

Roxboro Community School

CHARTER SCHOOL APPLICATION

Roxboro Community School



Submitted By:

Roxboro Community School, Inc.

Submitted To:

North Carolina State Board of Education
North Carolina Department of Public Instruction
Office of Charter Schools

February 18,2005

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“N.C. High Schools Encouraged to Re-invent Themselves”

Phylliss Boatwright Courier-Times December 15, 2004

This article reported on the *N.C. Action Plan for High School Innovation*. The action plan is the product of the N.C. New Schools Project, an initiative of the state’s Education Cabinet, the Public School Forum of North Carolina, and the Bill and Melinda Gates Foundation.

The announcement of the plan was the first step in building support for reforming the state’s 343 public high schools, where only 60 out of 100 North Carolina ninth-graders will graduate from high school four years later.

The action plan is based on a new set of “3R’s” –

- a. Rigor
 - Keep students challenged
 - Eliminate lower-level courses
 - Strengthen graduation requirements
 - Encourage more high school students to take college-level courses

- b. Relevance
 - Keep students interested in school
 - Link academics to real life
 - Provide work-based experience, such as job shadowing
 - Provide opportunities to work on large, comprehensive projects
 - Prepare students for post-secondary education

- c. Relationships
 - Make students feel they are a part of a caring community
 - Ensure your school is a place where every student is known, valued, and able to contribute
 - Build smaller schools of about 400 students
 - Carve existing schools into smaller learning communities

The article concluded by noting that education leaders gave no time frame on when the changes would take place... “The wheels turn slowly.”

Ladies and gentlemen of the Charter School Advisory Committee, we at Roxboro Community School submit to you a formidable plan that begins the rebuilding of our high schools.

Our plan clearly addresses each component of the new set of “3R’s.”

Our wheels turn swiftly with an eye to the future of education in Person County.

Our timeframe is NOW.

TABLE OF CONTENTS

Table of Appendices	4
Checklist For Completion.....	5
Timeline	6
Application Summary Sheet	7
Basic Information.....	9
Governance	11
Mission, Purposes, and Educational Focus	15
Board Chair Signature	20
LEA Impact Statement.....	21
Preliminary Planning	22
Education Plan	26
Admissions Policy and Handbook.....	37
Business Plan	38
Enrollment Numbers for Ten Years	43
Enrollment Totals.....	44
Exceptional Children	47
Budget: Revenues	48
Budget: Expenditures.....	51
Capital and Assets.....	53
Audits	54
Health and Safety Requirements	55
Civil Liability and Insurance	58
Transportation Plan.....	59
Facility	60
Marketing Plan.....	62
Appendices.....	63

TABLE OF APPENDICES

Proposed Corporation By-Laws	Appendix A
Board of Directors Resumes	Appendix B
Certificate of Private Nonprofit Corporation	Appendix C
Articles of Incorporation.....	Appendix D
501 (c)(3) Application	Appendix E
Draft Student – Parent Handbook.....	Appendix F

CHECKLIST FOR COMPLETION

Required Content

- Cover Page
- Organizational Chart
- Resumes of all Board Members
- Board Chair Signature
- Articles of Incorporation
- By Laws
- Application Summary Sheet
- Education Plan
- Business Plan
- Private Nonprofit Status Obtained from the Secretary of State
- Table of Contents and Table of Appendices with Page Numbers
- Timeline Covering the Planned Activities during the Initial Planning Year

Format & Duplication

- Do not skip or leave blank any section. Present in order
- Do not use “same as the school district” or “according to”
- Type single pages recommended font Times or New Times Roman, 12 pt.
- Use white letter-sized paper (8.5 x 11)
- Put additional documentation in Appendices and number each document
- Do NOT use binders, notebook, staples, tabs, etc. Use binder clip or rubber band
- Number *ALL* pages consecutively (examples: 1 of 23 or 9 of 75)
- Identify proposed school by name at the top of *ALL* pages

Mailing & Submission

- Obtain original Board Chair signature on all copies submitted
- Submit the original and *three copies* to Office of Charter Schools
- Include an *electronic version* on disk using MS Word for Windows
- Keep one extra copy for the file
- Submit directly to one of the 3 preliminary chartering entities
- Submit by signature receipt mail or by hand delivery
- Obtained a receipt signature (if hand delivered)
- Mail or deliver application to be received prior to deadline
- Must send/deliver a copy to the SBE if submitted to LEA/UNC
or send/deliver a copy to the LEA if submitted to SBE (by March 4)

Failure to submit a complete application with all components could result in immediate disqualification.

CHARTER SCHOOL 2005 Application Process

To open a charter school in the 2006-2007 school year

TIMELINE

APPLICATION DUE DATE/TIME:

- FEBRUARY 25, 2005** Application due directly to *Preliminary Chartering Entity* no later than 5:00 PM. [If the local board is the preliminary chartering entity, then a copy of the application must be submitted to NCDPI, Office of Charter Schools, by 5:00 p.m. on February 25, 2005].
- MARCH 4, 2005** Per legislation, a copy of the application **MUST** be presented, within seven (7) days of submission, to the Local Board if the chartering entity is either a university or the State Board of Education.
- MARCH 10, 2005** NC Charter School Advisory Committee receives new applications.
- APRIL 1, 2005** Preliminary approval of applications submitted directly to a LEA or a university due to NCDPI, Office of Charter Schools by 5:00 p.m.
- APRIL 8, 2005** LEA Impact Statements due to NCDPI (by initiative of the local board)
- APRIL 14, 2005** NC Charter School Advisory Committee reviews application and selects candidates for interview
- MAY 13, 2005** NC Charter School Advisory Committee interview of candidates and selection of final candidates
- JUNE 1-2, 2005** State Board of Education review and discussion of applications
- JULY 13-14, 2005** State Board of Education Action on NC Charter School Advisory Committee recommendations for applicants to begin preliminary planning year with final approval to be granted in March 2006

APPLICATION SUMMARY SHEET

Name of School: ROXBORO COMMUNITY SCHOOL
Primary Contact: TERESA H. FOX
Office Telephone Number: 336-597-2002
E-mail Address: richfox@mindspring.com
Street Address: 930 BLALOCK DAIRY ROAD
ROXBORO, NC 27574
Local Education Agency: PERSON

GRADE SPAN:

Year 1: 7-10 Year 2: 7-11 Year 3: 7-12 Year 4: 7-12 Year 5: 7-12
Year 6: 7-12 Year 7: 7-12 Year 8: 7-12 Year 9: 7-12 Year 10: 7-12

ENROLLMENT SPANS:

Year 1: 320 Year 2: 400 Year 3: 480 Year 4: 480 Year 5: 480
Year 6: 480 Year 7: 480 Year 8: 480 Year 9: 480 Year 10: 480

TARGETED POPULATION:

An offering for all students of Person County, North Carolina, grades 7 – 12.

CONVERSION:

No: Yes: If so, Public or Private:

MISSION STATEMENT:

It is the mission of Roxboro Community School to achieve and maintain educational excellence by providing a small, inviting and nurturing school that focuses on grades seven through twelve. Roxboro Community School will value and respect each member of our school family, thus enabling everyone to become effective productive citizens. Roxboro Community School will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

EDUCATIONAL PROGRAM:

The Educational Program of Roxboro Community School will be based on William Purkey's *Invitational Theory of Teaching and Learning*. This theory will be used to create a school-wide climate conducive to learning through trust, respect, optimism, and intentionality. The Roxboro Community School, by incorporating the Invitational Theory, will be a place where students want to be and want to learn. Our school will offer the *Core Knowledge Curriculum* for grades 7 – 8 and the *North Carolina College / University Preparatory Course of Study* for grades 9 – 12.

Our Educational Program will be aligned with the North Carolina Standard Course of Study.

