](#) et seq. (Healthy Families and Workplaces Act)

CROSS REFS.: [GBGF](#), Federally-Mandated Family and Medical Leave

[GBGH](#), Sick Leave Bank

[GBGL](#), Staff Victim Leave

[GBJ](#), Personnel Records and Files

File: GBGH - Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide a source of sick leave for a district employee who sustains a long illness and has exhausted all accumulated leave or for the new employee who has completed their 90 calendar day grace period. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy or for medical conditions for an employee's immediate family member.

"Immediate family" for sick leave is defined as a person who is related by blood, marriage, civil union, or adoption (employee's spouse/partner, children, parents, and siblings), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Employees may become members of the Sick Leave Bank SLB by donating one day of PTO leave to the bank. The donations of days will be at the beginning of each school year or as needed when required by the Sick Leave Bank Committee (SLBC).

The SLB will be administered by the SLBC. The SLBC will be comprised of one representative selected from each school - with Hagen, Bus Barn, and Administrative Center staff being one group. The SLBC shall determine the validity of a member's request and determine whether the request will be denied, granted, or granted in part. In making these determinations, the SLBC will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the SLBC will review information presented by member employees and may consider information available from any other source.

Members will make written application to the SLBC through the superintendent's office for use of the SLB.

The SLBC may request a letter from the attending physician stating that the individual is not able to perform the normal duties of the job.

The sick leave bank committee will notify the applicant, the superintendent's office, and the payroll department of its decision in writing.

The superintendent's office shall be informed quarterly of balances of donated days and usage of days. SLB end-of-year balance shall carry over to the next school year.

When the accumulated balance of ~~sick or PTO~~ leave in the bank reaches 500 days at the end of a school year or by determination of the SLBC, current members will be waived from donating a day of ~~sick or~~ PTO leave to the SLB for the following school year. New employees or those wishing to become members will donate one day of PTO leave to join.

A member withdrawing from the SLB may not withdraw contributed days.

Enrollment in the sick leave bank is limited as follows:

New Staff: completion of the 90 calendar day grace period

Returning Staff: September 10 of each school year.

Completion of the 90 calendar day grace period is required prior to the request for, or use of, SLB days.

Adopted: April 20, 2009

Revised: October 20, 2014

Revised: December 15, 2015

Revised: June 17, 2019

Revised: June 19, 2023

Revised: August 5, 2024

Revised: TBD

CROSS REFS.: [GBGF](#), Federally-Mandated Family and Medical Leave

[GBGG](#), Staff PTO/Sick/Catastrophic/Transition Leave

File: GBGJ - Staff Bereavement Leave

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (~~a person who is related by blood, marriage, civil union, or adoption~~) (employee's spouse/partner, children, parents, grandparents, grandchildren, in-laws, and siblings), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent.

Employee absences which extend beyond the number of days allotted due to a death in the family shall be charged to the employee's Paid Time Off (PTO) unless the employee requests leave without pay.

Adopted: September 16, 2019

Revised: June 19, 2023

Revised: TBD

LEGAL REF.: C.R.S. [2-4-401](#) (definition of immediate family)

C.R.S. [14-15-101](#) et seq. (Colorado Civil Union Act)

CROSS REF.: [GBGG](#), Staff Sick Leave

File: JFBA - Intra-District Choice/Open Enrollment/~~Part-Time Student Enrollment and Participation~~

The Board of Education endorses the grade level school concept and makes many decisions based on student population within the age and grade level of students within District Boundaries. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students ~~shall~~ **may** be allowed to attend either school or participate in any program of their choice on a space available, first-come, first-served basis. Those students exercising **public school choice rights under applicable federal law** ~~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~~ **will** be notified on an annual basis of the options available through open enrollment in sufficient time to apply.

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

Full-time students residing within designated attendance areas shall receive priority consideration for enrollment. Resident and homeschooled students may apply for part-time enrollment opportunities in the district's RE-1 Six12 Online program, approved in-person district programming, co-curricular classes, academic courses, electives, and other district-approved programming, subject to available space, staffing, scheduling feasibility, program capacity, Board policy, and accompanying regulations. Students may be admitted if space is available in the requested program or school and the application has been submitted ~~on or before June 15~~ in accordance with accompanying regulations.

Parents and/or students who desire a change of school ~~after September 30~~ **October 25** must submit a letter together with the required form requesting a transfer. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy.

