

# Gardner Valley School

## Charter Student Policy

### **STUDENT ENROLLMENT**

In accordance with the charter contract with Huerfano School District Re-1 (District), Gardner Valley School (GVS) shall serve students in Pre-kindergarten through Grade 8. Total enrollment shall not exceed the capacity of the school facility and site. Minimum enrollment is determined to be the lowest enrollment necessary for financial viability. Enrollment preferences, selection method, timeline, and procedures are described in attachment 7 of the GVS charter contract (see attached).

### **Eligibility for Admission**

GVS, including without limitation the Charter Board, the Head of School and school employees, shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, disability, need for special education services, or any other legally protected class status, in the determination or recommendation of action under this policy.

All persons who meet the District age requirements and reside within the boundaries of the District may be permitted to attend GVS without payment of tuition. In addition, persons who do not reside in the District may be admitted in accordance with the GVS charter contract. A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration. Students shall be urged to have a physical examination and to submit a report from the examining physician prior to enrollment.

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements (see District policy link below), students new to GVS shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the school. 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, and the school elects to deny admission, then 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.

### **Denial of Admission**

The Head of School may deny admission in accordance with GVS charter policy and District policy. The GVS Charter 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.

### **Homeless Students**

GVS intends to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The school 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

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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, career and technical education programs, gifted and talented programs, and school nutrition programs. 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 interests of the student. The Head of School shall coordinate with the District and with local social services agencies and other agencies or programs providing services to homeless students as needed.

Decisions on enrollment and transportation for homeless students shall be made in accordance with GVS charter policy and District policy. Enrollment shall be immediate even if the student lacks the records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations, through Medicaid if possible. If a homeless student becomes permanently housed outside the district during the school year, the student shall no longer be considered homeless and may only continue enrollment in the school as a homeless student for the remainder of the school year.

## **STUDENT ATTENDANCE**

Student attendance is paramount to student development of the life skills and academic excellence prioritized in the GVS student-centered vision. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is also of utmost importance for school interest, social adjustment and scholastic achievement.

### **Compulsory Attendance**

Colorado law requires every child who has attained the age of six years on or before August 1 and is under the age of 17 years is required to attend public school, with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. (The full law may be found here: [https://www.cde.state.co.us/choice/homeschool\\_attendancelaw](https://www.cde.state.co.us/choice/homeschool_attendancelaw).)

As authorized by law, the parent of a child who began attending preschool or kindergarten at five or six years of age may notify the child's school of the parent's wish that the child not advance to first grade in the following school year. A school that receives such notice shall not advance the child to first grade in the following school year.

### **Student Dismissal Precautions**

To ensure the health and safety of its students, GVS shall carry out procedures to validate requests for early dismissal so that students are released only for proper reasons and into proper hands. Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the Head of School or designee.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights

of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. A student detained by another teacher or administrator shall not be considered tardy, provided that the student is given a verbal or written pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

### **Excused Absences**

Ten excused absences per student, per school year will be allowed without requiring documentation. Following the tenth excused absence, documentation of an approved reason will be required. If there is no official documentation, the absence will be counted as unexcused. Gardner Valley School may require suitable proof for excused absences, including written statements from medical sources and social workers.

The following shall be considered excused absences:

- a. A student whose absence is approved by Head of School. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
- b. A student who is temporarily ill or injured.
- c. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
- d. A student who is pursuing a work-study program under the supervision of the school.
- e. A student who is attending any school-sponsored activity with advance approval of the school administration.
- f. A student who is excused by a parent/guardian for observance of a religious holiday.
- g. A student who is in the custody of a court or law enforcement authorities.
- h. A student who is in court-ordered out-of-home placement.
- i. A student who is required to appear in court or participate in court-ordered activities.
- j. A student whose absence is due to suspension or expulsion.
- k. A student whose temporary absence is due to behavioral health concerns

### **Make-Up Work**

Make-up work shall be provided by the school for any class in which a student has an excused absence unless otherwise determined by the Head of School or unless the absence is due to the student's expulsion from school. Make-up work shall be allowed following an unexcused absence and following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit, as authorized by law.

It is the student's responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be one day allowed to make up work for each day of absence.

Unless otherwise permitted by the Head of School, make-up work shall not be provided during a student's expulsion from school. Rather, the school shall offer alternative education services to the expelled student in accordance with state law. The School shall determine the amount of credit the expelled student will receive for work completed in such an alternative education program.

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## **Unexcused Absences**

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner so as to allow the parent/guardian to address the problem.

Nonattendance due to unexcused absences. In accordance with law, the school may impose appropriate penalties. Penalties may include a warning, school detention, or in-school suspension. Head of School or his/her designees shall communicate the school's rules and procedures related to unexcused absences to students and their parents/guardians.