Roxboro Community School will distinguish itself by establishing a low student-to-teacher ratio with a premium being placed on high academic standards. These high academic standards will direct our students to continue their education beyond high school. In order to assure student success in our challenging academic environment, the school will rely upon highly qualified teachers and counselors. Through strong relationships between students and their counselors, students will establish relevant personal and career goals, develop leadership skills, and work to strengthen their community.

BASIC INFORMATION

It is the intent of the person(s) and/or parties identified below to establish a Charter School for the 2006-07 school year pursuant to North Carolina General Statutes 115C-238.29 passed June 21, 1996 and as amended by the North Carolina General Assembly, other applicable state and federal applicable laws, and State Board of Education policies; all of which are subject to future amendments.

NAME OF PROPOSED CHARTER SCHOOL:

ROXBORO COMMUNITY SCHOOL

THIS APPLICATION IS SUBMITTED TO: GS 115C-238.29B(c)

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Local Board of Education | Name of LEA: |
| <input type="checkbox"/> University of North Carolina | Name of University: |
| <input checked="" type="checkbox"/> NC State Board of Education | NCDPI, Office of Charter Schools |

LOCAL EDUCATION AGENCY IN WHICH PROPOSED SCHOOL WILL BE LOCATED: GS 115C-238.29B(a)

COUNTY: PERSON

PRIMARY CONTACT INFORMATION FOR THE APPLICATION:
GS 115C-238.29B(a)

Primary Contact Person:	TERESA H. FOX
Primary Mailing Address:	930 BLALOCK DAIRY ROAD
City/State/Zip:	ROXBORO, NC 27574
Day Phone:	336-597-2002
Work Phone:	SAME
Mobile Phone:	NA
Email:	richfox@mindspring.com

UNDER LOCAL CONTROL OF LEA:

Is the proposed charter school to be under the local control of the Local Board of Education?

No

Yes

PUBLIC OR PRIVATE:

GS 115C-239.29B(a)

GS 115C-238.29E(b)

Is the proposed charter school a:

Public school conversion Yes No

Private school conversion Yes No

If a private school conversion, give the name of the school being converted: NA

GOVERNANCE

PRIVATE NONPROFIT ORGANIZATION (PNP):

The PNP must be officially authorized and recognized by the NC Secretary of State by the final approval interview date. GS 115C-238.29B(a) GS 115C-238.29E(b)

Name of Private Nonprofit: ROXBORO COMMUNITY SCHOOL, INC.

SOSID#: 754899

Mailing Address: 930 BLALOCK DAIRY ROAD

City/State/Zip: ROXBORO, NC 27574

Street Address: SAME

Day Phone: 336-597-2002

Fax: NA

Check here if Private Nonprofit status not certified by the Secretary of State's Office.

FEDERAL TAX ID: 14-1920044

TAX-EXEMPT STATUS (501 (c)(3):

GS 115C-238.29B(b)(3)

The private nonprofit listed as the responsible organization for the proposed charter school has the 501(c)(3) status:

Yes No

PROPOSED EDUCATIONAL MANAGEMENT ORGANIZATION (EMO) OTHER SERVICE CONTRACTS:

Educational Management Organization: Name of Company: NA

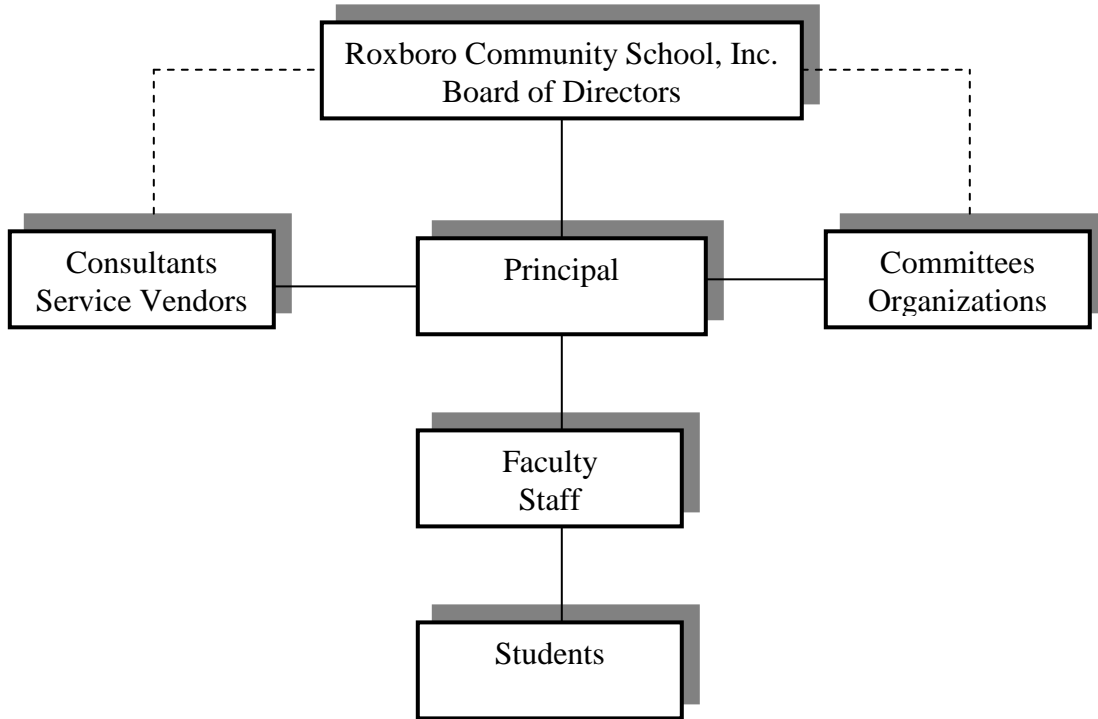
Financial Vendor: Name of Company: Acadia NorthStar

Other Commercial Vendors: Name of Vendors: NA

Local Education Agency: Name of LEA: NA

ORGANIZATION STRUCTURE OF PRIVATE NONPROFIT (PNP):
GS 115C-238.29B(b)(3) GS 115C-238.29E(d)

1. Submit a well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school.



2. List of the Board of Directors.

DONALD LONG
JEFFREY JACKSON
TERESA FOX
MARK PHILLIPS
CINDY WATKINS
LACY WINSTEAD
ERICA PALMER BRYANT

CHAIR
VICE CHAIR
SECRETARY
TREASURER
MEMBER
MEMBER
MEMBER

3. Give the proposed By-Laws, a Conflict of Interest Policy for Board Members, and a stated commitment to the NC Open Meetings Law. SBE Policy: EEO-U-006, II D

APPENDIX A

4. Give a brief narrative about how the private nonprofit (PNP) corporation will function in making executive and policy decisions concerning the day-to-day operations of the school.

The Board of Directors is the governing body for the private nonprofit corporation (Roxboro Community School, Inc.) and is legally responsible for all matters regarding Roxboro Community School. The Board will set policy, oversee long-range planning, ensure fiscal solvency, and supervise operational matters, including budgeting, curriculum, operating procedures, and community relations. The Board's focus is *strategic*.

- Establishes policies for governance in accordance with national, state, and local laws governing public charter schools in North Carolina
- Adopts and upholds the Mission, Philosophy, and Goals of Roxboro Community School
- Sets priorities (short and long term) for the successful operation of the school
- Hires, evaluates, retains, and removes the school Principal
- Reviews and evaluates the academic and administrative achievements and progress toward annual goals
- Reviews the financial statements, ensuring financial stability, budget viability, and state compliance.
- Maintains accurate, up-to-date records of the business conducted at all Board Meetings

The Board will delegate to the Principal the authority for the management and execution of day-to-day school activities, including management of personnel and instructional leadership. The Principal serves as the liaison between the Board and the school.

