

# 2023-24 Great Hearts Academies Enrollment Policies and Procedures

**Anthem Preparatory Academy (K-12)**

**Chandler Preparatory Academy (6-12)**

**Archway Classical Academy - Chandler (K-5)**

**Glendale Preparatory Academy (6-12)**

**Archway Classical Academy- Glendale (K-5)**

**Maryvale Preparatory Academy (K-12)**

**Arete Preparatory Academy (6-12)**

**Archway Classical Academy- Arete (K-5)**

**Cicero Preparatory Academy (6-12)**

**Archway Classical Academy -Cicero (K-5)**

**Lincoln Preparatory Academy (6-12)**

**Archway Classical Academy -Lincoln (K-5)**

**North Phoenix Preparatory Academy (6-12)**

**Archway Classical Academy - North Phoenix (K-5)**

**Roosevelt Preparatory Academy (K-9)**

**Scottsdale Preparatory Academy (6-12)**

**Archway Classical Academy - Scottsdale (K-5)**

**Trivium Preparatory Academy (6-12)**

**Archway Classical Academy - Trivium (K-5)**

**Veritas Preparatory Academy (6-12)**

**Archway Classical Academy - Veritas (K-5)**

**Great Hearts Online- Arizona (K-9)**

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## Non-Discrimination Policy

Great Hearts Academies does not discriminate based on race, color, national origin, sex, disability, age, or immigration 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 manage inquiries regarding the non-discrimination policies:

- **504 Coordinator:**  
Thomas Doeblor, Exceptional Student Service Director  
Great Hearts Academies  
4801 E. Washington St. STE 250  
Phoenix, AZ 85034  
602.438.7045 EXT 345
- **Title IX Coordinator:**  
Melissa Penniman, Academy Support  
Great Hearts Academies  
4801 E. Washington St. STE 250  
Phoenix, AZ 85034  
602.438.7045

## 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. Please note, by signing enrollment documents, the guardian/parent represents they have the legal authority and have obtained all necessary agreements and documents from other guardians/parents to authorize Great Hearts to enroll, transfer or withdraw a student.

Great Hearts Academies, as a public charter in Arizona, are subject to open enrollment laws. In the Fall, any current and eligible waitlisted student can 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 as a Post Open Enrollment application. 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 throughout the year if a seat becomes available.

### *Enrollment Periods and Process*

**Rollover Period:** previous year's waitlisted applications electing to remain on the next academic school year's waitlist (not all applications are eligible)

**Open Enrollment Period:** applications submitted during the open enrollment period that are eligible for the randomized lottery drawing

**Post Open Enrollment Period:** applications submitted after the open-enrollment period, not eligible for lottery and processed on first-come, first-served basis

**Re-enrollment Period:** current students attending a Great Hearts academy who plan on returning in the next academic school year for the next grade level at the same academy (does not apply to students in exit grades)

**Waitlist:** a waitlist is apprised of the following things that cause the application number to fluctuate either higher or lower: application date, priority status, application type, cancelation of applications, offers given/accepted, or lottery number (if applicable)

## Enrollment Timeline

Listed in this section is a general timeline for each enrollment period and process to apply for enrollment for the next academic school year. Specific dates will be added to the main GHA website ([greatheartsaz.org](http://greatheartsaz.org)) by July 31<sup>st</sup> before the new school year begins.

### *Rollover Policy and Period*

If a student is not offered a seat for the current school year and the student's application is still on the waitlist the parents/guardians have the option to roll the application over to the following year if the application is eligible\*. The academy/enrollment department will contact the parents/guardians before and during the Rollover Period to encourage the parent/guardian to roll over. The family will then receive an email confirming the rollover occurred with the student information of academy, rollover grade, and student name and DOB.

If parents/guardians elect to rollover the student(s) application, they will not have to reapply for the next school year, and/or the application will move down the waitlist with other rollover applications. These rollover applications will be ahead of new, incoming, non-prioritized applications submitted for the next school year during the open enrollment and post open enrollment period. It is crucial that families do not miss the rollover period and deadline set by the Great Hearts Lead Office 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 next 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 extended as seats become available at an academy and grade level. 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 to a different academy.** For example, waitlisted 5<sup>th</sup> grade applications for Archway Veritas cannot be rolled over to 6<sup>th</sup> grade at Veritas Prep since they are separate academies. Furthermore, applications received after August 15<sup>th</sup> of the current school year are **NOT** eligible to roll over onto the waitlist for the next school year.