The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in implementing research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Head of School for exceptions. In accordance with law, the school may impose appropriate penalties for a student's failure to abide by all requirements imposed by the Head of School as conditions for granting an exception.

## **Truancy**

Under the laws of Colorado truancy petitions should only be brought as a last resort. Colorado law specifically states:

"It is the intent of the general assembly that, in enforcing the compulsory school attendance requirements of this article, a school district shall employ best practices and research-based strategies to minimize the need for court action and the risk that a court will issue detention orders against a child or parent. A school district shall initiate court proceedings to compel a child and the child's parent to comply with the attendance requirements specified in this article but only as a last-resort approach to address the child's truancy..." (C.R.S. 22-33-108(5)(a) and (b))

The maximum number of unexcused absences a student may incur before the student is deemed to be "habitually truant," meaning judicial proceedings may be initiated to enforce compulsory attendance, is 4 days during any one month or 10 days during any school year.

A student shall be considered "truant" if he or she is absent from school without excuse as provided under this policy. In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that their children of compulsory attendance age attend school. Parents/guardians shall be required to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no  
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indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

Appropriate school personnel shall make all reasonable efforts to meet with the student's parent/guardian to review and evaluate the reasons for the student's truancy. A plan shall be developed for a student who is declared habitually truant, with the goal of assisting the student to remain in school. As appropriate, the student's parent/guardian shall participate with the school personnel in the development of the plan.

Before initiating truancy court proceedings to compel compliance with the attendance requirements GVS will give the child and the child's parent written notice that the school will initiate court proceedings if the child does not comply with the attendance requirements. The notice will state the provisions of state law with which compliance is required and will also state that the school will not initiate proceedings if the child complies with the identified provisions before the proceedings are filed.

If the school initiates court proceedings it at a minimum, must submit to the court evidence of:

- a. The child's attendance record prior to and after the point at which the child was identified as habitually truant;
- b. Whether the child was identified as chronically absent and, if so, the strategies the school used to try to improve the child's attendance;
- c. The interventions and strategies used to improve the child's attendance before school personnel created the child's Attendance Plan; and
- d. The child's Attendance Plan and the efforts of the child, the child's parent, and school personnel to implement the Plan

A student who has 10 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Head of School. If a student is identified as "chronically absent," the Head of School or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to consultation with an academic advisor, school leadership and/or designated school/home liaison to develop and monitor a plan of attendance and engagement. When practicable, the student's parent/guardian shall participate in the development of the plan.

### **Appeals**

Appeals regarding the school's application of this policy with respect to any student shall be made to the Head of School. If the appeal is not satisfactorily resolved by the Head of School, the matter may be appealed to the School Board, whose decision shall be final.

### **STUDENT CONDUCT**

In accordance with District policy and state law, the GVS Charter Board endorses student conduct and discipline based upon the principle that personal conduct and self-discipline develop the life skills and academic excellence prioritized in the GVS student-centered vision. In all instances, students shall be

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expected to conduct themselves in keeping with their level of maturity, in regard to the educational purpose underlying all school activities, with respect to the widely shared use of school property, and upholding the rights and welfare of other students and staff. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Discipline shall be enforced uniformly, fairly and consistently for all students.

### **Student Discipline**

Effective student discipline is a prerequisite for sound educational practice and productive learning. The purpose of disciplining a student must be to help the student develop the life skills and academic excellence prioritized in the GVS student-centered vision. All policies and procedures for handling general and major student discipline problems shall be designed to achieve this broader objective. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Head of School may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school. Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions.

### **Student Dress Code**

Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school, as described in the dress code within the student handbook. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

### **STUDENT PARTICIPATION**

Students can make positive contributions to improvements of their school. As appropriate to the age of students, class or school organizations and student councils may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions. Students are encouraged to participate in the development of policies, regulations and procedures which affect them. The GVS Charter Board will take into consideration student opinions in establishing policies which directly affect student programs, activities, privileges and other areas of student interest. Student participation in decision-making shall be considered part of the educational process.

## **Physical Activity**

The GVS Charter Board endorses the philosophy of state law regarding physical activity as part of the learning environment for healthier and engaged learners. All students shall be provided opportunities to engage in daily physical activity. Students with medical or physical limitations that may affect the student's ability to participate in a scheduled physical activity shall be provided appropriate alternative activities, consistent with federal and state law. Exceptions to required amounts of physical activity may be allowed for school closures, in accordance with law.

## **School-Related Student Publications**

The GVS Charter Board supports school-sponsored publications in accordance with GVS and District policy, as a public forum for students to gain experience in reporting, writing, editing and understanding responsible journalism. Student editors and their staff sponsors shall be responsible for teaching and encouraging free and responsible expression and professional standards of journalism. Expression which is false as to any person who is not a public figure or involved in a matter of public concern; obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of lawful school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted. All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of the GVS school community at large. The school employees are provided immunity from civil or criminal penalties for any expression made or published by students.