Open enrollment and transfer students attending a school outside their attendance area ~~will be granted admission on a year-to-year basis.~~ **may be reviewed annually in accordance with district regulations.**

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

Any student enrolled pursuant to this policy ~~shall~~ **may** 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.

Participation in extracurricular activities shall remain subject to CHSAA rules, district eligibility requirements, and applicable Board policy.

Part-Time Enrollment and Participation

The Board of Education recognizes that students may seek part-time enrollment opportunities for academic, co-curricular, and other district-approved programming. This policy establishes general requirements for part-time enrollment, participation, and funding considerations in accordance with Colorado law and applicable Board policies.

Definitions applicable to part-time enrollment and participation under this policy are contained in Regulation JFBA-R and are incorporated herein by reference.

Full-time students residing within the district will be given priority access to district courses and programs.

Resident and homeschooled students may apply for part-time enrollment opportunities in accordance with applicable law, applicable Board policies, and accompanying regulations, subject to available space, staffing, scheduling, program capacity, and available district resources.

Nonresident students seeking full-time or part-time enrollment opportunities within the district shall be considered in accordance with applicable district policies governing inter-district choice/open enrollment, applicable law, staffing availability, scheduling feasibility, program capacity, funding requirements, and available district resources.

The Superintendent or designee may develop accompanying regulations governing eligibility, enrollment procedures, participation requirements, operational definitions, funding considerations, and program administration related to part-time enrollment opportunities.

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~~ **will** be transported, as necessary, in accordance with state and federal law.

The district shall not be required to provide transportation for part-time students, consistent with Board policy EEA, unless otherwise required by law.

Nondiscrimination

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

Military children

The district will allow an inbound active duty military member to use the school liaison office address for the military installation to which the inbound active duty military

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

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

Special education students

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

Adopted: January 2, 2004

Revised: May 18, 2009

Revised: June 20, 2016

Revised: April 15, 2024

Revised: TBD

enrollment decisions to be made in a nondiscriminatory manner)

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

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

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

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

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

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

[IHBG](#), Home Schooling

[JC](#), School Attendance Areas

[JF-E](#), Admission and Denial of Admission

[JFABD](#), Homeless Students

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

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

[JJJ](#), Extracurricular Activity Eligibility

File: JFBA-R - Intra-District Choice/Open Enrollment/Part-Time Student Enrollment and Participation

1. Attendance areas

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

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

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

2. Open enrollment

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

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

The receiving school principal will decide whether to accept or reject an open enrollment application based on criteria established by state law and Board policy. When a parent/**guardian** seeks to exercise **public school choice rights under applicable federal law** ~~the No Child Left Behind Act (NCLB) choice option~~, this decision ~~shall~~ **will** be made in consultation with central administration of the school district. The receiving school principal will be responsible for notifying the parents/guardians and students of approval or disapproval of an open enrollment request. ~~no later than July 1.~~

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

- a. There is a lack of space or teaching staff within a particular program or school requested.

- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer a particular program requested.
- c. The student does not meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and such denial is necessary in order to enable compliance with the desegregation plan.

Upon enrollment is intended to provide a stable educational placement. Students enrolled in a school outside their attendance area should generally plan to remain enrolled in that school for the duration of the school year.

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

~~Students who wish to return to their home school or to open enroll in a different school must submit~~ **seeking to transfer between schools within the district must submit** an open enrollment request in accordance with these regulations.

Each principal will maintain a file of all open enrollment requests to that building **in accordance with the district's records retention schedule.** A copy will be forwarded to the central office for district-wide data collection purposes.

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

3. Transfers

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

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

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

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

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

Each principal will maintain a file of all transfer requests to or from his/her building **in accordance with the district's records retention schedule**. A copy will be forwarded to the central office for district-wide data collection purposes.

4. Criteria to determine availability of space or teaching staff

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

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

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

5. Continuing enrollment criteria

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

- a. the student is expelled from the school or program
- b. the student's continued participation in the school or program requires the district to make alterations in the structure of the school or to the arrangement or function of rooms
- c. there is a lack of space or teaching staff
- d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student
- e. the school does not offer a program requested by the student

- f. the student does not meet established eligibility criteria
- g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan

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

6. Eligibility for activities

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

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

7. Appeal procedure

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

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

8. Part-Time Enrollment and Participation

8.1 Purpose

The district recognizes that students may seek part-time enrollment for academic and co-curricular opportunities. These regulations establish requirements for eligibility, participation, and enrollment in accordance with applicable law and Board policy. Any program or participation opportunity involving homeschooled or nonresident students shall operate in compliance with applicable Colorado law, Colorado Department of Education requirements, and any required state or local authorization processes.