- Establishes and directs procedures for the planning, development, and evaluation of the academic program – curriculum, quality of instruction, assessment
- Directs the effective implementation and execution of all aspects of the academic program
- Directs the accreditation and other licensing processes by governmental and private agencies
- Ensures the interests of students, faculty, and staff are properly addressed and integrated in a timely manner
- Directs the successful business management of the school
- Makes the final decision for the hiring and placement of personnel
- Represents the school to parents, the local community, the media, and other governmental agencies
- Strengthens communication and understanding of the value and achievements of the school

5. Single-page Resume for all members of the Board of Directors

APPENDIX B

6. Copy of the Certificate granting status of Private Nonprofit (PNP) Corporation by the NC Secretary of State.

APPENDIX C

7. Copy of the *Articles of Incorporation* for the proposed charter school.

APPENDIX D

8. Copy of the tax-exempt letter or a copy of the application to the federal government granting the 501(c)(3) status.

APPENDIX E

MISSION, PURPOSES AND EDUCATIONAL FOCUS

MISSION: NC 115C-238.29F(g)(5)

It is the mission of Roxboro Community School to achieve and maintain educational excellence by providing a small, inviting and nurturing school that focuses on grades seven through twelve. Roxboro Community School will value and respect each member of our school family, thus enabling everyone to become effective productive citizens. Roxboro Community School will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

PURPOSES OF PROPOSED CHARTER SCHOOL: GS 115C-238.29A

1. Improving Student Learning

Roxboro Community School will improve student learning through incorporating the use of Dr. William Purkey's Invitational Learning Theory. This theory addresses the multiple ways of having students, families, and teachers feel safe, nurtured and valued as a part of the school family. The Invitational Learning Model will create an atmosphere where students feel supported in meeting the challenges of a rigorous curriculum, where relationships are paramount to learning and education has relevance through a strong community partnership. In keeping with this model, The Roxboro Community School will incorporate the following:

- Coursework and curriculum design will be planned with an emphasis on making the curriculum meaningful, differentiated, and experiential.
- Highly trained and skilled counselors will be employed to create meaningful relationships with students. Through such relationships students will feel supported in their emotional, cognitive and social development as well as encouraged to plan and prepare for their post-secondary education.
- Community Service Projects will be a major part of the students' education, allowing students to explore and appreciate the relationship between education, learning, and their role as community citizens.

By incorporating these various approaches students at Roxboro Community School will engage in a challenging curriculum, be supported by meaningful adult relationships and understand the relevance between school and the larger world.

2. Increasing Learning Opportunities For All Students

Roxboro Community School will create intentional and meaningful learning opportunities for all students of Person County and surrounding counties. These opportunities will be created in the following ways:

- Personal Development class periods will also be incorporated into the curriculum. Through such classes students will establish goals, learn problem solving and communication skills, learn to deal positively with inter-personal relationships, and gain a better understanding of themselves.
- Partnerships with community agencies, governmental entities, and non-profit organizations will be established. Through such partnerships students will learn about and explore the relationship between learning and real life application.
- Advanced learning opportunities will be available through the local community college. Students will be encouraged to participate in dual-enrollment classes at Piedmont Community College in order to expand their learning opportunities, become exposed to the higher education system, and accrue college credits while still in high school.
- Distance Learning opportunities and integration of technology will be incorporated into the curriculum. Roxboro Community School will partner with the North Carolina School of Science and Mathematics to bring the highest level of training in these fields to its' students. Other opportunities for distance learning will also be explored, perhaps in partnership with the local community college.

3. Encouraging The Use Of Different And Innovative Methods

While using the framework of the North Carolina Standard Course of Study and the Core Knowledge Curriculum, teachers will be encouraged to be innovative in their approach to teaching. Methods will focus on small inviting classrooms where students feel safe and nurtured. Teachers will be expected to be familiar with research about sound educational theory, but will be given the flexibility to creatively apply empirical evidence with their own educational philosophy. Some examples of different and innovative approaches include:

- Emphasis will be placed on the integration and consumption of technology. Students will learn that technology is a tool and that to be good consumers of technology they need to understand its potential and its limitations.
- Community Resources will be used in new and innovative ways. Innovation in how community resources can be incorporated into the curriculum is subject only to the limitations of educators' imaginations. Teachers will be encouraged to see the community as a laboratory for learning and to incorporate its' many resources into the curriculum.
- Teacher designed evaluation and accountability measures will enhance state testing requirements. Teachers will be encouraged to think critically about evaluation and how it can be used as a feedback loop to refine teaching techniques and support student learning. Testing will be viewed not as an "end process", but as a tool for improving learning.

4. Creating New Professional Opportunities For Teachers, Including The Opportunities To Be Responsible For Learning

Teachers at Roxboro Community School will be supported and encouraged to avail themselves of professional development opportunities both locally, statewide and nationally. Teachers will be viewed as the educational experts in the school and consequently will be treated with the professionalism and care that is worthy of their commitment. Professional opportunities for teachers may include, but not be limited to:

- Training for teachers and staff on how to create an “inviting school”
- Participation in community events and countywide strategic planning on the educational needs of children and families in Person County
- Leadership development training, so that teachers are seen not only as educators, but also as leaders in their community.

Teachers will be responsible for the learning program by being fully aware of all students’ needs, abilities, challenges, and strengths. Teachers will also be trained to see the educational program from a big-picture perspective and will be encouraged to be collegial in the process of learning about the content of other subject areas and how integration of the curriculum can create relevancy for students. Through these professional opportunities Roxboro Community School will develop and maintain a professional staff that is respected in the community and that feels responsible for and invested in the learning of all students.

5. Providing Parents And Students With Educational Choices

Students and parents will be allowed to exercise choice in determining educational goals and course selections. Within the framework of the North Carolina College/University Preparatory course of study, students will be guided by their counselors to make academically sound decisions that will help them attain their individual goals. The College/University Preparatory course of study gives students all of the prerequisites needed for entrance into the NC University system. Educational choices that will be made available at the Roxboro Community School include:

- Advanced Placement and Honors classes will be made available in English and Literature, Social Studies, and Mathematics.
- At least 10 academic electives will be offered.
- Distance Learning opportunities will be made available
- Dual enrollment courses will be offered in conjunction with Piedmont Community College

6. Assuring School Accountability

Roxboro Community School will meet the following accountability standards:

- ABC's Accountability model as set by NC Department of Public Instruction
- Federal "No Child Left Behind" accountability measures
- Advanced Placement Exams for all AP classes
- North Carolina High School Exit Exam
- Opportunities to take the PSAT, SAT, ACT and/or ASVAB
- An exit speech which includes a power point presentation or research thesis on post-secondary education goals and community involvement

These guidelines will be seen as providing a minimal level of educational standards. Additionally, students will maintain a portfolio of their achievements in academics and community service. In addition to these guidelines and standardized exams, the Roxboro Community School will use empirical testing data to improve the educational plan, provide remediation opportunities, and as guides for determining course selections. With our commitment to rigorous, relevant learning supported by meaningful adult relationships, accountability is inherent in the way we do business.

EDUCATIONAL FOCUS: GS 115C-238.29B(a) GS 115C-238.29B(c)

Based on William Purkey’s *Invitational Theory of Teaching and Learning* Roxboro Community School will create a school-wide climate conducive to learning through trust, respect, optimism, and intentionality. By way of low student-to-teacher ratios and high academic standards, students will establish personal and career goals, develop leadership skills, and strengthen their community. These values will lead our students to continue their education beyond high school. *Core Knowledge Curriculum* for grades 7-8 and the *North Carolina College / University Preparatory Course of Study* for grades 9-12; Aligned with NC SCOS.