## **Student Organizations**

GVS encourages students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups to pursue specialized activities outside the classroom. School leadership shall develop general guidelines for the establishment and operation of student organizations, including the approval of the Head of School prior to the formation of any club or organization and the assignment of at least one staff adviser to each approved student organization. All student organizations are required to open membership to all interested and/or eligible students. The staff adviser must attend every meeting of the student organization whether conducted on school premises or at another location.

## **Student Fundraising Activities**

Funds necessary for the operation of class, club or other organizations shall be raised by moneymaking activities approved by the Head of School, in accordance with GVS Charter Board and District policies. Funds shall be raised only to the extent necessary to achieve the educational goals of the organization. Classroom time shall not be used for any such activity. Methods of raising money shall be compatible with the vision and mission of GVS as a public and educational institution. Fund drives, ticket sales and any other promotional activity for an organization shall be conducted through the Head of School. Exact records must be kept of finances (expenses and revenue) related to the fundraising activity. School groups are not allowed to have raffles unless that particular group has purchased a license from the State of Colorado.

## **Student Activities Funds**

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the school. Student activity funds are considered a part of the total fiscal operation of the school and, therefore, are subject to the policies and regulations established by the GVS Charter Board and District. The funds shall be managed in accordance with sound business practices—including sound budgetary and accounting procedures as well as audits—in the same manner as regular school funds. The Head of School shall participate in the preparation, modification and interpretation of policies and procedures that affect student activity funds.

## **Student Travel**

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate student activity trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and procedures shall ensure that all student activity trips have the approval of the Head of School and that all overnight trips and trips exceeding 200 miles round trip have the prior approval of the GVS Charter Board.

## **Student Use of Digital Devices, Internet and Electronic Communication**

At GVS, digital devices, the Internet, and electronic communications are intended for educational purposes only at all times. Student use of the GVS digital devices, the Internet, and electronic communications is a privilege, not a right. Students shall use GVS digital devices in a responsible, efficient, ethical and legal manner. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools. The school may deny, revoke or suspend access to GVS digital devices or close accounts at any time. Students and parents/guardians shall be required to sign the school's Digital Device Agreement annually before devices and accounts shall be issued or access shall be allowed.

In accordance with GVS Charter Board and District policies, GVS shall take reasonable steps to educate students about appropriate online usage safety and security and to protect students from accessing material and information that may be harmful to students. Students too shall take responsibility for their own use of school digital devices to avoid contact with material or information that may be harmful to minors. Technology that blocks or filters harmful material and information shall be installed on all school digital devices. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member. All digital devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

Security is of utmost importance. Students who identify a security problem shall immediately notify the Head of School. Students must not reveal personal information or arrange face-to-face meetings while using the Internet or electronic communications. Students shall have no expectation of privacy when using GVS digital devices. The school reserves the right to monitor, inspect, copy, review and store (at



any time and without prior notice) all usage of school digital devices. All material and information accessed/received/stored through GVS digital devices shall remain the property of the school.

GVS shall not be responsible for loss, theft or destruction of students' personal electronic communication devices brought onto school property. Students' personal electronic communication devices (including cell phones, beepers, pagers, walkie-talkies and any other telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor) must be turned off inside school buildings, at school-sponsored activities and on field trips. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. In the case of an emergency, students' personal electronic communication devices may be used; "emergency" shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

## Huerfano School District Re-1 Board Policies (non-waived)

[JB – Equal Educational Opportunities](#)

[JBB – Sexual Harassment](#)

[JEA – Compulsory Attendance Ages](#)

[JEB – Entrance Age Requirements](#)

[JF-R – Admission and Denial of Admission \(Procedures for Students in Out-of-Home Placements\) Regulation](#)

[JF-E-2 – Delegation of Custodial Power by Parent or Guardian Exhibit](#)

[JFABB – Admission of Non-immigrant Foreign Exchange Students](#)

[JFABB-R – Admission of Non-immigrant Foreign Exchange Students Regulation](#)

[JICC – Student Conduct in School Vehicles](#)

[JICDA – Code of Conduct](#)

[JICDD – Violent and Aggressive Behavior](#)

[JICDE – Bullying Prevention and Education](#)

[JICEC – Student Distribution of Noncurricular Materials](#)

[JICEC-R – Student Distribution of Noncurricular Materials Regulation](#)

[JICF – Secret Societies/Gang Activity](#)

[JICF-R – Secret Societies/Gang Activity Regulation](#)

[JICH – Drug and Alcohol Involvement by Students](#)