### *Open Enrollment Policy and Period*

Open Enrollment is when families complete a new online application to selected school/s that they are not currently attending and would like to receive an offer of enrollment. Once the Open Enrollment Period is completed, all applications submitted will be included on the Great Hearts Lottery.

## ***Lottery Policy and Period***

Any application submitted during the open enrollment period is eligible for the lottery drawing. 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 any possible priority status. Each academy and grade level complete an independent lottery. The family will receive an email confirming the open enrollment application was received with the student information of academy, application grade, and student name and DOB.

## ***Post Open Enrollment Policy and Period***

Any applications submitted after the open enrollment period through the next school year. These applications are not eligible for the lottery and processed on a first-come, first-served basis on the waitlist (submitted date). The family will receive an email confirming the post open enrollment application with the student information of academy, application grade, and student name and DOB.

## ***Re-enrollment Policy and Period***

Any guardian/parent of a current student attending a Great Hearts academy who plans to return for the next school year at the same academy must fill out re-enrollment paperwork to confirm the student's intent to return. During the re-enrollment period, once a parent/guardian withdraws from the enrollment system, a withdrawal email is sent from the parent/guardian, or a withdrawal form is turned into the front office of the academy, the academy can offer that position to another student on the waitlist for that grade and academy. The family will receive an email confirming the re-enrollment completion or withdrawal after the online re-enrollment registration is e-signed and submitted by the parent and accepted by the academy; it will include the name of academy, re-enrollment grade, student name and DOB.

***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 during Open Enrollment to attend another Great Hearts academy.***

## **Enrollment Priority Statuses and Waitlist Order**

### **Priority Status Order and Waitlist Order**

Each academy waitlist is ordered based on priority status (if applicable) and then application type. There are six priority statuses: (Archway Graduate Student, Employee Child, Sibling, Returning Graduate Student, School Governing Board Child, Transfer) and three application types (Open Enrollment, Post Open Enrollment, and Rollover).

When a position becomes available, it is offered to the first applicant on the waitlist. The offer is sent via the Parent Portal by both email and text (if parent opts in) and possible phone call from the academy Office Manager or Registrar.

When academies receive more applications than there are seats available during the Open Enrollment period, a lottery is held to prioritize and keep the offers given for grade positions fair. The lottery assigns a random number to each application and then the applications are numbered on the waitlist based on the lottery number, application type and priority status.

### **Priority Status Order**

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

1. Archway graduate applying to entry level grade at designated recipient Prep academy
2. GH Faculty/Administrator\* or Retiree child\*\* or grandchild\*\*\* (full-time, benefits-eligible)
3. Applicants with siblings attending, or alumni siblings of, the same academy or designated feeder/recipient academy
4. Returning archway graduate applying to any non-entry level grade at designated recipient Prep academy
5. School Governing Board member child or grandchild\*\*\*
6. Transfer student – from one GH academy to another after completing one academic school year

\*3/4 time or more

\*\* 10 years or more with Great Hearts

For \*\*(retiree child) and \*\*\*(grandchild), these two priority statuses do not apply to Maryvale Preparatory Academy and Roosevelt Preparatory Academy. Both of these charters participate in a federal grant and are required to adhere to the federal guidelines – [nonregulatory guidance](#) E-4 page 20.

## Waitlist Order

Applications are ordered by type within each below status- Rollover, Open Enrollment, and then Post-open Enrollment.

1. Archway graduate applying to entry level grade at designated recipient\* Prep academy
2. GH Faculty / Administrator or Retiree child or grandchild (full-time, benefits-eligible)
3. Applicants with siblings attending, or alumni siblings of, the same academy or designated feeder/recipient\* academy
4. Returning archway graduate applying to any non-entry level grade at designated recipient\* Prep academy
5. School Governing Board member child or grandchild
6. Transfer student – from one GH academy to another
7. Confirmed rollover applicant from the previous school year
8. Non-priority Open Enrollment applicants (by original lottery number)
9. Non-priority 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 Student Priority (AG)

Archway Graduate 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.