GRADE LEVELS:

2006: 7-10 2007: 7-11 2008: 7-12 2009: 7-12 2010: 7-12
2011: 7-12 2012: 7-12 2013: 7-12 2014: 7-12 2015: 7-12

ENROLLMENT BY YEAR:

2006: 320 2007: 400 2008: 480 2009: 480 2010: 480
2011: 480 2012: 480 2013: 480 2014: 480 2015: 480

ASSURANCE:

IT IS THE INTENT OF THIS PROPOSED CHARTER SCHOOL (AS EVIDENCED BY THE SIGNATURE OF THE CHAIR OF THE BOARD BELOW) TO ACCEPT SPECIAL NEEDS CHILDREN UNDER FEDERAL LEGISLATION *INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)*, and STATE LEGISLATION, Gs115C-106 Et seq., AS APPROPRIATE FOR ADMISSIONS TO THE CHARTER SCHOOL. ALSO, THE PROPOSED SCHOOL WILL ABIDE BY THE CHARTER SCHOOL LEGISLATION NCGS 115C-238.29F(g)(5) AND THE CHARTER, BOTH OF WHICH STATE THAT:

A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

ACKNOWLEDGEMENT:

The applicant acknowledges that, if approved by the State Board of Education, the chair of the non-profit corporation must sign the Charter document. The applicant further acknowledges that it must administer all required state tests and must participate in the RCSs Accountability Program (or any other program required by federal statute, state statute or the SBE) unless the State Board of Education approves an alternative model.

BOARD CHAIR SIGNATURE

GS115C-238.29E(c)

Print/Type Name: Jeffrey B. Jackson, Vice-Chair

Signature: _____

Date: _____

PLEASE PROVIDE A PUBLIC NOTARY STAMP BELOW

Sworn to and subscribed before me this
_____ day of _____, 20__.

Official Seal

Notary Public

My commission expires _____, 20__

IMPACT ON THE COMMUNITY FROM THE PERSPECTIVE OF THE PROPOSED CHARTER SCHOOL:

Roxboro Community School has materialized through the diligent efforts of the community, for the community. Our school will offer parents and students choice, and our approach to learning will not only compliment, but strengthen the education program offered in Person County.

With one of our planning group member serving as a member of the Drop Out Task Force in 2002-2003 for the Person County School System, we have been made acutely aware of the reasons why students do not reach their full academic potential – poor transition from middle to high school, lack of rigorous curriculum for all students and inadequate personal contact with students. This lends to their disengagement and often dropping out of school.

Roxboro Community School will distinguish itself by establishing a low student-to-teacher ratio with a premium being placed on high academic standards. These high academic standards will direct our students to continue their education beyond high school. In order to assure student success in our challenging academic environment, we will rely upon highly qualified teachers and counselors. Through strong relationships between students and their counselors, our students will establish relevant personal and career goals, develop leadership skills, and strengthen our community.

LEA IMPACT STATEMENT

GS 115C-238.29B(d)

LEA may submit any information in any format it chooses

The Local Board of Education (LEA), upon receipt of the application, may, upon the board's discretion, submit an Impact Statement to the Office of Charter Schools that will be used in the application review process. The LEA is responsible for completing the Impact Statement and mailing it to the Office of Charter Schools by April 16, 2005.

The signature of the Local Superintendent and/or local board chair is required as a part of the impact statement.

[The proposed charter school does not need to initiate the Impact Statement.]

If the application is submitted to the university or to the local school district, then a copy must be mailed to the Office of Charter Schools by 5:00 p.m. February 27, 2005.

SUBMIT IMPACT STATEMENT TO:
North Carolina Department of Public Instruction
Office of Charter Schools
301 N. Wilmington Street
Raleigh NC 27601-2825
919-807-3491
919-807-3496 (fax)

PRELIMINARY PLANNING

The State Board of Education (SBE) has recommended that all charter schools delay opening for one (1) year after receiving a charter in order to more adequately plan for a successful operation. As a result, preliminary charters will be granted in the summer of 2005. Schools that successfully complete the preliminary planning year, as judged by the SBE, shall be granted a charter for opening in the fall of 2006. Planning allotments provided by federal funding will be available for all new schools during the initial planning year.

Roxboro Community School will serve the families of Person County, offering another opportunity – and inviting choice – for the needs of their children.

The Board arrived at the size of Roxboro Community School, number of students, and the educational focus of the school based upon results of a thorough investigation of the needs of the community at-large. Students of our community are in need of smaller class sizes and hands-on teaching and remediation. Both are implemented in our Educational Program.

ROXBORO COMMUNITY SCHOOL PRELIMINARY PLANNING YEAR 2005-2006

July 2005

- Notification of Charter Approval.
- Meet with the District Superintendent for Person County Schools.
- Submit Application to IRS for 501(c)(3).
- Accept Nominations for Board of Directors.
- Develop *Planning Year Operating Budget*.
- Develop Marketing Plan.
- Develop Fundraising Plan.

August 2005

- Board Meeting – Election of Board of Directors; Appoint Standing Subcommittees; Develop Initial Board Training Plan for Board Members and Administration (6 Sessions).
- Initiate Background Checks & Fingerprinting of Board Officers and/or Any Person Eligible to Write Checks.
- Finalize *Planning Year Operating Budget*.
- Open Checking Account.
- Commence Financial Operations via Financial Management System.
- Submit Background Checks & Fingerprinting of Board Officers and/or Any Person Eligible to Write Checks to OCS.

September 2005

- Submit Initial Board Training Plan to OCS.
- Initial Board Training #1: Board Governance.
- Initial Board Training #2: Finance and Fiduciary Responsibilities.
- Continue Development of Fundraising Plan.
- Develop Policies & Procedures Manual.
- Develop Employee Handbook.
- Develop Parent/Student Handbook.
- Develop Job Descriptions for Faculty and Staff.

October 2005

- Meet with the District Superintendent for Person County Schools.
- Initial Board Training #3: Exceptional Children's Procedures and Law.
- Initial Board Training #4: Pupil Discipline.
- Initiate Hiring Process for Principal.
- Develop Educational Plan.
- Develop Staff Development Plan (Resources, Dates, Consultants).
- Commence Marketing Activities.
- Commence Fundraising Activities.
- Submit *Planning Year Operating Budget* to OCS.

November 2005

- Initial Board Training #5: OPEN SESSION.
- Initial Board Training #6: OPEN SESSION.
- Submit Application to NC ESC for Unemployment Insurance.
- Complete Initial Board Training.
- Continue Development of Policies & Procedures Manual.
- Continue Development of Employee Handbook.
- Continue Development of Parent/Student Handbook.

December 2005

- Continue Development of Education Plan.
- Develop School Calendar & Master Schedule.
- ID Facility, Initial Inspection Completed, Up Fitting Planned.
- Submit Progress Report to OCS.

January 2006

- Meet with the District Superintendent for Person County Schools.
- Applications Reviewed & Organized By Grade as they Arrive.
- Finalize Job Descriptions for Faculty and Staff.
- Initiate Recruitment of Teachers and Other Staff.
- Submit Planning Year Budget Update to OCS.

February 2006

- Begin Interviews of Potential Candidates for Faculty and Staff.
- Finalize Education Plan.
- Identify FFE, Textbooks, and Supplies
- Submit Progress Report to OCS.

March 2006

- Applications Reviewed & Organized By Grade as they Arrive.
- Submit State Benefits Plan (Health & Retirement) Participation Form.
- Establish Evaluation Process for Faculty and Staff.
- Continue Interview of Potential Candidates for Faculty and Staff.
- Develop Operating Budget for the 2006-2007 School Year.
- Continue Development of School Calendar, Master Schedule.
- Finalize Policies & Procedures Manual.
- Finalize Employee Handbook.
- Finalize Parent/Student Handbook.
- Conduct 1st First Open House and Information Session (Introduction of Board of Directors; Mission and Purpose; Curriculum; Disciplinary Code; School Calendar; Parent/Student Handbook).

April 2006

- Meet with the District Superintendent for Person County Schools.
- Continue Interview of Potential Candidates for Faculty and Staff.
- Finalize Operating Budget for 2006-2007 School Year.
- Begin Acquiring FFE, Textbooks, and Supplies.
- Complete Hiring of Faculty and Staff.
- Conduct Open Enrollment for Students – through April 30th.
- Complete SIMS-NC WISE & UERS Training; Verification of Completion to OCS.
- Follow On Board Training #1.

