

HOPE Academy Concurrent Enrollment Parent/Student Guide & Contract 2020-2021

A Concurrent Enrollment student is defined as a 9th-12th-grade student who is simultaneously enrolled in HOPE Academy High School and in an institution of higher learning, usually the local community college.

The Concurrent Enrollment program is designed to “improve high school retention, to motivate young people to take seriously the need to become postsecondary and workforce ready, and to accelerate students' progress toward a postsecondary credential” (C.R.S. 22-35-102). It is a Colorado state-funded educational program which allows qualified high school students to enroll in college-level courses while still in high school. * If the requirements of the program are met, HOPE Academy will pay the tuition portion of that college education.

✳ Some seniors may qualify for a 5th-year high school option (ASCENT program). HOPE Academy students should be enrolled as full-time students during their junior and senior years to qualify. Students wishing to be enrolled in the ASCENT program will have the opportunity to declare their intention by early January of the student’s senior year. An email with details about the ASCENT program will be sent to students and parents in the early spring of the student’s senior year. Inquiries about ASCENT can be made to the Director/CE Adviser.

Concurrent Enrollment involves application to a college, college-level coursework, and mature expectations and college credit, and it is critical that students be personally invested in this process. As well, both the student and parents must have a complete understanding of the college environment vs. a high school environment. It is highly recommended that families give their student the opportunity and responsibility for completing the paperwork and participation in the process, so they demonstrate and learn responsibility, gain maturity, and take ownership of their participation.

Guidelines and Qualifications for Participating in the Concurrent Enrollment Program and Completing the Required Forms and Processes:

Students wishing to enroll in the Concurrent Enrollment (CE) program will be considered based on the following guidelines and expectations:

- I. It is helpful to assess HOPE Academy students if they have been enrolled in HOPE Academy for at least one semester before they enroll in Concurrent Enrollment. But it is not absolutely necessary for qualifying to participate and the HOPE Director/CE Adviser can waive this step. If a student desires to begin participation, then enrolling in HOPE Academy would be their first step.

- II. Part-time students (or homeschooling, non-Jefferson County graduating) will be allowed to take between three to nine (3-9) credits per semester. A class cannot be split financially between the school and parent, as the CE Guidelines do not allow for this.
- III. Students who qualify to transition to full-time CE participation will be allowed to take between twelve and fifteen (12-15) credits, with no more than four (4) classes. The HOPE Academy Director must approve any credits beyond twelve (12) credits per semester or classes beyond four (4). Most full-time college students take twelve (12) credits, which is a typical guide for full-time participation for any college student (please see the Full-Time vs. Homeschooled Education Document to determine appropriate placement for their student). A class cannot be split financially between the school and parent, as the CE Guidelines do not allow for this. Students who are approved to participate as a full-time student in the Concurrent Enrollment program must agree to and take the required state-wide exams as directed by the Jeffco School District and Colorado Department of Education.
- IV. Students will be assessed & approved by the HOPE Academy Director/CE Adviser accordingly:
 - a. Academic readiness as determined by scores on the CCPT Test, Accuplacer, ACT or SAT.
 - b. Academic history based on grade point average and rigor of academic courses.
 - c. Attendance record at HOPE Academy and any previous school for the past two years.
 - d. Maturity as demonstrated in the high school setting and observed by HOPE Academy staff.
 - e. Completeness and adequacy of the student's Individual Career and Academic Plan (ICAP).
 - f. Any discipline records at HOPE Academy or any previous school in the past two years.
 - g. Social maturity to enroll in college courses with college age students.
 - h. Any other anecdotal records that illustrate the student's readiness for college.
 - i. Students agree to meet all CE paperwork deadlines.
- V. **IMPORTANT: All students in college courses MUST be at a high level of maturity to be enrolled in college courses. The administration at HOPE Academy may deny a student's admittance into college course participation because of behavior, previous academics or lack of commitment.**
- VI. The student's transcript is a record of courses the student took and grades received in those courses. The Individual Career and Academic Plan (ICAP) is used to determine "the plan" to complete all high school graduation requirements. It is imperative that the student updates their four-year ICAP Plan every year (semester as needed). Only 9th-12th grade courses and grades should be posted on the ICAP and the transcript. The ICAP will also include future educational and career goals; however, the ICAP is NOT an approval of class choices. Classes are approved each semester through the conference process, and the ICAP will be updated accordingly.