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 6<sup>th</sup> but decides to return and apply to Arete Prep for 8<sup>th</sup> grade.
2. These applicants should indicate on their application to the designated recipient academy that they are currently attending a Great Hearts academy and need to 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.

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 rescinded. 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, without a seating priority.

## Great Hearts Arizona Faculty / Administrator or Retiree Child Priority (EC)

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

1. The employee must have a signed offering sheet with Great Hearts Arizona Academies before the enrollment priority will be applied to employee child application(s).
2. The employee must be currently employed and benefits eligible with working at least ¾ time,
  - a. The retiree must have been with Great Hearts Arizona Academies for at least 10 years.
3. The employee/retiree must be the parent /legal guardian or grandparent of applicant.

4. The eligible applicant will receive priority status at any academy within the Great Hearts Arizona network.
  - a. Great Hearts Texas, Louisiana, Christos, Young Hearts, Athenaeum, or Nova is not eligible to EC priority in Arizona.
5. The employee is responsible for notifying the academy(s) to which they apply of their submitted application and of their priority status eligibility.
6. 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.
7. 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.
8. 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.
9. Priority status does not guarantee placement.

## ***Sibling Priority (SI)***

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 including foster children and those awaiting adoption. Birth certificate, marriage certificate, approved court documentation or Arizona Department of Child Safety (DCS) paperwork is necessary to approve the sibling priority.
  - a. Sibling priority does not apply to extended family of sibling (ex: cousins) unless legal documentation of guardianship is provided from the courts of AZ.
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 Archway Graduate Priority (RGS)***

Returning Archway 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 Archway 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 9<sup>th</sup> grade.

2. These students/applicants should indicate on their application to the designated recipient academy that they graduated from an archway academy and must indicate the academy they graduated from.
3. These Returning Archway Graduate Students applications will be marked with Returning Archway Graduate Students priority status.
4. Once marked as a "Returning Archway 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. Priority status does not guarantee placement at the desired academy.

## ***School Governing Board Priority (BC)***

School Governing Board priority is for a child/grandchild of an official member of the Network School Governing Board, the AZ School Governing Board, or the TX School Governing Board. ***Advisory Board members are not eligible for the Board Priority.***

1. The governing board member must be the parent, legal guardian, or legal grandparent of applicant.
2. The governing 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.
3. The governing board member must be an official, board-approved member.
4. The eligible applicant will receive priority status at any academy within the Great Hearts network.
5. The governing 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 governing 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" 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.

## ***Transfer Priority (TS)***

Transfer priority is for students who are currently attending a Great Hearts academy and would like to transfer to another Great Hearts academy.

1. Students eligible for transfer are required to start attending their current academy in semester one or by 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. Reach out to the Athletic Director at the academy you are applying to for further information and clarification.



4. 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.
5. Once the desired academy approves the transfer, the application will be marked for transfer priority status for the upcoming school year.
  - i. 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.
6. 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.
7. If the student filled out a transfer form and application for the upcoming next school year and stated they are withdrawing for next at their current academy via re-enrollment, Transfer priority will only be valid until the completion of the current school year.
  - a. Transfer priority and forms are only given to currently enrolled students. After the completion of the current school year, the student is no longer enrolled, and the transfer priority is not valid.
8. Students attending a Great Hearts Texas school may submit a transfer form and priority to an eligible Great Hearts Arizona academy but must meet and follow above criteria (specifically bullet points 1 and 2).

## *Transfer for Retention Students)*

Students currently attending a Great Hearts academy that would like to transfer to different Great Hearts academy, but are in the process of being retained or have been retained for the next school year must follow the guidelines outlined below:

1. Complete steps 1-3 above.
  - a. **Transfers for Retained Students between Archway and Prep.**  
If a student is currently enrolled in an Archway academy and has applied on the waitlist to transfer and receive an offer at a prep academy but it is determined the student will be retained to the Archway academy again the next year, the student/parents must cancel the Prep application. The student may stay at their current Archway but may also apply to another Archway academy waitlist for a possible offer.

If the student has *received an offer* at a prep academy but it has subsequently been determined that the student will be retained to the Archway academy the next year, the student/parents must decline the Prep offer (or the offer can be rescinded) and the student may stay at their current Archway but may also apply to another Archway academy for a possible transfer offer.