May 2006

- Finalize School Calendar, Master Schedule.
- Continue Acquisition of FFE, Textbooks, and Supplies.
- Notice of Lottery Sent to Parents/Guardians of Applicants (if necessary).
- Conduct Lottery (if necessary).
- Conduct 2nd Open House and Information Session.
- Complete Staff Development Plan (Resources, Dates, Consultants).
- Staff Development Plan to OCS
- Submit Operating Budget for 2006-2007 School Year to OCS.
- Follow On Board Training #2.

June 2006

- Finalize Human Resources Issues (Contracts, Background Checks, Credentials).
- Submit Teacher Licensure Documentation to OCS.
- Finalize Student Information System (NC WISE) and Fiscal Management System (UERS).
- Finalize & Obtain Insurance (Liability, Property, Bond, Automobile, Workers Comp, Unemployment).
- Obtain Certificate of Occupancy (COO).
- Set Up Administrative Offices, Furnishings, and Equipment.
- Follow On Board Training #3.

July 2006

- Meet with the District Superintendent for Person County Schools.
- Submit COO to OCS.
- Conduct 3rd Open House and Information Session.
- Conduct Staff Development Seminar #1 (Operational Procedures, Curriculum & Instructions: Exceptional Children Matters, Assessment & Accountability).
- Complete Acquisition of FFE, Textbooks, and Supplies.
- Set Up Classrooms, Furnishings, Equipment, and Supplies.

August 2006

- Conduct Staff Development Seminar #2.

EDUCATION PLAN

INSTRUCTIONAL PROGRAM GS 115C-238.29F(d)(1-5)

1. OUTLINE OF EDUCATION THEORY AND FOUNDATION OF THE MODEL

In all realms of education and business, people are frequently asking, "How can I gain the cooperation and respect of others in my care, so that our group can function more smoothly and effectively?" Based upon Dr. William W. Purkey's Model of Invitational Learning and the beliefs of Roxboro Community School, the above question and many others will be answered throughout our application. By inherit nature all persons desire to learn. Roxboro Community School has a goal to implement Dr. Purkey's beliefs as well as our own to improve learning and motivate everyone who enters our educational realm.

As discussed previously in our Educational Program, Roxboro Community School will establish William Purkey's Educational Model of Invitational Learning. The Invitational Theory of Education is based on five areas:

- People
- Places
- Policies
- Programs
- Processes

This is a belief that incorporates a small, inviting and nurturing class environment, yet at the same time prepares our students for a quality education after high school. It is our belief that with William Purkey's model established in our school, our students, teachers, and families will feel safe and welcome thus leading to a higher quality of learning not only academically, but socially as well. In conjunction with Dr. Purkey, Roxboro Community School will give purpose and direction to the following propositions; Trust, Respect, Optimism, and Intentionality. Roxboro Community School leadership is dedicated to delivering the highest quality education to the students who elect to attend our school. Based on our beliefs and research as well as Dr. Purkey's knowledge and research on how children learn, we will design an educational program that accommodates various learning styles, focuses on relevant and meaningful learning, incorporates strong community involvement, and emphasizes that learning is a life long process.

In support of our approach, Roxboro Community School will:

- Establish Dr. William Purkey's Invitational Model of Education.
- Incorporate strong community involvement in our school that will create a domino effect, thus enriching the communities around us.
- Create a small and nurturing 6-12 school environment that will motivate students to continue their formal education after graduating from Roxboro Community School.

LEARNING IS A LIFE-LONG PROCESS

T.S. Elliot once said, “We shall not cease from exploration. The end of all our exploring will be to arrive where we started, and know the place for the first time.” This quote may be the best expression of the concept of lifelong learning. Everything we do will change what we know to the extent that we will begin the process all over again. Because we believe in the process of lifelong learning, Roxboro Community School will set high academic standards, place core values on critical thinking skills, and instill a love for learning that will prepare students for success far beyond high school. The process of lifelong learning is best summarized through the beliefs of Dr. William Purkey. He believed that learning is a concept that improves over time, and to enrich this academic time, he believed that school leadership should take the form of facilitators that oversee and encourage the development of the people who live, work and learn in our school. Through these beliefs, students will view their graduation from high school not as an end to learning, but rather as a beginning to a new phase of learning. This plan will guide and motivate the students in determining their course selections and in determining relevant community service projects.

In support of our approach, Roxboro Community School will:

- Establish the expectation that all students, will continue on a path of learning after graduating from Roxboro Community School.
- Build both professional and personal relationships with the peers and community that will foster a love and respect for their school and community.
- Require at least one hour of student-family volunteer services per month.

LEARNING IS FOSTERED IN SMALL GROUPS

The importance of building personal relationships with peers is often overlooked or underestimated by public school leaders. It is the feeling of Roxboro Community School that building personal relationships with all students and their families is of the utmost importance. The Board is committed to maintaining a small school environment with small class size. Dr. Purkey reinforces the belief that small class size and community involvement are essential to learning by promoting what he calls his "Four Dimensions of Learning." These four dimensions work together to give power to the whole Roxboro Community School movement. It is our belief to achieve community and harmony within these four dimensions. The dimensions are as follows: being personally inviting with oneself, being personally inviting with others, being professionally inviting with oneself, and being professionally inviting with others.

In support of our approach, Roxboro Community School will:

- Maintain an average class size of no more than 20 students per teacher.
- Instill a trust and understanding that will truly free our students and teachers to want to do their best and to cooperate with those in charge.

A SAFE LEARNING ENVIRONMENT WILL ENHANCE LEARNING

It has been proven by many reports that students and faculty fair better in an environment that is safe and nurturing (University of Pittsburgh, Center for Educational Development, 1994 and University of Pennsylvania, Educational Leadership and Research 2001). Charles Fettering tells us that, "An educated person is the fellow who knows the right thing to do at the time it has to be done."

For relevant and meaningful learning to take place students must feel safe and respected. Based on William Purkey's "Invitational Theory", the Roxboro Community School will foster a welcoming environment for students, faculty, administration, and Board based on mutual respect for each other. Personal greetings and name recognition of each student will be the goal for each faculty member. It is our belief that all students should be known by their name, likes, dislikes, and preferences. We will not treat students like numbers who will increase our test scores and improve our numbers. We will treat each student like an extension of our own family. This will be accomplished through personal and varied instruction that puts into practice what is taught.

The Board will also provide students with a physical environment that meets all applicable safety and handicap codes. Because we want to have our school serve as a personal extension of family values, our school will be designed as such. When a person enters our doors they will feel welcome and safe. The placement of all furnishings and materials will also reflect how our school will make anyone feel nurtured and respected. We are confident in believing that we will succeed in achieving success in meeting all goals of No Child Left Behind because of - the school culture, environment, and strong academic curriculum we will establish.

In support of our approach, Roxboro Community School will:

- Require all faculty and staff to know each student's name as well as each other's name.
- Greet and recognize everyone who enters the classroom.
- Develop a school environment where the students, faculty, and families want to be.

SUCCESS IN LIFE IS INFLUENCED MORE BY (Real Life) EDUCATIONAL EXPERIENCES THAN INATE INTELLIGENCE

Charles Schabb once said," A person can succeed at almost anything for which he has unlimited enthusiasm."

The leadership of Roxboro Community School believes that we can improve students' learning by providing them with appropriate real life experiences. These experiences will be brought to them not only through the classroom, but through community involvement as well. These experiences will come via classroom learning, group discussion and debate, required community service projects, and project based experimentation. Our school will also design a curriculum that incorporates the use all seven known intelligences. Dr. Purkey is not only knowledgeable about our seven intelligences; he strongly endorses them as a means of achieving his goal of an inviting school. We strongly believe that students who are allowed to use their learned

intelligences will be more effective and responsible citizens; ones who will continue their education beyond high school, and who will then go on to become influential leaders in their communities.