- VII. Students are required to fill out all paperwork and communicate with the Director/CE Adviser within stated deadlines (i.e. ICAP – Individual Career & Academy Plan, Student Essay, Attendance Documentation, etc.). All students who are participating in Concurrent Enrollment must be the sole communicator with the Director/CE Adviser and their local Community College representative. Student privacy rights at the college through the Family Educational Rights and Privacy Act (FERPA) restrict information available to parents unless authority is given otherwise. Students will be involved in all conversations regarding student records.
- VIII. Enrollment for students seeking Career and Technical programs will be at the discretion of the HOPE Academy Director. Consideration will be given based on the document House Bill 151275 (Recommendations from the Concurrent Enrollment Advisory Board). This document is available upon request from the HOPE Academy Director.
- IX. Students may only take Guaranteed Transfer (GT) credits unless otherwise approved by the HOPE Academy Director/CE Adviser, and as well, they must also be a part of the Student's ICAP Plan. A few exceptions can be made, as long as it fits within the student's pathway; i.e. Public Speaking course.
- X. Students may begin enrolling in Concurrent Enrollment in the second half of their 9th Grade year, given that guideline #1 has been met, and the qualifying requirements are met. These students will be able to enroll in one (1) CE course in the second semester of 9th Grade. Beyond that,

students will be enrolled in courses on a "scaling model" depending on the student and his or her abilities. HOPE Academy will have final approval of course loads each semester, for each student.
- XI. Summer sessions, online college courses, physical education courses and basic skills courses will not be included in Concurrent Enrollment, with the possible exception of a senior qualifying for basic skills courses, with Administrative approval.
- XII. Students and parents will consider that the college courses come before any extracurricular activity, which may include working a job.
- XIII. Students must have the high school academic preparation to be considered for courses through their local Community College, or other University (i.e. Biology 111 may not be taken before high school biology and chemistry).
- XIV. Community College (and most Universities) Initial Enrollment Process & Information --
 - a. Students and parents must attend an introductory college preparatory meeting prior to their first semester/year of college courses (required at most community colleges, but not all).

- b. Students must be in attendance for all college meetings (which may include meeting with their respective college counselor, or high school liaison) to go over the registration process.
- c. Students must meet all deadlines associated with this process or they will not be able to enroll in courses. Students will follow the process laid out before them by the local Community College representative and the HOPE Academy staff.
- d. Students must apply to their local Community College at the beginning of the college enrollment process. The initial application must be completed by the end of the previous school year (spring) for fall participation.
- e. Students must earn a qualifying score on the CCPT or Accuplacer Tests, provide an ACT English score of 18 or higher, or an equivalent SAT score to be eligible for college level courses. Students can obtain study materials for testing on the local Community College websites or through the College-In-Colorado website.
- f. As part of the application procedure, students must complete a COF (College Opportunity Fund) Application. Students will be directed to complete this step through the college application process. **
- g. Students will receive an “S-Number” (student number) after applying to their local Community College (or other universities). The student is responsible for knowing this number at all times, along with their password to access the student communication systems at their college (FRCC – EWolf, RRCC-The Rock, etc.).
- h. Students/parents will be required to attend all mandatory meetings required by HOPE Academy and the Community College where they intend to participate (this requirement varies from college to college).
- i. Students who will not be 17 by the start of classes must also receive approval to enroll from the Dean of Student Services at the local Community College. This will be done typically through a group meeting at the college.
- j. All students are responsible for buying their own textbooks and having them by the first day of high school classes each semester. The lists of books for each class are available at the local Community College Bookstores or online on their respective websites under bookstore. Payment for books is the responsibility of the family. Students who are not participating onsite at HOPE Academy may qualify for textbook/fee reimbursement (see Part-Time/FullTime Comparison Sheet for details).

