

GVS Student Enrollment Policy

Gardner Valley School does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, or any other grounds prohibited by law. Gardner Valley School serves students with disabilities and English Learners and provides services to students as required by state and federal law. Please see the bottom of the Enrollment Process document for complete information.

Students enrolling for the upcoming school year:

The following ranked priorities shall be observed in the enrollment and lottery process:

1. Currently enrolled students and eligible students living in the attendance area.
2. Siblings* of currently enrolled students and siblings and children of alumni.
3. Children of founding families, current board member's and current teacher's, not to exceed 20% of total enrollment
4. Students who live within the Huerfano RE-1 School District
5. Out-of-district students.

Definitions for purposes of the priority rankings:

Sibling(s): A person who has a brother or sister currently enrolled at Gardner Valley School and shares with the brother or sister at least one common biological or adoptive or permanent custodial (with full parental rights) parent. A child must be in the physical custody of the biological/adoptive/permanent custodial parent and the legal relationship for a biological/adoptive/permanent custodial parent must be finalized and formally documented to show completion of the legal process before a child will be considered a sibling to receive sibling priority. In an adoption from a foreign country, the legal adoption documents may be from the country from which a child is adopted pending final adoption paperwork from the United States of America.

Alumni: A graduate or former student of Gardner Valley School

Founding Family: A direct descendent of a family instrumental in the starting of Gardner Valley School

Teachers: A person employed as a teacher at Gardner Valley School

Application Process

An application process must be completed for all new students and includes the following:

1. Tour the school and meet with Head of School
2. Complete and submit the pre-enrollment form
3. Admission process occurs (outlined below)
4. When/If admitted, complete and submit the Enrollment Packet(s)

5. Records from previous schools are submitted, if applicable.

Application Timeframe

All pre-enrollment forms, and intent to return form for current students, are due by March 31 for the following academic year. Students who apply after the deadline for the upcoming academic year, if the grade is oversubscribed and no priority applies, will be added to the waitlist in the order that the form is received. Forms will be accepted on a rolling basis. The waitlist will roll over from one year to the next. Students will always be enrolled and/or placed on the waitlist in order of priority, and order within each priority will always be determined by lottery, if necessary.

Students enrolling during the school year:

New students are admitted throughout the school year as long as there are openings available in the appropriate grade level.

Students applying to school after the lottery deadline (March 31) will be admitted as soon as possible as long as there are openings available in that grade level.

Class Size Determination

Pre-School (ages 3-5) will have no more than 8 students per adult. Early Elementary (K-1), Primary (2-3) and Intermediate (4-5) classrooms will ordinarily contain no more than 24 students per classroom. Middle School (6-8) will ordinarily contain no more than 36 total students.

The Head of School can approve exceptions based on student, family, staffing or educational programming needs.

Lottery Process

Following the enrollment process, after admitting students in order of priority, should the number of applicants exceed the maximum students allowed for a given classroom, at the April board meeting, a lottery shall be conducted for each of the ranked priority groups (listed above) remaining that exceed classroom size limits.

In the event of multiple births (twins, triplets, etc.) applying for a classroom, only one name will be entered in the lottery. If that name is selected, their siblings will automatically be selected.

Once a waitlist is established, the lottery for a given year will only be utilized if there is not an existing waitlist for a particular grade/classroom.

Applicants who are selected for an offer of admission as a result of the primary lottery will be notified in writing no later than the Friday following the lottery and must accept or decline enrollment by the date set forth in the enrollment notification letter. Additionally, applicants will forfeit their offer if they fail to complete the enrollment packet by the deadline set by the school. Applicants may call the school to check lottery results no sooner than the Monday following the lottery.

The lottery will be conducted with a neutral third party present as an observer. Once the lottery is complete and the enrollment roster is finalized, remaining applicants will be placed on a waitlist. The order of the waitlist will be established for each classroom by the same lottery system. Should space become available, the first person on the waitlist will be contacted via phone. From the date of the first contact, 5 days will be given to receive a callback, and a deadline will be established for the individual to accept and complete the enrollment packet. If contact is not made within that time, or the individual does not accept or does not complete the enrollment packet by the deadline, the next person on the waitlist will be contacted.

Claiming enrollment

Names may be placed at the bottom of the waitlist for the following reasons:

1. Refusal of an available slot. Once a slot is declined for any reason, that child's name will be placed at the bottom of the waitlist.
2. No response to phone calls or mail sent to parents. It is the sole responsibility of the parent to keep the school office informed of any changes in address and phone numbers so that Gardner Valley School can contact the parent when needed. If timely responses are not received to communications then that child's name will be placed at the bottom of the waitlist.
3. If a child is not enrolled but might have been pre-enrolled in the spring and does not attend the first day of school without prior written approval by the director, then that child's name will be placed at the bottom of the waitlist.

Special Education and Services for Special Populations

Like all charter schools, Gardner Valley School is a public school. Gardner Valley School serves students with disabilities and English Learners and provides services to students as required by state and federal law. Charter schools are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, and certain other grounds. Laws applicable to students with disabilities include the Individuals with Disabilities Education Act (IDEA),

Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA).

In most cases, the services required by a student with disabilities can be provided at Gardner Valley School. In some cases, a student's individual needs require that they be placed in a different program or location as determined by an IEP or Section 504 team. Under IDEA, students with disabilities are entitled to a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). The services a student requires under IDEA are described in an Individualized Education Program (IEP). Under Colorado law, the provision of FAPE and specific services required by a student's IEP are a joint responsibility of the charter school (Gardner Valley School) and their authorizer, in most cases the local school district (Huerfano RE-1 School District).

Applicants to Gardner Valley School are not required to identify whether the applicant has an IEP and the school admits students without considering a student's disability. After a student with an IEP is initially enrolled in the school, an IEP team meeting may be required to determine whether this school is an appropriate placement for the student based on their needs. In most cases, the services required by a student's IEP can be provided at Gardner Valley School. In some circumstances, a student's individual needs require that they be placed in a different program or location to ensure provision of FAPE. For more information on our programs and services please contact Gardner Valley School's Head of School and/or Special Education provider found on the Gardner Valley School website, <https://www.gardnervalleyschool.org/>.

Adopted 07/20/2022