In support of our approach, Roxboro Community School will:

- Incorporate all seven known intelligences into our school environment. These intelligences are as follows: kinesthetic, interpersonal, intrapersonal, logistic, rhythmic, linguistic, and visual.
- Require various community service projects that will increase with intensity and become more specific and focused as our students near graduation.
- Assist students in determining the paths in which they are interested not only academically, but socially as well.

CHARACTER CAN BE INFLUENCED BY A POSITIVE AND SUPPORTIVE ENVIRONMENT

"Waste no time debating what a good person should be. Be one." Marcus Aurelius

Students spend a majority of their waking hours at school around a variety of people and a variety of influences. As previously stated, Dr. Purkey's "Four Dimensions of Learning" coincides perfectly with character education and how to establish positive relationships inside and outside of school. The Roxboro Community School will expect students to demonstrate good character not only on school campus, but in the community as well. It is our goal to have our students represent their school well regardless of where they go. Dr. Purkey believes that if students are given the opportunity to create spaces they want to be, they will respect themselves and their spaces more. The instructional staff and school leaders will integrate character education into the goal-oriented curriculum providing students with information and examples that will motivate them to achieve their highest potential.

In support of our approach, Roxboro Community School will:

- Integrate into the curriculum a variety of speakers from not only our community, but the state as well.
- Assist students in organizing a variety of activities that will enrich our school and our community.
- Provide our teachers the opportunity to attend various workshops dealing with character education, community enrichment, and school collegiality.
- Require students to compose a speech, and either a computer presentation, or research thesis dealing with community and character enrichment prior to graduation.

DEMONSTRATED USE OF TECHNOLOGY IS ESSENTIAL IN THE 21ST CENTURY

Technology is always changing, as are our beliefs about it as well. Because of this, Roxboro Community School will require all instruction to integrate technology such as word processing, data base design, and multi-media presentation. Integration of technology across the curriculum is essential for learning in the 21st century. The staff will be adequately trained and competent in the use of technology as it pertains to educational instruction and real life application. This will be mandated through computer training for all faculty including all administrative support. In accomplishing this task, students will become discriminating consumers of technology as it aids them in their academic pursuits.

In support of our approach, Roxboro Community School will:

- Partner in a distance-learning program with the North Carolina School of Science and Mathematics.
- Grant students the opportunity to complete various computer courses, according to their skill level.
- Develop students' knowledge about all facets of technology to give them a massive head start over their counterparts throughout North Carolina.
- Work in conjunction with our local community college (Piedmont Community College), to allow our students to take upper level computer courses.

STUDENTS LEARN RESPONSIBILITY BY BEING INVOLVED IN THE COMMUNITY

To be responsible, it is our belief that a person needs to know the meaning of work. Thomas Jefferson once said, "It is wonderful how much can be done if we are always doing."

Active involvement in community service and civic projects is the best means of teaching students their responsibility as citizens and the importance of their role in shaping the future of their community. One of the primary expectations of the Roxboro Community School is to incorporate community involvement through collaboration with community and area non-profits and the Roxboro Community School. Through a required community service project each semester of their high school career, it is our belief that our students will realize the true meaning of their responsibility as a community citizen.

In support of our approach, Roxboro Community School will:

- Require each student to perform a minimum of four hours per semester of community and school service projects.
- Require students to compose a speech that will address what the students have learned about their community and their responsibilities as citizens.

2. OUTLINE OF TEACHING APPROACHES, CURRICULUM DESIGN, INSTRUCTION METHODS, COURSES OF STUDY

Roxboro Community School will implement multiple curriculum designs in grades 7-12 to insure all students are prepared and motivated to continue their formal education a minimum of two additional years beyond high school graduation.

CURRICULUM IN GRADES 6-8

The students at Roxboro Community will be taught an integrated curriculum that will incorporate character education, public speaking, and technology with the North Carolina Standard Course of Study. This schedule will be delivered via a traditional six period day. The core curriculum will be delivered to the students in a team setting. A five-teacher team will work at each grade to teach English, Math, Science, Social Studies, and Academic Success. The teachers will plan and work collaboratively to insure clear and complete delivery of the curriculum. Class schedules will also be designed to allow flexibility for team planning as well as team goal setting. Our curriculum will also implement a variety of techniques that will enhance the "whole" child. Public speaking, character development, and technology will be integrated within our core curriculum. Integration will take place by a variety of field trips, community speakers, and hands on experimentation.

In support of our approach, Roxboro Community School will:

- Create personal development opportunities that will enhance their middle school experience as well as prepare them for grades 9-12.
- Enhance the "whole child" experience by requiring students to participate in relevant field trips designed to support the curriculum. These field trips will be designed around their community service projects and instructional methods.
- Maintain team planning that requires all middle school teams to plan in accordance with what is being taught in other classrooms.

CURRICULUM IN GRADES 9-12

The students at Roxboro Community will be taught the courses required to be eligible for admission to a two-year post secondary program and/or four-year post secondary program. Roxboro Community School will also develop a partnership with the county's community college that would allow students to earn college credit while still in high school. The student academic day will follow a traditional schedule with six academic periods. As previously stated, this coincides perfectly again with William Purkey's invitational learning model. We will also schedule in flexible days that will allow faculty to tailor extended learning experiences for students. These flexible days can include but not be limited to their community service projects as well as their post graduation planning. Through this schedule our students will have the opportunity to earn a maximum of 24 credits for graduation. Of these 24 credits, 21 will be required for graduation from Roxboro Community School.

In support of our approach Roxboro Community School will:

- Create a personal development/community service class period that will incorporate Health and Physical Education as well as required guidance meetings, and community service projects.
- Offer academic electives that will prepare students for formal schooling after graduation. An example of some of these course are as follows: Advanced math, science, and language arts, music and art appreciation, economics, marketing, advanced foreign languages, and computer sciences.
- Provide students the opportunity to earn college credits at our local community college (Piedmont Community College).
- Provide students the opportunity to create and maintain their own learning environments.

ADVISOR/COUNSELOR/PORTIFOLIO

"Every person is the architect of their own future." Sallust

The program offered at Roxboro Community School will have a strong counseling component. Our goal is to also employ counselors who will focus primarily on helping students make post secondary goals and plans. Our counselors will help develop an advisory program for students that will lead them on a path for a post high school degree. The students, counselors and families will have required meetings that will provide support to each student. The advisor/advisee program will develop short term and long-term goals and strategies to meet the goals that each student and family has. Another aspect of the advisor/advisee program will be the development of an education/career portfolio for each student. This portfolio will be an integral part of motivating our students to continue their education beyond their formative years. The portfolio will include a student's academic success, community service log, and goals set/goals met log.

In support of our approach, Roxboro Community School will:

- Provide a minimum of one counselor dedicated to the middle school program and one counselor dedicated to the high school program, with the assistance of guidance support staff. This will enable the counselor to effectively communicate with each student and their families and provide them with options and strategies for meeting post-secondary goals.
- Allow counselors to establish and maintain personal relationships with students that will preempt possible discipline issues.

3. OUTLINE OF METHODS FOR MEETING THE EDUCATIONAL NEEDS OF EXCEPTIONAL CHILDREN

Roxboro Community School will serve students who have been identified as Exceptional Children according to North Carolina guidelines in the least restrictive setting. Identified students who choose to attend Roxboro Community School will be offered a wide range of services necessary to satisfy their Individual Educational Plan (IEP) written by the Exceptional Children's School Based Committee. These services will include but not be limited:

- extended time for testing
- individual pullout instruction
- small group instruction
- preferential seating
- peer tutoring
- differentiated assignments

The first option for identified students will be to always include them in standard curriculum in the regular classroom environment. There have been several studies to verify the success of Identified Students when provided the standard curriculum in a small class setting (TEACCH Foundation of UNC Chapel Hill). These students will be challenged and motivated to their full potential. Identified students will be provided extra instructional support during the instructional day by a highly qualified special education team.