8.2 Definitions

For purposes of this section:

~~"Resident students" means students who reside within district boundaries. and who seek full time or part-time enrollment opportunities within the district. Resident students may apply for part-time enrollment opportunities under this policy and consistent with Board policy JFBA, including participation in the district's RE-1 Six12 Online program, co-curricular~~

“Nonresident students” means students who do not reside within district boundaries. ~~and who seek full-time or part-time enrollment opportunities within the district. Nonresident students shall be considered in accordance with applicable district policies governing inter-district choice/open enrollment, applicable law, local Board approval requirements, staffing availability, scheduling feasibility, program capacity, funding requirements, and any required Colorado Department of Education authorization. Approval of participation shall remain subject to district discretion, applicable Board policy, and available district resources.~~

“Full-time student” means a student enrolled in a district educational program at a level meeting the minimum instructional time, course enrollment, and funding requirements established by Colorado law, the Colorado Department of Education (CDE), and district standards.

“Part-time student” means a student enrolled in fewer courses or instructional hours than required for full-time enrollment and who does not meet the district’s full-time equivalent (FTE) enrollment status as determined by applicable law and district standards.

“Homeschooled student” means a student whose education is provided through a home-based educational program established and maintained by a parent, legal guardian, or adult relative in accordance with Colorado law and Board policy IHBG.

“Co-curricular classes” means school-day, graded, and credit-bearing courses that supplement or enhance academic instruction, including but not limited to music, band, agriculture, career and technical education (CTE), performing arts, and similar district-approved instructional programs.

“Academic courses and electives” means district-approved instructional classes offered during the regular school day for academic credit, including core academic subjects, world languages, elective coursework, and other instructional offerings approved by the district. ~~Availability of such courses for part-time enrollment shall be subject to staffing, scheduling, class size, and program capacity.~~

“Extracurricular activities” means activities, clubs, athletics, or programs conducted outside the regular instructional day that do not award academic credit and are governed separately under Board policy JJJ and applicable Colorado High School Activities Association (CHSAA) rules. Extracurricular activities are not included within part-time enrollment eligibility under this section.

“Independent field trips” means occasional or non-recurring educational experiences associated with a class, activity, or grade level and are not considered co-curricular classes or part-time enrollment opportunities under this section.

8.3 Priority of Enrollment

Full-time students ~~who residing~~ **reside** within the district’s ~~boundaries~~ shall be given priority access to all district courses, programs, and services.

Part-time enrollment opportunities may be permitted only after full-time student placement and only when space, staffing, scheduling, program capacity, and funding considerations allow.

8.4 Full-Time Equivalent Participation Option

The ~~Students must~~ **may** combine enrollment in district-approved co-curricular classes, academic courses, electives, in-person district programming, and/or the RE-1 Six12 Online program to meet full-time equivalent (FTE) enrollment requirements established by the district and applicable state funding guidelines.

~~Eligible students may enroll in two (2) or more district approved courses or programs, subject to staffing, scheduling, class size, and program availability.~~

~~All homeschooled students participating under this section will comply with district academic standards, attendance requirements, conduct expectations, assessment participation requirements, and eligibility standards equivalent to enrolled district students.~~

8.5 Eligibility for Part-Time Enrollment

~~Approval of part time enrollment requests will remain subject to applicable law, district standards, Board policy, accompanying regulations, staffing availability, scheduling feasibility, program capacity, and state funding requirements.~~

The student must enroll in either the district's RE-1 Six12 Online program and/or approved in-person district programming in accordance with Board policy IHCD A at a minimum half-time enrollment status and consistent with applicable state funding requirements.

