

2018-2019 Great Hearts Academies Enrollment Policies and Procedures

Anthem Preparatory Academy

Chandler Preparatory Academy

Archway Classical Academy – Chandler

Glendale Preparatory Academy

Archway Classical Academy- Glendale

Maryvale Preparatory Academy

Arete Preparatory Academy

Archway Classical Academy- Arete

Cicero Preparatory Academy

Archway Classical Academy –Cicero

Lincoln Preparatory Academy

Archway Classical Academy –Lincoln

North Phoenix Preparatory Academy

Archway Classical Academy – North Phoenix

Scottsdale Preparatory Academy

Archway Classical Academy – Scottsdale

Trivium Preparatory Academy

Archway Classical Academy – Trivium West

Archway Classical Academy – Trivium East

Veritas Preparatory Academy

Archway Classical Academy - Veritas

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Non-Discrimination Policy

Great Hearts Academies does not discriminate on the basis of race, color, national origin, sex, disability, age, or immigration status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

- **504 Coordinator:**
Thomas Doeblner, Exceptional Student Service Director
Great Hearts Academies
4801 E. Washington St. STE 250
Phoenix, AZ 85034
602.438.7045 EXT 345
- **Title IX Coordinator:**
Lauri Myracle, HR Director
Great Hearts Academies
4801 E. Washington St. STE 250
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General enrollment overview

Enrollment of a student is different from admission of a student. When a school admits a student, it offers the student a seat at the school; the student can decide to accept the seat and attend the school or not. When a school enrolls a student, the student is indicating his or her intention to attend the school and be included in the school's student count. Although a public charter school may offer admission to students simply upon submission of an application, before a student may be enrolled in and attend school, schools must obtain certain documentation from each student's parent or guardian.

Great Hearts Academies, as a public charter in Arizona, are subject to open enrollment laws. In the Fall, any current and eligible waitlisted student has the opportunity to rollover in advance of newly submitted open enrollment applications to the following school year and waitlist. In addition, Great Hearts Academies offers an Open Enrollment period that allows new applications for the next year to be submitted during a limited time. Typically, academies receive more applications for enrollment than seats available for each grade. If this is the case for any grade level at an academy, a lottery will be held for the open enrollment applications. Any students who submit their applications after the completion of the Open Enrollment period will be ordered on a first-come first-served prioritized basis and be considered Post Open Enrollment. Students who do not receive an offer after Rollover, Open Enrollment and the lottery will be placed on a waitlist and may be offered enrollment during the year if a seat becomes available.

Rollover: previous year's waitlisted applications electing to remain on the waitlist for the upcoming school year (not all applications are eligible)

Open enrollment: applications submitted in open enrollment period that are eligible for the lottery

Post open enrollment: applications submitted after open enrollment period, not eligible for lottery and processed on first-come, first-served prioritized basis

Re-enrollment: current students who plan to return the following academic school year for the next grade level at the same academy (does not apply to students in exit grades)

Enrollment Timeline

The following is a general timeline for offers to be extended to children who submit applications for the next school year. Specific dates will be added to the website each year before Open Enrollment begins:

Rollover Policy and Period-Fall of prior school year:

If a student is not offered a spot for the current school year, and the student's waitlisted application is eligible to rollover to the next school year waitlist, the academy/enrollment department will contact the parents/guardians before open enrollment for the following school year begins. This will allow the parents/guardians to roll the application over to the next school year's waitlist.

If parents/guardians rollover, they will not have to reapply for the next school year, and the application will be ordered accordingly with the rest of the rollover applications on the waitlist. These rollover applications will be ahead of new, incoming, non-prioritized applications submitted for that school year during the open enrollment and post open enrollment period. It is crucial that families do not miss the rollover deadline set by the Lead Office and academy to ensure the student's application is moved to the next year's wait list.

If after a family chooses to roll over an application to the following school year, the student receives an offer from an academy in the *current* school year, the roll over application will be canceled from the next year's waitlist. Per Great Hearts policies, offers are continuously given as needed based on current students withdrawing and positions that are available for that academy and grade. When an offer is given to a family from the waitlist, even after the school year has begun, the family must accept at that time to attend a Great Hearts academy.

Applications cannot roll over from one academy to another. For example, waitlisted 5th grade applications for Archway Veritas cannot be rolled over to 6th grade at Veritas Prep. Furthermore, applications received after August 15th for the current school year are **NOT** eligible to roll over onto the waitlist for the next school year.