## **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 for 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 Arizona 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 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 duplicate applications for an individual student at the same academy for the same/multiple grades since it is against policy of fair and equitable enrollments practices to have more than one application per student.** If the front office finds a duplicate application, the application is canceled, and the parent will be notified via email if necessary. Academies must be mindful of original application dates and edits when canceling applications.

## **Offer/Registration Policies**

### **Initial Offer of Enrollment**

Every family will receive an email or a possible phone call from the academy or text message if opted in via Enrollment Parent Portal to which they applied 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 by the deadline 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 access to a registration packet via the enrollment Parent Portal to finalize their registration at the academy. Parents must complete the registration packet and turn the documents into the front office 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.

Please note, by signing enrollment documents, the guardian/parent represents they have the legal authority and have obtained all necessary agreements and documents from other guardians/parents to authorize Great Hearts to enroll, transfer or withdraw a student.

Here is a list of documentation that the parent/guardian can start gathering 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 (no P.O. Boxes) 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. Valid Arizona Address Confidentiality Program authorization card

- d. Property deed/Mortgage documents
- e. Property tax bill
- f. Rental agreement or lease (including Section 8 agreement or off-base military housing)
- 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 (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- l. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- m. Temporary on-base billeting facility (for military families)
- n. Under A.R.S. § 41-5001(A), school districts and charter schools must accept consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card

\*Proof of residency must match the address on file in registration documents and be dated within 11 months or most current date of registration date.

### 3. Immunization Records

Immunization records are required unless there is a valid exemption pursuant A.R.S 15-872.

### *Enrollment Start Date*

Upon acceptance of an offer, the student will be scheduled to start on the first date of school or academies will set the anticipated start date if student receives offer after the school year begins. Academies cannot indefinitely hold a position without a clear anticipated start date (within a reasonable number of days of the accepted offer after school begins) for the student or 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 the student may be withdrawn from the academy.

Current/existing students who completed last year at their academy and are returning to same academy for the new school year are considered pre-registered and must start within 10 days per A.R.S. 15-901(a)(2) of the start date of school or else they will be automatically withdrawn and must apply to the academy again for a possible offer and enrollment.

### *Book Deposit*

There is a one-time refundable book deposit per student/per academy during registration that will follow the student either up to graduation or if the student withdraws before graduating.

1. As soon as a student withdraws from the academy, the Office Manager or Registrar will process the return of the book deposit within 4 weeks of withdrawal.
  - a. If there are any unreturned or damaged books, the cost will be deducted from the deposit and any remainder will be sent out to the parents/guardians.
2. Families will only be able to pay for book deposit via Configio (using credit card), check or money order.
  - a. Parents will receive refund via credit card used or via Comdata if check/money order was used or if the charge on credit card is too old.
3. The book fee can be waived in the event of economic hardship to the student pursuant to A.R.S. 15-116.
  - a. Families will need to contact the Registrar/Office Manager at the academy directly where they are registering to discuss process of possible waiver of the book deposit.
    - i. Nonpayment of the book deposit cannot prevent the student from applying, enrolling, or remaining in school.

## Admissions Standards

Great Hearts Academies have no admissions standards, as Great Hearts is a publicly funded network of charter academies. However, students in the Prep academies may be required to attend summer school 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 1<sup>st</sup> 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 do not offer early Kindergarten admittance or enrollment or any early entrance testing for students not 5 years old by the deadline date. Great Hearts does not allow exceptions to this policy, except in the rare case where an academy will face a Kindergarten enrollment shortage.

Great Hearts Academies 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 at a cost and will be determined no later than November. The tuition will begin for new families in August to May 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
10. Archway Veritas
11. Roosevelt Prep

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 1<sup>st</sup> of the current application school year. If a child who has not reached five years old before September 1<sup>st</sup> 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 1<sup>st</sup>-Jan.1<sup>st</sup>) 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 1<sup>st</sup> 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 the parent will need to apply again to be on the 1<sup>st</sup> grade waitlist for a possible offer.**

## Early-First Grade Enrollment Policy

Under Arizona law (A.R.S 15-821 (C)), a child is eligible for enrollment to 1<sup>st</sup> grade if the child is six years old before September 1<sup>st</sup> 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 1<sup>st</sup> 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 by January 1<sup>st</sup> of the current 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.