In support of our approach, Roxboro Community School will:

- Offer exceptional students the least restrictive environment possible for their optimum learning.
- Provide counseling that will enable the student and their families multiple opportunities for career growth upon graduation from Roxboro Community School.
- Create a personal relationship with each exceptional child and their family so that they feel welcomed and encouraged to complete their education at Roxboro Community School.

4. STATEMENT OF ENTRANCE AND EXIT REQUIREMENTS AND GRADUATION REQUIREMENTS

Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to Roxboro Community School.

Upon entering Roxboro Community School, students and their parents or guardians will participate in a thorough intake process. After student applications are submitted, we will conduct:

- Student and Parent/Guardian Interview.
- Formal Review of the Expectations of Parents, Students and Roxboro Community School.

A Contract of Schoolwide Expectations will outline the student's intended course of study (*North Carolina Standard Course of Study* for grades 6– 8 and the *North Carolina College / University Preparatory Course of Study* for grades 9 – 12), all required assessments, expectations for active participation in the community-based learning program, and school policies and procedures.

To earn a diploma, all students will need to meet North Carolina's minimum graduation requirements for the *North Carolina College / University Preparatory Course of Study*. This includes, but is not limited to, participation in the North Carolina statewide testing program as outlined by North Carolina's ABC accountability model and the federal No Child Left Behind Act. In addition to these requirements, we will have graduating students compose an exit speech to be evaluated by an appointed panel of faculty members.

5. OUTLINE OF THE SCHOOL CALENDAR

Roxboro Community School will provide an educational program for its students for a total of 185 days or 1,025 hours. Every effort will be made to mirror the Person County School District's school calendar for the convenience of parents who have children in Person County Public Schools and Bethel Hill Charter School. However, the need to fulfill the goals of Roxboro Community School will take priority when conflicts arise. All major holidays will be observed as well as the scheduling of teacher workdays.

At the time of this application submission, the Person County Public School calendar for SY 2006-2007 was not available. When this calendar is available, we will prepare our calendar and submit it to the Office of Charter Schools for inclusion in this application.

METHODS OF DOCUMENTING SUCCESS

Roxboro Community School will participate in the ABCs Accountability Model and conduct the statewide testing program (State Board Policy HAS-P-001). As a precursor to the ABC Accountability Model, Roxboro Community School will also offer benchmark testing to determine the current level of proficiency of our incoming students.

Roxboro Community School will also offer, in addition to the state testing program, tests that are required for advanced placement credit at the college level and opportunities to take the PSAT, SAT, ACT and ASVAB. Students will be expected to present their completed portfolios to an exit committee before the date of graduation. The individual student portfolios will include the following: goals set, goals achieved upon graduation, a detailed log of all community service performed during the students tenure with our school, a writing sample, a technology sample, a personal narrative, and finally, three letters of recommendation by Roxboro Community School staff. This committee will play a major role in determining whether the student's portfolio will meet the graduation requirements that were set forth upon admission to Roxboro Community School.

The RCS Board of Directors is responsible for the school's fiscal management. During each of the school's charter years it will comply with all applicable local, state, and federal laws and regulations including NC Charter School statues and State Board of Education policies regarding charter schools. Accordingly, we will establish fiscal accountability policies and procedures that strictly adhere to Generally Accepted Standards of Fiscal Management as delineated in NC Gen. Stat. 115C-238.29G(a)(2). These standards include, but are not limited to:

- Full Compliance with UERS
- Documentation of Internal Controls on Business Practices and Financial Operation
- Fiscal Year Balanced Budget
- Current Accounts Payable
- Positive Financial Cash Flow
- Maintain Relevant, Reliable, Comparable and Consistent Accounting Records
- Accounting Records Available for the Preparation of Financial Statements
- Independent Audits are Performed and Submitted
- Corrective Action Plans for Audit Findings

In support of our approach, Roxboro Community School will:

- Set a goal of 100% passing rate on all state mandated accountability tests.
- Require accurate student portfolios that will document all facets of the student's coursework.
- Offer multiple opportunities to take placement tests that are required for many colleges throughout the state.
- Interview the various agencies the student has worked with in compliance with their community service component.
- Retain Acadia NorthStar to provide their expertise in the comprehensive management of the school's finances.

STUDENT ACHIEVEMENT GOALS

"The secret of success is a constancy of purpose." Ben Franklin

Roxboro Community School will decrease the drop out rate of Person County. Once William Purkey's invitational model of education is established, we are confident that our students will want to stay in school and help maintain the beliefs we set fourth in our charter. To make sure our students do everything they can with their education, Roxboro Community School will conduct mandatory goal orientated report card conferences with each student every nine weeks. This report card will focus not only on the NCSCOS, but also the students community service program and their post graduation goals. Interim progress will be monitored by having personal achievement conferences halfway through the student's academic term. It is also the intention of Roxboro Community School to maintain the standards set fourth with North Carolina's ABC accountability model as well as the federal guidelines of No Child Left Behind. Roxboro Community Schools ultimate expectation is that each of our students will go on to further their education at a higher institution of their choice. This expectation will be impressed upon each student through a variety of strategies. Some of these strategies include but are not limited to

student/community service portfolios, a student graduation goal portfolio, and an exit speech that will integrate their future plans after high school.

In support of our approach, Roxboro Community School will:

- Achieve Adequate Yearly Progress (AYP), within our first year of operation.
- Achieve 100% parent-teacher conference attendance each semester.
- Maintain an average goal of 96% or above for our school attendance.

STUDENT SUSPENSION, EXPULSION AND/OR EXCLUSION

"No act of kindness however small is ever wasted." Aesop

Roxboro Community School will put in place a plan of preventative and proactive discipline measures that would eliminate most of if not all major discipline infractions. Through using proven corrective and positive discipline practices taught by Dr. William Purkey, that rely on natural consequences, it is our intention to eliminate all behavior that would have a negative impact on our school. Our preventative approach will be incorporated by the appropriate use of our highly qualified counselors.

Our school will encourage a preventative approach rather than a reactionary approach. We believe this will further more positive relationships with the school community and its broader surroundings, and also help us achieve our goal of 0% suspension rate.

Roxboro Community School will discourage the "get tough" stance that most traditional school systems are now using. While we fully agree with North Carolina's "Zero Tolerance" Policy for severe acts of inappropriate behavior, we also believe that with the appropriate use of school leaders and counselors we will be able to establish fair, equal and positive relationships that will encourage our students to remain in school and continue into college. As with all schools it is our goal to reduce student dropouts and student suspension, but we feel we can actually do what we say we are going to do without parental or community disruption because of the strong values and beliefs of our Invitational Learning Model. We will employ specific counselors whose main focus is to encourage appropriate behavior, and to develop skills necessary for college and life.

Students diagnosed with exceptional needs will be referred by the Principal and teacher to the appropriate program or services. In compliance with state and federal laws and NCDPI guidelines for Exceptional Children, RCS administrators will be in constant communication with parent(s) or guardian through every phase of the disciplinary process. The student will be granted all due process established by state and federal law and the State Board of Education.
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Details for the procedures and grounds for suspension, expulsion, and exclusion are found in APPENDIX F, Draft Student-Parent Handbook.

ADMISSIONS POLICY AND HANDBOOK

Roxboro Community School is a tuition-free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. The North Carolina Department of Public Instruction, Division of Charter Schools, mandates that applications from out-of-state residents are not eligible for admission unless proof of North Carolina residency can be provided prior to the date of the lottery.

In accordance with Federal and State laws, Roxboro Community School admits students of any race, color, national and ethnic origin, age, disability, religion, sex, familial status, or sexual orientation to all of the rights, privileges, programs, and activities available to students at the school. It does not discriminate in administration of its educational policies, admission policies, clubs, or athletics.