Open Enrollment Policy and Period- Fall of prior school year:

Any application submitted during the open enrollment period is eligible for a lottery. When academies receive more applications than there are seats available, a lottery is held to help order a waitlist and keep the offers given for grade positions fair. The lottery assigns a random number to each application and then the applications are ordered on the waitlist based on the lottery number, application type and also priority status. Each academy and grade level runs an independent lottery.

Post Open Enrollment Policy and Period-After Open Enrollment period:

Any applications submitted after open enrollment period through the upcoming school year. These applications are not eligible for the lottery and processed on a first-come, first-served prioritized basis on the waitlist.

Re-enrollment Policy and Period- Early Spring of current school year:

Any current student who plans to return the following school year at the same academy must fill out re-enrollment paperwork to keep their position. Students who are in exit grades, do not need to fill out re-enrollment paperwork but will need to fill out a new enrollment application. Unless families give notice in writing (Parent Portal enrollment system, email or withdrawal form) that they plan to not return the following year, the academy legally cannot give away the student's position for that grade, even if re-enrollment paperwork is not filled out.

Students who are in exit grades at an academy do not fill out re-enrollment paperwork, but will need to fill out a new enrollment application to attend another Great Hearts Academy.

Applications Eligible for Priority Status

2018-2019 Priority Status Order for Filling Seats:

Priority status is given to applications in the order listed below. After applying priority status, applications are ordered by application type- Rollover, Open Enrollment, and Post-open Enrollment.

1. Current student in same academy required to submit re-enrollment paperwork in spring
2. Archway graduate applying to entry level grade at designated recipient* Prep academy
3. Teleos Prep graduate/transfers – Teleos students applying to any GH academy
4. GH Faculty / Administrator child or grandchild (full-time, benefits-eligible)
5. Applicants with siblings attending, or alumni siblings of, the same academy or designated feeder/recipient* academy
6. Returning archway graduate applying to any non-entry level grade at designated recipient* Prep academy
7. Board member child or grandchild
8. Transfer student – from one GH academy to another
9. Confirmed rollover applicant from the previous school year
10. Non-prioritized Open Enrollment applicants (by original lottery number)
11. Non-prioritized Post Open Enrollment applicants (by submission date of application)

Please note: Any false statement on an application, including falsely indicating priority eligibility, may result in revocation of enrollment or offer of enrollment. Also, priority status does not guarantee an offer of enrollment for any grade or academy.

Archway Graduate to Prep Entry Grade Priority Policy

Priority status is provided for Archway Graduates applying to the entry level grade of their designated feeder/recipient* Great Hearts prep academy. Archway Graduate priority status does not guarantee placement at the desired academy.

If an offer is made to an applicant due to having the Archway Graduate status prior to the years end and they withdraw from their Archway before graduating, their offer will be withdrawn. The offer of enrollment will be withdrawn and they will be placed back on the waitlist, using their original lottery number or date of application to place them, without a seating priority.

1. Archway graduates that wish to enroll in the entry level grade at their designated feeder/recipient* academy should apply during the Open Enrollment period for the upcoming school year.
 - a. Archway Graduate priority cannot be used for any other application grade to the Prep other than the entry grade. Ex: Cannot give AG priority for a student who graduated from Archway Arete, doesn't continue to Arete Prep for 6th but decides to return and apply to Arete Prep for 8th grade.
2. These applicants should indicate on their application to the designated recipient academy that they are currently attending a Great Hearts academy, and should indicate the name of their current GH academy.
3. These Archway Graduate applications will be marked for Archway Graduate priority status.
4. Once marked as an "Archway Graduate" application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.

Teleos Prep Graduate/Transfer Priority Policy

Priority status is provided for Teleos Prep re-enrolled students for 2018-19 applying to any Great Hearts academy.

1. Re-Enrolled Teleos Prep students that wish to enroll in a Great Hearts academy needs to apply to be on the waitlist.
2. These applicants should indicate on their application to the GH prep academy that they attended and completed the 17-18 year at Teleos Prep.
3. These Teleos student applications will be marked for Teleos Graduate priority status.
4. Once marked as a “Teleos Graduate” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
5. Priority status does not guarantee placement at the desired academy.

Great Hearts Faculty / Administrator Child Priority Policy

Children or Grandchildren of Full-time benefits-eligible Great Hearts Lead Office, Academy Faculty and Administrators.