## Enrollment for Possible Expelled Students/Expelled Students

**A.R.S. §15-184 (I)** allows a charter academy to refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

## Foreign Exchange Students 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 (international student on A F-1 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 schools are I-17 approved, and therefore can neither issue I-20 Forms, nor can they receive transfer students on F-1 visas.
2. **Great Hearts allows for Foreign Exchange students in 10<sup>th</sup> or 11<sup>th</sup> 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 12<sup>th</sup> grade.
4. Acceptance of the student must not cause the academy to exceed the maximum number of foreign exchange students allowed (currently up to two foreign exchange student per academic year).

### *Foreign Exchange Student Priority Status*

1. In order to receive a priority status on the waiting list, foreign exchange students must be hosted by a current Great Hearts family, or by the family of Great Hearts alumni.
2. Foreign exchange students who meet the requirements outlined in the above section may receive **Sibling** priority status according to the Priority Status Order for the academic year for which that student is applying.
3. Foreign exchange students who are not being hosted by a current/alumni family may still apply but will not receive priority status on the waiting list.

## 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. Great Hearts Academies will work with existing families to provide the required and necessary transportation to and from the academy.

## Parental Rights and Responsibilities in Child Custody Situations

The following guidelines pertain to parental rights in child custody-academy situations. As an educational institution Great Hearts requires and depends upon parents and guardians to provide the school with the most updated and correct legal documents related to the custody and guardianship of their student(s). To assist with clear communication, we refer to the definitions of child custody in Arizona statute.

ARS 25-401 provides relevant definitions:

1. "Joint legal decision-making" means both parents share decision-making and neither parent's rights or responsibilities are superior except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.
2. "Legal decision-making" means the legal right and responsibility to make all nonemergency legal decisions for a child including those regarding education, health care, religious training, and personal care decisions. For the purposes of interpreting or applying any international treaty, federal law, a uniform code, or the statutes of other jurisdictions of the United States, legal decision-making means legal custody.
3. "Legal parent" means a biological or adoptive parent whose parental rights have not been terminated. Legal parent does not include a person whose paternity has not been established pursuant to section 25-812 or 25-814.
4. "Parenting time" means the schedule of time during which each parent has access to a child at specified times. Each parent during their scheduled parenting time is responsible for providing the child with food, clothing and shelter and may make routine decisions concerning the child's care.
5. "Sole legal decision-making" means one parent has the legal right and responsibility to make major decisions for a child.
6. "Visitation" means a schedule of time that occurs with a child by someone other than a legal parent.

### *Custody and Rights of Visitation*

It is the responsibility of the **parent/guardian with physical or legal custody** to provide Great Hearts with a certified copy of the custody decree and any superseding court orders regarding custody and visitation. If a parent/guardian without physical custody provides documentation related to custody or rights of visitation or education decision making to the academy, the parent/guardian with physical and legal custody shall be informed and given an opportunity to verify the documents prior to further school action.

When a conflict arises regarding the rights of a parent/guardian without physical custody for access to a child, the most recent court order or decree related to custody and visitation in possession of Great Hearts shall control Great Hearts decision making. Requests by parent/guardian without physical custody to visit with or talk to a child shall be limited pursuant to the court order or decree in Great Hearts' possession.

**It is the responsibility of the parents/guardians to provide Great Hearts with the most updated and current legal documents.**

### *Joint Legal Custody*

Great Hearts will follow the provisions of the current joint custody agreement when questions impacting on Great Hearts arise regarding a child over whom the parents/guardians have joint custody. The residential parent/guardian is responsible for providing the academy with a copy of the joint custody agreement. In the event the child resides with parents/guardians on an alternating basis, both parents /guardians are equally responsible for providing the joint custody agreement to Great Hearts.

## *Academy to Parent Communication*

Great Hearts shall direct all academy-to-parent communication to parents/guardians with physical and legal custody. In joint legal custody situations, the academy shall send copies of academy-to-parent communication to the nonresidential parent at the request of the nonresidential parent, unless precluded by the custody decree.

## *Parent-Teacher Conferences*

The teacher will conduct any conferences with parents/guardians with legal and physical custody. In joint legal custody situations where the child resides solely with one parent/guardian, the teacher will conduct conferences with the nonresidential parent at the request of the nonresidential parent with prior notice to the residential parent/guardian.