~~Eligible students may enroll in one (1) or more district approved co-curricular, academic, or elective courses, subject to staffing, scheduling, class size, and program availability.~~

Part-time enrollment opportunities may be limited, adjusted, or denied based on:

- state funding eligibility requirements
- minimum instructional time requirements
- staffing and scheduling availability
- class size limitations
- program capacity
- course availability
- impact on full-time student enrollment
- district operational or financial considerations

Participation in part-time enrollment will not require the district to:

- add staff,
- create additional class sections,
- alter existing schedules,
- or expand programs beyond available resources.

b. Resident Students

~~For the purpose of this section, “Resident students” means students who reside within district boundaries and who seek full-time or part-time enrollment opportunities within the district. Resident students may apply for part-time enrollment opportunities under this policy and consistent with Board policy JFBA, including participation in the district’s RE 1 Six12 Online program, co-curricular classes, academic courses, electives, and other district-approved programming, subject to staffing availability, scheduling feasibility, program capacity, funding requirements, and district approval.~~

Homeschooled Students

~~Homeschooled students may access district programming consistent with Colorado law and Board policies IHBG and IHCDA under the following conditions:~~

Part Time Participation Option

~~The student must enroll in either the district’s RE 1 Six12 Online program and/or approved in-person district programming in accordance with Board policy IHCDA at a minimum half-time enrollment status and consistent with applicable state funding requirements.~~

~~Eligible students may enroll in one (1) or more district-approved co-curricular, academic, or elective courses, subject to staffing, scheduling, class size, and program availability.~~

c. Nonresident Students

~~For purposes of this section, “nonresident students” means students who do not reside within district boundaries and who seek full-time or part-time enrollment opportunities within the district. Nonresident students shall be considered in accordance with applicable district policies governing inter-district choice/open enrollment, applicable law, local Board approval requirements, staffing availability, scheduling feasibility, program capacity, funding requirements, and any required Colorado Department of Education authorization. Approval of participation shall remain subject to district discretion, applicable Board policy, and available district resources.~~

Funding and Enrollment Requirements

~~The district will classify, count, and report students for funding purposes in accordance with the Public-School Finance Act of 1994, applicable Colorado Department of Education (CDE) rules, and district standards.~~

~~Part-time enrollment opportunities may be limited, adjusted, or denied based on:~~

- ~~• state funding eligibility requirements~~
- ~~• minimum instructional time requirements~~
- ~~• staffing and scheduling availability~~
- ~~• class size limitations~~
- ~~• program capacity~~
- ~~• course availability~~
- ~~• impact on full-time student enrollment~~
- ~~• district operational or financial considerations~~

~~Participation in part-time enrollment will not require the district to:~~

- ~~• add staff,~~
- ~~• create additional class sections,~~
- ~~• alter existing schedules,~~
- ~~• or expand programs beyond available resources.~~

8.6 State Assessment Requirement

~~All full-time and part-time students, including homeschooled student participants, are expected to participate in all applicable required federal, state, and district assessments as a condition of enrollment and continued participation, consistent with Board policy IKA, applicable Colorado law, and Colorado Department of Education (CDE) requirements, unless otherwise excused in accordance with law or district procedures.~~

As a condition of enrollment and continued participation, all full-time and part-time students, including participating homeschooled students, shall comply with all applicable federal, state, and district assessment requirements in accordance with Board policy IKA, Colorado law, and Colorado Department of Education (CDE) requirements, unless otherwise exempted by law or district procedures.

8.7 Application and Approval Process

~~All~~ Students seeking part-time enrollment or participation in district courses, programs, or services, including homeschooled students and students residing outside district boundaries, will submit a written completed application to the district. Applications will be reviewed based on staffing availability, scheduling feasibility, class size, program capacity, funding considerations, and other applicable district requirements. ~~no later than June 15 preceding the requested school year, unless otherwise approved by the district.~~

~~Part-time enrollment requests submitted under Section 8 of this regulation will follow the timelines established for part-time participation and are separate from open enrollment and transfer request deadlines otherwise established under this regulation.~~

~~The application will include:~~

- ~~• requested courses or programs;~~
- ~~• proposed enrollment status (part-time or full-time equivalent);~~
- ~~• current educational setting;~~
- ~~• acknowledgment of required assessment participation; and~~
- ~~• any additional information requested by the district for scheduling, placement, or compliance purposes.~~

~~Applications will be reviewed by the Superintendent or designee based on:~~

- ~~• staffing and scheduling availability;~~
- ~~• class size and program capacity;~~
- ~~• impact on full-time student enrollment;~~
- ~~• funding considerations;~~
- ~~• student eligibility requirements; and~~
- ~~• compliance with applicable law, Board policy, and accompanying regulations.~~

The application shall include requested courses or programs, the student's current educational setting, and any additional information requested by the district and will include certification that the student is not simultaneously enrolled at a half-time or greater enrollment status in another Colorado school district unless otherwise permitted by applicable law or approved by the district.