1. The employee must have a signed offering sheet with Great Hearts Academies before the Enrollment Priority benefit will be applied to employee child application/s.
2. The employee must be the parent /legal guardian or grandparent of applicant.
3. The eligible applicant will receive priority status at any academy within the Great Hearts network.
4. The employee is responsible for notifying the academy/s to which they apply of their submitted application and of their priority status eligibility.
5. If employment is terminated by employee or employer before applicant is offered enrollment or attends one day of school at a Great Hearts academy, priority status will be rescinded.
6. If employee priority status results in an offer of enrollment and employment is terminated by employee or employer before employment contract is signed, offer of enrollment will be rescinded.
7. Once marked as an “employee” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
8. Priority status does not guarantee placement.

Sibling Priority Policy

Sibling priority only applies when the incoming applicant has a sibling that is officially enrolled, currently attending, or has graduated from, the same academy or designated feeder / recipient academy to which the applicant is applying.

1. A “sibling” is defined as an immediate family member of the applicant, or a blended family member of the applicant through marriage or guardianship. Birth certificate, marriage certificate or court documentation is necessary to approve the sibling priority.
 - a. Does not apply to extended family of sibling unless legal documentation of guardianship is provided.
2. The sibling must be currently enrolled at, or alumni of, the same academy or designated feeder/recipient* academy to which the applicant is applying.

3. The applicant can only receive priority status for the same academy or designated feeder/recipient* academy at which their sibling is currently enrolled or from which they have graduated.
4. If the sibling withdraws from the academy before applicant is offered enrollment, priority status will be rescinded.
5. If the sibling withdraws from the academy before attending at least one day of attendance for the year they are registered, the priority status and any offer/registration of the applicant will be rescinded.
6. Once marked as a “sibling” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
7. Priority status does not guarantee placement.

Returning Graduate Student

Returning Graduate Student priority is for any student who graduated from an Archway academy, didn't continue onto the entry level grade the next school year, and would like to apply to a non-entry level grade at the designated feeder/recipient Great Hearts prep academy.*

1. Returning Graduate Students that wish to enroll in a non-entry level grade at their designated feeder/recipient* academy should apply during the Open Enrollment or Post Open Enrollment period for the upcoming school year.
 - a. Ex: Student graduated from Archway Chandler, didn't continue the following year for entry grade to attend Chandler Prep but would like to apply for 9th grade.
2. These students/applicants should indicate on their application to the designated recipient academy that they graduated from an archway academy, and should indicate where they graduated from.
3. These Returning Graduate Students applications will be marked for Returning Graduate Students priority status.
4. Once marked as a “Returning Graduate Students” application, these priority applications are ordered by original lottery number.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
5. Returning Graduate Student priority status does not guarantee placement at the desired academy.

Great Hearts Board Member Child Priority Policy

Children and Grandchildren of Great Hearts Board Members and Great Hearts Academy Board Member.

1. The board member must be the parent, legal guardian, or legal grandparent of applicant.
2. The board member must be an official, board-approved member.
3. The board member must be an active participant and serve on the academy site board for a minimum of 6 months before the student can receive the “board child” priority.
4. The eligible applicant will receive priority status at any academy within the Great Hearts network.
5. The board member is responsible for notifying the academy/s to which they apply of their submitted application and of their priority status eligibility.
6. If the board member's service on the board ends before the applicant is offered enrollment at a Great Hearts academy, priority status will be rescinded.

7. Once marked as a “board child” application, these priority applications are ordered by original lottery number or submission date.
 - a. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
8. Priority status does not guarantee placement.

Transfer Student Priority Policy

Students currently attending a Great Hearts Academy.

1. Students eligible for transfer are required to start attending their current academy at or before the beginning of the second semester and must successfully complete the academic year at that academy to be eligible to transfer to their new academy of choice for the next school year.
 - a. In the case of siblings, all transfer requests submitted must be for the same academy or feeder/recipient academy as transfer requests submitted for all other siblings.
 - b. Must not be in the process of being expelled from their current academy.
2. Students requesting a transfer must also:
 - a. Complete an application for the next school year to their desired transfer academy.
 - b. Complete and submit a Transfer Request form to the front office of their desired transfer academy for each individual school year.**
3. **Great Hearts Preparatory students who transfer within the GH network must sit out a season of sport per AIA (Arizona Interscholastic Associate) rules.**
 - a. It is the job of the accepting academy to notify the student of sitting out for the year.
4. The transfer priority approval is based on the discretion of the Headmaster to the academy the student is attempting to transfer into.
5. If a student is being retained at their current academy, their transfer application and any other enrollment applications will be changed to the retained grade level.
6. Once the desired academy approves the transfer, the application will be marked for transfer priority status for the upcoming school year.
 - a. Once marked as a “transfer” application, these priority applications are ordered by original lottery number.
 - b. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open application and be organized after the prioritized open enrollment applications by time/date stamp.
7. Priority status does not guarantee placement at the desired academy, but rather it places the transfer application in a prioritized position on the waitlist for the desired academy / grade.
8. If the student filled out a transfer form and application for the upcoming 2018-19 and stated they are withdrawing for 2018-19 via re-enrollment, Transfer priority will only be valid until the completion of the 17-18 school year.
 - a. Transfer priority and forms are only given to currently enrolled students. After the completion of the 2017-18 school year, the student is no longer enrolled and the transfer priority is not valid.
 - b. If the transfer priority is to be taken off the application, the family will be notified via email or phone call and a note inputted into the enrollment system.