XV. Other College or Course requirements:

- a. Parents and students understand and agree that there will not be more than two (2) students from HOPE Academy in any FRCC classes (required by the college). Students will come prepared for class each day, having pre-read any and all material and with homework in hand.
- b. Students will put the time and energy into studying for college courses to maintain an “A” or “B” in the course. Success in college courses will require students to do a significant amount of reading and writing.
- c. Student behavior in class will be at the level of a typical four-year college student. The student will be respectful at all times, participate in class, listen and avoid disrupting the class, teacher or peers. The student will not be able to take additional college courses if they behave inappropriately.

XIV. College Attendance Policies & Guidelines:

- a. Students must be in attendance for their college classes. An appropriate amount of days missed is no more than two-three days per semester. This will depend on the instructor and the syllabus for each class (specifically if they want you to miss less). Students MUST communicate any absences to their instructor prior to class.
- b. Students are expected to communicate regularly, either in person or via email, with their college instructor about any needs, questions, absences, etc. they may have, especially as it pertains to absences.
- c. If a student knows they are going to be absent, assignments will need to be turned in early or on the day they are due via email. Students who know they will be missing a test must make arrangements PRIOR to the absence, to make up the test. Students missing any coursework or exams on a day of absence must understand that they may receive a "0" for that assignment if not turned in or prearranged PRIOR TO the day of absence.

XVI. HOPE Academy agrees to pay the in-state tuition rate for Concurrent Enrollment students. Students/families are responsible for Community College fees, textbooks, and any other miscellaneous costs.

XVII. The rate of tuition reimbursement will be the community college rate (set by the state; which changes each school year). This means if a student is participating at a college or university other than a community college and the tuition is higher than the state Community College tuition rate, then the family will be responsible for the difference in cost.

XVIII. HOPE Academy is not responsible for the College Opportunity Fund (COF) portion of the tuition bill. Students failing to complete necessary steps for COF to be included will be responsible for paying that portion of the bill. **

XIX. Students will be responsible for all fees associated with the course. HOPE Academy only pays tuition for approved courses -- Fee amounts are subject to change each year and may vary from each college. Students who are not participating onsite at HOPE Academy may qualify for textbook/fee reimbursement (see Part-Time/Full-Time Comparison Sheet for details).

XX. All lab fees and other fees associated with the class are paid by the student.

XXI. ***Families must reimburse HOPE Academy for any course not successfully completed with a grade of "C" or above (including all courses earning a grade of D, F, I or W. Courses withdrawn from after the college add/drop date earn a grade of W). HOPE Academy will pay the tuition up front for the course. A promissory note is a required as a part of the CE application process. If a student withdraws from or fails a course, participation in the Concurrent Enrollment program may/will be adjusted/discontinued.***

XXII. Students seeking class accommodations must meet with the Director/CE Adviser to discuss their needs. Additionally, students seeking accommodations with their college courses must meet with the Director of Special Services at their respective college to discuss any potential plan of action.

XXIII. Students will contact the local High School Liaison at each respective Community College (ex. Nina Ysais – RRCC 303-914-6350, Owen Smiley at FRCC 303-404-5421) with any personal questions regarding **enrollment or questions/concerns**.

** Enrolling in COF allows the state of Colorado to pay a stipend for Colorado residents enrolled in higher education. The student must register for COF when he or she applies to the community college. **Please note** that COF is limited to the first 145 credit hours the student takes at Colorado public colleges and includes the credit hours taken as a CE student. Therefore, if the student might attend a public college in Colorado following high school graduation, families need to consider carefully their student’s future plans in order to avoid wasting COF funds on courses which will not count toward the student’s college graduation requirements.