Applications shall be reviewed by the Superintendent or designee based on staffing availability, scheduling feasibility, class size, program capacity, student eligibility, funding considerations, and compliance with applicable law, Board policy, and accompanying regulations.

~~Approval of part-time enrollment requests will be granted on a year-to-year basis and may not constitute guaranteed continued enrollment in any course, program, or school.~~

No part-time student or non-resident student will be permitted to register for or attend classes without prior district approval.

8.8 Attendance, Conduct, and Academic Standards

~~Part-time~~ All students are subject to all applicable district policies, including:

- Attendance requirements under Board policy JH
- Conduct expectations under Board policy JICDA

- Academic expectations under Board policy IK
- ~~Certification that the student is not simultaneously enrolled at a half time or greater enrollment status in another Colorado school district unless otherwise permitted by applicable law or approved by the district;~~

Failure to comply may result in removal from part-time enrollment.

8.9 Transportation

The district will not be required to provide transportation for part-time students, including homeschooled participants, unless otherwise required by applicable law, consistent with Board policy EEA.

Participation in part-time enrollment opportunities will not require the district to modify existing transportation routes, schedules, staffing, or services.

8.10 Nondiscrimination

Participation in part-time enrollment opportunities will be provided without unlawful discrimination in accordance with Board policy AC and applicable state and federal law.

Eligibility, approval, and participation decisions will be administered in a nondiscriminatory manner consistent with district policy and legal requirements.

8.11 Administrative Authority

The Superintendent or designee is authorized to develop additional procedures necessary to implement this section, including application forms, timelines, scheduling procedures, participation requirements, records review procedures, enrollment criteria, and program requirements.

8.12 Duration and Renewal

Part-time enrollment is granted on a year-to-year basis, **and** students must reapply annually in accordance with district procedures.

~~The superintendent's decision shall be final.~~

The Superintendent's recommendation regarding part-time enrollment requests will constitute final administrative review prior to Board consideration, if applicable.

Approved: March 5, 1991

Revised: February 7, 1995

Revised: March 15, 1999

Revised: May 18, 2009

Revised and recoded: June 20, 2016

Revised: TBD

RE-1 Valley School District

Part-Time Student Enrollment Request Form

Submission of this application does not guarantee enrollment, course placement, or participation. All requests are subject to district approval, staffing availability, scheduling feasibility, class size limitations, program capacity, funding considerations, and applicable law and Board policy.

Student Information

Student's Legal Name: _____

Date of Birth: _____

Requested Grade Level: _____

Custodial Parent/Guardian Name(s): _____

Address: _____

Phone: _____

Email: _____

Student Status (check one)

- ☐ Resident student attending another public school
- ☐ Resident student attending an online school/program
- ☐ Homeschooled student (pursuant to Board policy IHBG)
- ☐ Resident student attending a private school
- ☐ Other: _____

Current/Previous Educational Setting

School/Program Currently Attending: _____

School District (if applicable): _____

I authorize the district to request academic, attendance, disciplinary, and scheduling records as necessary to review this request.

- ☐ Yes
- ☐ No

Requested Enrollment Type (check one)

- ☐ Part-Time Enrollment
- ☐ Full-Time Equivalent (FTE) Enrollment

Requested Program Participation (check one all that apply)

- ☐ RE-1 Six12 Online Program
- ☐ In-Person District Classes
- ☐ Combination of RE-1 Six12 Online and In-Person Classes
- ☐ Other

Requested Courses/Programs (check all that apply)

- ☐ Co-curricular classes
- ☐ Academic courses
- ☐ Elective courses
- ☐ Career & Technical Education (CTE) courses
- ☐ Other district-approved programming

Requested Courses:

1. _____
2. _____
3. _____
4. _____

Proposed Enrollment Plan:

Please describe the student's anticipated participation, including RE-1 Six12 Online coursework, in-person classes, and/or other requested programming.

Acknowledgments (initial each)

_____ I understand that requested courses and programs are subject to staffing, scheduling, class size, and program availability.

_____ I understand that co-curricular classes do not include extracurricular activities or independent field trips.

_____ I understand that my student must comply with all applicable district policies, including attendance and conduct requirements (JH and JICDA).

_____ I understand that students enrolled under this program are expected to participate in all required federal, state, and district assessments as a condition of enrollment and continued participation, consistent with Board policy IKA, applicable Colorado law, and Colorado Department of Education (CDE) requirements, unless otherwise excused in accordance with law or district procedures.