Enrollment Application Submission Policies

Incorrect submission grade

Parents/guardians of the student must submit an enrollment application through the enrollment Parent Portal to be eligible for an offer from an individual academy. The parent/guardian must apply for the correct grade for the enrollment year to which they are applying since each grade level at each academy's waitlist is independent from other waitlists.

Great Hearts cannot change the application grade for a student after the original application has been submitted due to AZ Charter laws. If the parent/guardian applies for the wrong grade, the parent must cancel the original enrollment application and apply again for the correct grade and be given a new submission date and waitlist number.

Editing/Adding an Academy

Separately, if a parent/guardian wants to edit or add an additional academy to the original application, the new academy's application will be submitted with the current day's date and added to the waitlist. Editing an application or adding an academy will not affect the wait list position of previously submitted academies.

Duplicate applications

Great Hearts does not allow more than one application for an individual student at the same academy for the same/multiple grades because it is not a fair and equitable enrollment process. If the Great Hearts' enrollment team or front office of any academy finds a duplicate application for a student, the guardian/parent of the student will be notified to determine which application should be canceled so there is only one valid application for that academy.

Offer Policies

Initial Offer of Enrollment

Every family will receive an email and/or a phone call from the academy to which they applied if and when an offer is extended to their child. Please contact the main office of the specific academy if you have any questions concerning the initial offer of enrollment.

If a family declines or does not respond to an offer of enrollment date determined by that specific academy, they are removed from the waitlist and must reapply if they wish to be considered again for enrollment in the current or future school years.

Registration Packet

Completion of an online application or acceptance of an offer of enrollment *does not* constitute official registration. Offered applicants will receive a registration packet via the enrollment Parent Portal to finalize their registration at the academy. Parents must complete the registration packet by the academy's packet deadline to be registered in the academy. Failure to submit that registration packet by the academy's deadline will result in the offer being rescinded.

Here is a list of documentation that you can start gathering in order to have it all ready when you receive your packet.

1. All Arizona schools must obtain age and identity documentation from students when they enroll. Specifically, within 30 days of enrollment, the person enrolling the student must provide the school with **ONE** of the following:
 - A certified copy of the pupil's birth certificate;

- Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate; or
- A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law. A.R.S. §15-828(A)(1)-(3).

Any of the documents listed above are acceptable to verify a student's age or identity.

2. As with all public schools in Arizona, charter schools are required to obtain and maintain verifiable documentation of a student's Arizona state residency upon enrollment. A.R.S. § 15-802(B). Residency documents are different from citizenship or immigration documents. Great Hearts does not request or require documentation regarding a student's citizenship or immigration status in connection with enrollment or at any other time.
 1. Proof of Arizona residency (**one** item from the list below):
 - a. Valid Arizona driver's license, Arizona identification card
 - b. Valid Arizona motor vehicle registration
 - c. Property deed
 - d. Mortgage documents
 - e. Property tax bill
 - f. Rental agreement or lease (including Section 8 agreement)
 - g. Utility bill (water, electric, gas, cable, phone)
 - h. Bank or credit card statement
 - i. W-2 wage statement
 - j. Payroll stub
 - k. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
 - l. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
3. Immunization Records
 - Immunization records are required unless there is a valid exemption pursuant. ARS 15-872.

Enrollment Start Date

Upon acceptance of an offer, academies will set the anticipated start date per semester. Academies cannot indefinitely hold a position without a clear anticipated start date for the student or else the accepted offer can be rescinded. Should a student not have positive attendance within 10 days of the anticipated start date, the offer may be rescinded or student withdrawn.