**HOPE Academy Concurrent Enrollment
Parent/Student Guide & Contract
2020-2021**

*Signing below indicates parent/student have received and read the
Parent/Student Guide & Contract*

Signatures

Student Signature: _____

Parent Signature: _____

HOPE Director Signature: _____

Date: _____

Guidelines and Qualifications for Participating in the Concurrent Enrollment ASCENT Program

ASCENT stands for Accelerating Students through Concurrent **Enrollment**. Students who have completed at least 12 credit hours of postsecondary coursework prior to completion of his/her 12th grade year may be eligible for the ASCENT Program. They remain students in their school for one year following their 12th-grade year, and the school receives ASCENT specific per-pupil state funding that it uses to pay their college tuition at the resident community college rate. Students receive their high-school diplomas at the end of their ASCENT year. [C.R.S. § 22-35-108] - See more at:
http://www.cde.state.co.us/postsecondary/ce_ascent#sthash.xxZjkczM.dpuf

ASCENT is for students to participate in Concurrent Enrollment in the year directly following their 12th-grade year. Students must:

- * Have completed or are on schedule to complete at least 12 credit hours (semester hours or equivalent) of transcribed postsecondary credits prior to the completion of his or her 12th grade year. (Note: does not include AP, IB, CLEP, prior learning, or experiential courses, unless these courses/experiences have been converted to transcribed credits on a college transcript.)
 - * Is not in need of basic skills coursework for their selected pathway/degree program, and as defined by the Colorado Commission on Higher Education's (CCHE) remedial education policy.
 - * Have been selected for participation in the ASCENT program by his or her high school principal or equivalent school administrator.
 - * Have satisfied the minimum prerequisites for the course before his or her enrollment in the course; and
 - * Have not participated in the ASCENT program in previous years. [C.R.S. § 22-35-108 (2), and ASCENT Guidelines]
- I. HOPE Academy ASCENT students are submitted and approved through Collegiate/HOPE ASCENT "pool" first, and then through potential Jeffco School District ASCENT "pool slots." There are no guarantees that all applicants for ASCENT will go on to participate. The application to approval process runs from January – Mid May of the student's senior year, with the final approval occurring sometime mid-May to June 1st.
 - II. Students must be in their 5th high school year when applying to be considered for participation.
 - III. As many students may not get accepted/approved for the ASCENT program, we highly recommend that students have backup plans, and apply to colleges for this purpose. These students should work closely with their assigned ASCENT Adviser.
 - IV. Students approved to participate in the Concurrent Enrollment ASCENT Program **CAN** participate in graduation for their senior year and with their class. They can participate in "all things graduation," with the exception of receiving their diploma. That will be awarded at the end of the ASCENT year (13th year).
 - V. Students will be required to follow the above-stated Guidelines and Requirements for Participation in Concurrent Enrollment and Complete the Required Forms and Processes listed above.

HOPE Academy
PROMISSORY NOTE – 2020-2021 Participating Year

Under the Concurrent Enrollment Act of 2009, HOPE Academy intends to pay tuition on behalf of the student named below to enable the student to attend an Institution of Higher Education. Under Colorado law, the school or school district is required to obtain a promise from the student and the parent/guardian to repay the amount of tuition should the course not be completed successfully for any reason (grade of “C” or higher required – withdrawal or non-completion of a class will not be accepted).

Each person who has signed as a “borrower” below agrees to be fully responsible jointly and severally that is, as individuals and also as a group to HOPE Academy for the full amount of tuition relating to any course which the student fails or for any reason (including illness) does not complete. The only exception to this duty to repay is if the student has the written consent of the Principal of the high school in which he/she is enrolled to withdraw from a specific course in question.

The signers of this promissory note understand and agree that (1) each and every one of them by him/herself is liable for the full amount of the debt; (2) the debt must be repaid regardless of the reason for failure to successfully complete the course, whether it be academic failure, illness, moving of residence, or any other reason; and (3) the school may choose to require any of them to make repayment, regardless of any agreement whose liable for the debt may have among them.