_____ I certify that my student is not enrolled at a half-time or full-time enrollment status in another Colorado school district.

_____ I understand that transportation is not provided for part-time students unless otherwise required by law.

_____ I understand that submission of this application does not guarantee enrollment or participation, and that approval must be obtained prior to registration.

Parent/Guardian Signature: _____ Date: _____

Student Signature (if applicable): _____ Date: _____

Please Submit to:

Superintendent's Office
RE-1 Valley School District
301 Hagen St.
Sterling, CO 80751

District Use Only

Date Received: _____

Board Approved:

☐ Yes

☐ No

Approved Program/School: _____

Administrator Signature: _____ Date: _____

Notes:

File: GBGG - Staff Paid Time Off (PTO)/~~Sick~~/Catastrophic/Transition Leave

Paid Time Off (PTO)

Upon satisfactorily completing a 90 calendar day grace period, which begins with date of hire, staff will receive Paid Time Off (PTO) to use when they must be absent from work according to the following:

- Nine-month employees will be granted 10 PTO days per school year;
- 10-month employees will be granted 11 PTO days per school year;
- 11-month employees will be granted 12 PTO days per school year;
- 12-month employees will be granted 13 PTO days per school year.

A PTO day is based on the authorized hours worked per day (i.e., an employee who works five hours a day for nine months will receive 10 five-hour PTO days).

PTO leave shall not apply immediately preceding or following scheduled breaks and holidays as listed on the district school calendar for licensed staff unless approved by their supervisor.

~~Sick leave~~

~~PTO days not used by the end of the employee's anniversary month and/or school year will be moved to the employee's sick leave balance at a rate of 1.5 (time and one half) in the month of the anniversary of the employee's date of hire and/or the start of the new school year. Sick~~ **PTO** ~~leave may be accumulated up to a maximum of 90 days, not including the annual PTO leave allocation for any current year.~~

~~If an employee's absence from work is due to personal illness or an illness in the immediate family and the employee needs additional leave, the remaining leave shall be taken from the employee's accrued sick leave balance or at the employee's discretion. For purposes of this policy, "immediate family" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health or safety-related care. Exceptions may be made by the superintendent.~~

Employees who have exhausted their accumulated **PTO** ~~sick~~ leave and require additional ~~sick~~ leave may be granted catastrophic leave or transition leave, as outlined below.

~~Employees shall not be terminated from their jobs due to illness or accident until accumulated sick leave has been depleted. It is understood that anyone on sick leave is not physically capable of working and shall not be granted paid leave if he/she is working on another job.~~

~~Documentation may be required for approval of taking four or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee~~

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any paid **PTO sick** leave that the employee had accrued but not used during the employee's previous employment if that accrued paid **PTO sick** leave had not been paid out at the time of the separation.

Unused **PTO/sick** leave shall be payable as follows:

~~At the end of each year, days accumulated over 90, will be paid out at \$75 per day.~~
Employees with a minimum of 5 years of continuous service will, upon amicable separation (including retirement), be paid \$50 per day, up to \$4,500.

Violations regarding use of **PTO/sick** leave may result in termination of employment.

Additional leave during a public health emergency

In addition to the paid **sick** leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid **sick** leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid **sick** leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid **sick** leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;

- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Catastrophic leave

On rare occasions, employees may have a catastrophic sickness or accident, which causes them to use up their accrued leave. In such cases, employees may be granted leave under the following guidelines:

1. Before an employee is eligible for catastrophic leave days, the employee must first have missed a minimum of 20 consecutive days with or without pay.
2. All requests for catastrophic leave must be made in writing by the employee, spouse or nearest relative, accompanied by a statement or letter from the attending physician which certifies the need for additional leave. The Board or the superintendent may request further verification at the end of three weeks.
3. The Board reserves the right to request the opinion of a second physician of the district's choice to verify the need for catastrophic leave or its continuation.
4. An employee may be granted paid catastrophic leave in the amount of 10 days for each year of completed service up to a maximum of 50 consecutive days above the PTO/~~sick~~ leave accumulated by the employee.
5. Catastrophic leave shall not be accrued by an employee. Such leave shall be granted only under the circumstances outlined above or by exemption granted by the Board. Catastrophic leave may not be used more than once in any three-year period.