Admissions Standards

Great Hearts Academies have no admissions standards, as Great Hearts is a publicly funded network of charter academies. However, students may be required to attend summer school in order to meet graduation requirements.

Kindergarten Enrollment Policy

Great Hearts Academies follows state guidelines which stipulate that a child must turn 5 years old before September 1st in the year in which they are enrolled for Kindergarten. The Archway academies do adhere to the state guidelines regarding the minimum age for Kindergarten, and exceptions are not made for early Kindergarten admittance. Also, Great Hearts Academies does not offer early entrance testing for Kindergarten.

Great Hearts Academies standard Kindergarten offering is a ½ day program, which is funded in full by the State of Arizona and meets all state requirements. Great Hearts Academies also offers a tuition-based, extended-day Kindergarten program, which allows us to provide a full day of instruction to Kindergarten students. Tuition for the extended-day program is \$375 per month starting August 2018-May 2019 for the following locations:

1. Anthem Prep
2. Archway Arete
3. Archway Chandler
4. Archway Cicero
5. Archway Glendale
6. Archway Lincoln
7. Archway North Phoenix
8. Archway Scottsdale
9. Archway Trivium East
10. Archway Trivium West
11. Archway Veritas

Please contact the academy directly for more information if parents have any questions.

Early-Kindergarten Funding for Second Year Enrollees

Under Arizona law (A.R.S 15-821 (C)), a child is eligible for enrollment to kindergarten at a Great Hearts academy if the child is five years of age before September 1st of the current application school year. If a child who has not reached five years old before September 1st in a school year is admitted to kindergarten and is then readmitted to kindergarten in the next school year, a school district or charter school is not eligible to receive basic state aid on behalf of that child during the child's second year of kindergarten.

As a result, early-entrance kindergarten students (turning 5 years old between Sept 1st-Dec. 31st) who have successfully completed and passed their Kindergarten program in an Arizona public school in the previous school year **cannot** apply to Great Hearts Academies Kindergarten program but must apply to the 1st grade at the academy they are interested in attending.

If a student receives an offer of enrollment for Kindergarten at an academy and it has been determined that the student already successfully passed and completed Kindergarten as an early-entrance kindergarten student in the previous year, the student will be withdrawn from Kindergarten and put into 1st grade at that academy if a seat is available, and such placement is deemed in the best interest of the student. If there is no seat available for 1st grade, the original Kindergarten offer of enrollment will be rescinded from the academy.

Early-First Grade Enrollment Policy

Under Arizona law (A.R.S 15-821 (C)), a child is eligible for enrollment to 1st grade if the child is six years old before September 1st of the current application school year. Great Hearts Academies may enroll children who have not reached the required age if it is determined to be in the best interest of the children.

To determine whether entering 1st grade is in the student's best interest, Great Hearts Academies have implemented the following procedure to comply with Arizona law (A.R.S. § 15-821(C)).

1. They turn 6 years old before January 1st of the school year for which they are applying.
2. Parent/guardian must show the student's successful completion of a Kindergarten program.

3. Such determination shall be based upon one or more consultations with the parent, parents, guardian or guardians, the children, the teacher and the Academy Headmaster.

Foreign Exchange Policy

All foreign exchange students applying to attend a Great Hearts academy must meet the following requirements:

1. The student must be on a J-1 visa, issued through an accredited foreign exchange program.
 - a. **Great Hearts Academies does not accept students on an F-1 visa.** The F-1 (international) student visa must apply for a visa outside the country, and must receive an I-20 Form prior to coming to the United States. The I-20 Form must be from a school approved by the Department of Homeland Security. Such schools are said to be "Form I-17 approved," as the authority to issue I-20 Forms is gained by Form I-17 approval. It is very important to note that, currently, no Great Hearts academies are I-17 approved, and therefore can neither issue I-20 Forms, nor can they receive transfer students on F-1 visas.
2. **The student must be applying for 11th grade only;** Great Hearts Academies does not accept exchange students in any other grade.
3. Foreign exchange students must enroll for a minimum of one semester and a maximum of two semesters, providing that a two-semester stay does not extend their stay into 12th grade.

McKinney-Vento Act and Students

The McKinney-Vento Act is to ensure that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

Great Hearts Academies supports and provides services under the McKinney-Vento Act. If an offer is given to a student who is deemed to be under the McKinney-Vento Act, Great Hearts Academies will work with families to provide the required and necessary transportation to and from the academy.