[JICH-R – Drug and Alcohol Involvement by Students Regulation](#)

[JICI – Weapons in School](#)

[JICI-E – Gun-Free Schools Act \(Definition of Firearm\) Exhibit](#)

[JIE/JIG – Pregnant/Married Students](#)

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

[JIHB – Parking Lot Searches](#)

[JIHC – Use of Metal Detectors](#)

[JJJ – Extracurricular Activity Eligibility](#)

[JJJ-R – Extracurricular Activity Eligibility Regulation](#)

[JJKA – School Colors](#)

[JKA – Use of Physical Intervention and Restraint](#)

[JKA-R – Use of Physical Intervention and Restraint Regulation](#)

[JK-2 – Discipline of Students with Disabilities](#)

[JKA-E – Student Restraint Incident Report Form Exhibit](#)

[JKD/JKE – Suspension/Expulsion of Students \(And Other Disciplinary Interventions\)](#)

[JKD/JKE-R – Suspension/Expulsion of Students \(Hearing Procedures\) Regulation](#)

[JKD/JKE-E – Grounds for Suspension/Expulsion Exhibit](#)

[JKF – Educational Alternatives for Expelled Students](#)

[JKF-R – Educational Alternatives for Expelled Students Regulation](#)

[JKG – Expulsion Prevention](#)

[JLC – Student Health Services and Records](#)

[JLCB – Immunization of Students](#)

[JLCB-R – Immunization of Students Regulation](#)

[JLCDB – Administration of Medical Marijuana to Qualified Students](#)

[JLCC – Communicable/Infectious Diseases](#)

[JLCD – Administering Medications to Students](#)

[JLCD-R – Administering Medications to Students Regulation](#)

[JLCD-E – Permission for Medication Exhibit](#)

[JLCDA – Students with Food Allergies](#)

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[JLCEA – Students with Special Health Needs](#)

[JLCEA-R – Students with Special Health Needs \(Implementation and Protocol for CPR Directives\) Regulation](#)

[JLDAC – Screening/Testing of Students \(And Treatment of Mental Disorders\)](#)

[JLF – Reporting Child Abuse/Child Protection](#)

[JLF-R – Reporting Child Abuse/Child Protection Regulation](#)

[JRA/JRC – Student Records/Release of Information on Students](#)

[JRA/JRC-R – Student Records/Release of Information on Students \(Review, Amendment and Hearing Procedures\) Regulation](#)

[JRA/JRC-E-1 – Student Records/Release of Information on Students \(Notification to Parents and Students of Rights Concerning Student Education Records\) Exhibit](#)

[JRA/JRC-E-2 – Parent Opt-Out Form for Disclosure of Information to Military Recruiters Exhibit](#)

[JRA/JRC-E-3 – Opt-Out Form for Student Image Publishing Exhibit](#)

[JRCA – Sharing of Student Records/Information between School District and State Agencies](#)

# Attachment 7: Enrollment Preferences, Selection Method, and Enrollment Timeline and Procedures.

## **Enrollment Preferences.**

Enrollment preferences may be given to the following types of students:

- i. Students who are enrolled in a public school, or who are eligible to attend and are living in the attendance area, at the time it is converted to a public charter school as part of a turnaround process.
- ii. Siblings of students already enrolled in the School shall be automatically enrolled according to space availability;
- iii. Children of founding families, board member's and teacher's, not to exceed 20% of total enrollment;
- iv. All other children living within District boundaries.
- v. Other Colorado students.

## **Selection method.**

When the number of applicants exceeds the number of spaces available, students shall be selected by a random lottery, taking into consideration the enrollment preferences described in the School's application and included herein. If additional spaces become available after the initial selection, students shall be offered admission based on their order on the waiting list. Any spaces available after all students on the waiting list have been offered admission shall be filled on a first-come, first-served basis. Waiting lists are not maintained from year to year: students on the waiting

list who are not offered admission and wish to be considered for admission the following year must submit a new application.

## **Enrollment Timeline and Procedures.**

The School may establish its own enrollment timeline and procedures subject to the following conditions:

- i. Prior to submitting an application for admission parents and students may be encouraged, but not required, to attend an informational meeting about the School.
- ii. The School shall make clear at meetings and in written information provided along with the application that any student residing in Colorado may apply, although admission is based on the preferences listed above.
- iii. The School shall begin publicizing the availability of student positions at the School at least two months prior to the date of the lottery.
- iv. The lottery shall be held no earlier than 01/01 and no later than 07/01 of the year for which enrollment is being selected.
- v. Based on space availability, the School shall continue to accept students from its waiting list or, if the waiting list is exhausted, from parents submitting applications after the deadline for the lottery up until October 1. The School may accept students after October 1 at its discretion following the District's administrative transfer process.