This debt shall become due on the ending date of the academic term in which the course was to have been taken and must be paid within thirty (30) days of that date. Interest shall accrue at the compound rate twelve percent (12%) per annum after the 30-day period. The school shall be entitled to any and all costs it expends in collecting this debt, including reasonable attorney fees.

Amount Owed: _____

Name of Student: _____

Name of Institution of Higher Education: _____

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; PLEASE READ IT AND MAKE SURE YOU UNDERSTAND IT BEFORE SIGNING. This Promissory Note will be in effect for the entire school year and needs to be signed only once each year.

Please print and sign your legal name below:

Date: _____

Parent/Guardian (please print name)

Parent/Guardian (please sign name)

Student (please print name)

Student (please sign name)

First-Time Concurrent Enrollment Students

To be Completed in the Spring for the Fall Semester

NEW Concurrent Enrollment Students To be Completed in the Spring for the Fall Semester

Students and parents new to the Concurrent Enrollment program must attend a mandatory meeting to learn about the CE process and to pick up paperwork.

_____ Students who do not have a Colorado Driver's License or instruction permit can go to the DMV website and follow instructions to get a Colorado ID card. ID cards are available to anyone over 13 with a birth certificate and proof of address. This will be necessary for college participation.

_____ Students must apply for admission to the state-supported community college or university he/she would like to attend. During this process the student must also apply for the College Opportunity Fund (COF). This is typically a part of the college application process. Please follow the local Community College check sheet to ensure that all aspects of the application process are completed.

_____ Students must qualify to be in the Concurrent Enrollment program. The student can do this by:

1. SAT or ACT exemptions
2. High school class exemptions
3. Accuplacer test scores
4. CCPT test scores

These exemptions/testing will be explained during introductory meetings with the Concurrent Enrollment Advisor or Local Community College Staff. No student is required to take the Accuplacer or CCPT and should not attempt to without council from the Concurrent Enrollment Advisor.

_____ Complete the Concurrent Enrollment Application Packet. The application should include:

1. Concurrent Enrollment College Agreement. (If you wish to enroll at a college other than Local Community College, please request the correct form from your CE Adviser.)
2. The HOPE Academy Contract.
3. Local Community College Underage Waiver for all students 16 and under.
4. Local Community College Payment Agreement.
5. The HOPE Academy Promissory Note.
6. Complete Student Essay
7. Up-to-date Individual Career and Academic Plan (ICAP)
8. Transcript(s) of high school courses. This would include the homeschool transcript as well as transcripts from any additional high schools the student has attended.
9. A copy of ACT or SAT.

_____ Make an appointment with The HOPE Academy CE Advisor to review the CE application prior to registration. This face-to-face meeting must be done at the initial enrollment and every spring thereafter. Bring all items from the Concurrent Enrollment Application Packet to this appointment.

_____ Prior to the registration deadline (may vary from College to College), identify the classes you would like to take. Be prepared to register for those courses.

_____ Return the Concurrent Enrollment College Agreement, along with a copy of the student's schedule to the Director/CE Adviser after class registration has been completed.

_____ If you wish to change your schedule (add or drop a class) after sending in the paperwork to HOPE Academy and the college, please contact the HOPE Academy CE Adviser beforehand. A class change form and a new concurrent enrollment agreement must be filled out. Class changes are not approved until the Director/CE Adviser notifies the student. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.

_____ At the end of each semester, students taking courses at the local Community College Campus (or another university), may be required to provide an official transcript from the college. This must be sent to the CE Adviser by mail, and by the required deadline. If a transcript is not provided in the timeframe designated, the family will be subject to paying for the tuition for the missing course(s). This is a requirement of the State and District Concurrent Enrollment for the dual enrollment portion.

Returning Concurrent Enrollment Students ***To be Completed in the Spring for the Fall Semester***

Students previously enrolled in the Concurrent Enrollment program must attend the mandatory meeting to pick up an enrollment packet.