Transition leave

An employee who has exhausted the allotted maximum number of catastrophic leave days may, by approval of the superintendent, be allowed up to 30 days of unpaid transition leave. Transition leave is for the purpose of providing a transition period for an employee from a long-term leave back to the workplace. The superintendent and the employee will mutually develop an implementation plan for this transition period.

Administration of leave provided by this policy shall be handled by the superintendent or designee.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

Adopted: February 21, 1966

Revised: March 18, 1968

Revised: September 6, 1977

Revised: November 17, 1980

Revised: May 19, 1986

Revised: April 6, 1987

Revised: November 16, 1987

Revised: December 16, 1991

Revised: April 18, 1994

Revised: May 1, 1995

Revised: November 6, 1995

Revised: April 7, 2003

Revised: May 2, 2005

Revised: May 21, 2007

Revised: May 4, 2009

Revised and recoded: December 14, 2015

Revised: June 20, 2016

Revised: June 17, 2019

Revised: September 18, 2023

Revised: August 5, 2024

Revised: TBD

LEGAL REFS.: C.R.S. [2-4-401](#) (definition of immediate family)

C.R.S. [8-13.3-401](#) et seq. (Healthy Families and Workplaces Act)

CROSS REFS.: [GBGF](#), Federally-Mandated Family and Medical Leave

[GBGH](#), Sick Leave Bank

[GBGL](#), Staff Victim Leave

[GBJ](#), Personnel Records and Files

File: GBGH - Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide a source of sick leave for a district employee who sustains a long illness and has exhausted all accumulated leave or for the new employee who has completed their 90 calendar day grace period. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy or for medical conditions for an employee's immediate family member.

"Immediate family" for sick leave is defined as a person who is related by blood, marriage, civil union, or adoption (employee's spouse/partner, children, parents, and siblings), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Employees may become members of the Sick Leave Bank SLB by donating one day of PTO leave to the bank. The donations of days will be at the beginning of each school year or as needed when required by the Sick Leave Bank Committee (SLBC).

The SLB will be administered by the SLBC. The SLBC will be comprised of one representative selected from each school - with Hagen, Bus Barn, and Administrative Center staff being one group. The SLBC shall determine the validity of a member's request and determine whether the request will be denied, granted, or granted in part. In making these determinations, the SLBC will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the SLBC will review information presented by member employees and may consider information available from any other source.

Members will make written application to the SLBC through the superintendent's office for use of the SLB.

The SLBC may request a letter from the attending physician stating that the individual is not able to perform the normal duties of the job.

The sick leave bank committee will notify the applicant, the superintendent's office, and the payroll department of its decision in writing.

The superintendent's office shall be informed quarterly of balances of donated days and usage of days. SLB end-of-year balance shall carry over to the next school year.

When the accumulated balance of ~~sick or PTO~~ leave in the bank reaches 500 days at the end of a school year or by determination of the SLBC, current members will be waived from donating a day of ~~sick or~~ PTO leave to the SLB for the following school year. New employees or those wishing to become members will donate one day of PTO leave to join.

A member withdrawing from the SLB may not withdraw contributed days.

Enrollment in the sick leave bank is limited as follows:

New Staff: completion of the 90 calendar day grace period

Returning Staff: September 10 of each school year.

Completion of the 90 calendar day grace period is required prior to the request for, or use of, SLB days.

Adopted: April 20, 2009

Revised: October 20, 2014

Revised: December 15, 2015

Revised: June 17, 2019

Revised: June 19, 2023

Revised: August 5, 2024

Revised: TBD

CROSS REFS.: [GBGF](#), Federally-Mandated Family and Medical Leave

[GBGG](#), Staff PTO/Sick/Catastrophic/Transition Leave

File: GBGJ - Staff Bereavement Leave

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (~~a person who is related by blood, marriage, civil union, or adoption~~) (employee's spouse/partner, children, parents, grandparents, grandchildren, in-laws, and siblings), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent.

Employee absences which extend beyond the number of days allotted due to a death in the family shall be charged to the employee's Paid Time Off (PTO) unless the employee requests leave without pay.

Adopted: September 16, 2019

Revised: June 19, 2023

Revised: TBD

LEGAL REF.: C.R.S. [2-4-401](#) (definition of immediate family)

C.R.S. [14-15-101](#) et seq. (Colorado Civil Union Act)

CROSS REF.: [GBGG](#), Staff Sick Leave