- _____ Complete the Concurrent Enrollment Application Packet. The application should include:
 1. Concurrent Enrollment College Agreement. (If you wish to enroll at a college other than Local Community College, please request the correct form from your CE Adviser.)
 2. The HOPE Academy Contract.
 3. Local Community College Underage Waiver for all students 16 and under.
 4. Local Community College Payment Agreement.
 5. The HOPE Academy Promissory Note.
 6. An updated ICAP Form (if not already done).

- _____ If you have not already done so for a specific content area, register for, take and receive the minimum score required for the ACT, SAT, Accuplacer test or CCPT+. (In most cases, you must have received a student number from your college to take the Accuplacer. A student will receive this at the end of the application process.) Students must retain their student number and password with them.

- _____ Prior to the registration deadline (may vary from College to College), identify the classes you would like to take. Be prepared to register for those courses.

- _____ Register for your classes by the registration deadline (The fall class deadline is the end of the school year preceding your participation. The spring class deadline is by the day classes begin.) If you are under the age of 17, you may be required to meet with your High School Liaison at your respective college to register for classes (varies from college to college).

- _____ Return the Concurrent Enrollment College Agreement, along with a copy of the student's schedule to the Principal/CE Adviser after class registration has been completed

- _____ If you wish to change your schedule (add or drop a class) after sending in the paperwork to HOPE Academy, please contact the HOPE Academy CE Adviser beforehand. A class change form and a new concurrent enrollment agreement must be filled out. Class changes are not approved until the Principal/CE Adviser notifies the student. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.

- _____ At the end of each semester, students taking courses at the local Community College Campus (or another university), may be required to provide an official transcript from the college. This must be sent to the CE Adviser by mail, and by the required deadline. If a transcript is not provided in the timeframe designated, the family will be subject to paying for the tuition for the missing course(s). This is a requirement of the State and District Concurrent Enrollment for the dual enrollment portion.

Returning Concurrent Enrollment Students ***To be Completed in the Fall for the Spring Semester***

Students previously enrolled in the Concurrent Enrollment program must attend the mandatory meeting to pick up an enrollment packet.

- _____ Complete the Concurrent Enrollment Application Packet. The application should include:
 1. Concurrent Enrollment College Agreement. (If you wish to enroll at a college other than Local Community College, please request the correct form from your CE Adviser.)
 2. The HOPE Academy Agreement.
 3. Local Community College Underage Waiver for all students 16 and under.
 4. Local Community College Payment Agreement.
 5. The HOPE Academy Promissory Note.
 6. An updated ICAP Form (if not already done).

- _____ Prior to the registration deadline (may vary from College to College), identify the classes you would like to take. Be prepared to register for those courses.

- _____ Register for your classes by the registration deadline.

- _____ Return the Concurrent Enrollment College Agreement, along with a copy of the student's schedule to the Principal/CE Adviser after class registration has been completed

- _____ If you wish to change your schedule (add or drop a class) after sending in the paperwork to HOPE Academy, please contact the HOPE Academy CE Adviser beforehand. A class change form and a new concurrent enrollment agreement must be filled out. Class changes are not approved until the Principal/CE Adviser notifies the student. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.

- _____ At the end of each semester, students taking courses at the local Community College Campus (or another university), may be required to provide an official transcript from the college. This must be sent to the CE Adviser by mail, and by the required deadline. If a transcript is not provided in the timeframe designated, the family will be subject to paying for the tuition for the missing course(s). This is a requirement of the State and District Concurrent Enrollment for the dual enrollment portion.

**CONCURRENT ENROLLMENT
HOPE ACADEMY - CLASS CHANGE FORM**

Student Name		Student College Number	
Student Email Address		Student Phone Number	
Date of Change			
1 st Class Drop		1 st Class Add	
2 nd Class Drop		2 nd Class Add	
3 rd Class Drop		3 rd Class Add	

Reason for Class Change(s): _____

For Administrative Purposes Only:

Date Change Form turned in: _____

Date New CE Agreement turned in: _____

Approved by: _____

Date Student Notified: _____