The dates of open enrollment will be the second Monday of January through the last Friday of February. Applications are accepted at the Enrollment Information meetings. At the conclusion of the Enrollment Information meetings, the School will enroll an eligible student who submits an application during the open enrollment period, unless the number of applications exceeds the capacity of the grade or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill spaces for the upcoming school year. After spaces are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Only one application may be submitted per child. Pursuant to NC G.S. 115C-238.29F(g), RCS does give enrollment priority to students meeting any of the criteria listed below, but they must fill out the appropriate application and attend their assigned Information Meeting.

Roxboro Community School grants enrollment priority to the following individuals:

- Siblings of currently enrolled students who were admitted to RCS in a previous year. "Siblings" includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
- Siblings of students who graduated from RCS and who were enrolled for at least four years.
- Children of the school's full-time employees.
- Children of the school's Board of Directors.
- Students enrolled at RCS within the two previous school years but who left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.

Other lottery guidelines:

- If siblings apply for admission to RCS and a lottery is needed, the parent/guardian will decide whether to enter the student applications separately or as one surname to represent all of the siblings. If the parent/guardian chooses to enter the applications as one surname, the parent/guardian will select which grade level to enter the surname. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent

that space is available and does not exceed the grade level capacity. If there is a waiting list at the grade level, the sibling application will be placed at the top of the waiting list.

- If multiple birth siblings apply for admission and a lottery is needed, RCS will enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings will be admitted.
- Following completion of the lottery, parents will be notified, by telephone, of their child's acceptance. They will then have three days to accept or decline all offers for admission.
- Once an offer of admission is accepted, parents have ten business days to pick up, complete, and return the enrollment application to finalize enrollment.
- Falsifying information on the lottery or enrollment application will result in forfeiture of the student's offer for admission.
- If a student is offered admission to RCS, but is retained at the end of the school year, then the student shall be admitted to the extent that space is available and does not exceed the grade level capacity. Otherwise, the student will be placed on the end of the waiting list for the determined grade level.

Once enrolled, a student is not required to enroll in subsequent open enrollment periods.

In order to properly plan, the school will distribute Intent Forms each spring to ascertain if students will return to Roxboro Community School the following year.

BUSINESS PLAN

PROJECTED TYPES OF STAFF: GS 115C-238.29B(12)(e)

The school will commence in August 2006 with a Principal, an Administrative Assistant, nineteen full time Teachers, one EC Coordinator, and two Counselors.

In Year Two, the school will employ five additional Teachers.

In Year Three, the schools will add four additional Teachers and one additional Counselor. This staffing will remain consistent in Years 4 and 5.

QUALIFICATION REQUIRED FOR INDIVIDUALS: GS 115C-238.29B(b)(10)

The Principal of Roxboro Community School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The Principal is also expected to provide professional services to Roxboro Community School in the following areas:

Leadership and Management

- Leadership in implementing the instructional program
- Leadership in acquiring and developing the total Roxboro Community Staff
- Leadership in providing public relations and community involvement
- Managing the physical plant used to deliver instruction to the students
- Managing the business and financial matters related to the school

Administrative

- Meet with and report to the Board of Directors on a regular basis as prescribed by the Board of Directors
- Submit requested and required reports to the Department of Public Instruction and other related agencies
- Ensure compliance with all administrative rules and regulations established by federal, state, and local governments
- Provide for the efficient and effective operation of the school
- Perform any other duties assigned by the Board of Directors

Personal

- Conduct one's self in a professional manner when representing Roxboro Community School
- Be mindful of responsibilities to be a positive role model for young men and women in the school and community
- Dress appropriately for professional work at school and other times when representing Roxboro Community School

Minimum Requirements:

- Must have a Bachelor's degree from an accredited institution or equivalent
- Must have a minimum of four years of teaching experience and or related experience

Preference:

- Masters degree or equivalent in public school administration
- Prior experience in administration

The **Administrative Assistant** of Roxboro Community School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The Administrative Assistant is also expected to provide professional services to Roxboro Community School in the following areas:

- Assist the Principal in the execution of leadership, management, administrative, and personnel duties
- Ensure compliance with all administrative rules and regulations established by federal, state, and local governments
- Provide for the efficient and effective operation of the school
- Perform any other duties assigned by the Principal

Minimum Requirements:

- High School Diploma *or* equivalent
- Prior experience in administration
- Computer skills to include word processing, spreadsheets, and MS Office applications

Preference:

- Experience in Accounts Payable and Receivable
- Experience with Adolescent Population
- Coursework in Clerical Skills

A **Teacher** of Roxboro Community School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The teacher is also expected to provide professional services to Roxboro Community School in the following areas:

- Provide professional services related to teaching students assigned to the teacher by the principal
- Provide instruction of high academic quality in their field of expertise
- Perform non-instructional duties assigned by the principal
- Support the efforts of Roxboro Community School to involve parents, community, and volunteers in educating the students enrolled at the school
- Participate in staff development activities and other such activities organized by Roxboro Community School that is designed to improve teaching skills
- Conduct one's self in a professional manner when representing Roxboro Community School in an official capacity

- Be mindful of the responsibility to be a positive role model for young men and women in the school and community where the students reside
- Dress appropriately for professional work at school and other times when representing Roxboro Community School

Minimum Requirements:

- Must have a Bachelor's degree from an accredited institution or equivalent

Preference:

- Bachelors degree or equivalent in the subject area taught
- North Carolina Teacher Certification in the subject area taught
- National Board Certification

The **Exceptional Children Coordinator** is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The EC Coordinator is also expected to provide professional services to Roxboro Community School in the following areas:

- Ensure compliance of programs with federal, state and local regulations
- Conduct assessment activities to determine needs and effectiveness of exceptional children programs; develops and supports short and long range goals and objectives for the improvement of system-wide instruction for exceptional children
- Oversee the placement process, assists in the development and implementation of assessment practices and policies affecting programs for exceptional children; interprets educational policies and procedures for a variety of audiences.
- Oversee the process of ensuring that each exceptional student is counted for reimbursement purposes.
- Support principal and school staff in the screening of exceptional children
- Prepare and submit required local, state and federal reports
- Develop and write state and federal grants in conjunction with program needs and funds
- Act as liaison to other community agencies to support and foster policies that enhance student growth and development.
- Work with the Principal in preparing budget recommendations for use of local, state and federal funds.
- Support the efforts of Roxboro Community School to involve parents, community, and volunteers in educating the students enrolled at the school

The **Counselor** of Roxboro Community School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The Counselor is also expected to provide professional services to Roxboro Community School in the following areas:

- Provide professional guidance and conduct orientation activities for students new to the school
- Provide grade level-middle school through postsecondary- transitional activities
- Assist students with developing a post-secondary educational plan

- Provide school-to-career guidance activities using resources, e.g., Career Information System, Career Center, and the Graduate Profile Planner/Planning Guide.
- Provide Scholarship information
- Conduct structured, goal-oriented counseling sessions in response to identified needs of individuals and groups of students
- Conduct with and serve as a resource for teachers, staff, and parents regarding the developmental needs of students
- Conduct and facilitate conferences with teachers, students, and parents
- Maintain records to documents interactions, interventions, and decisions.
- Refer students and their parents to community agencies, programs, or specialists as appropriate
- Maintain a comprehensive list of district and community resources
- Plan the guidance program calendar
- Maintain confidentiality
- Maintain records consistent with ethical and legal guidelines
- Keep informed on current professional trends
- Support the efforts of Roxboro Community School to involve parents, community and volunteers in educating the students enrolled at the school
- Conduct one's self in a professional manner when representing Roxboro Community School
- Be mindful of the responsibility to be a positive role model for young men and women in the school and community
- Dress appropriately for professional work at school and other times when representing Roxboro Community School

Minimum Requirements:

- Must have a Bachelor's degree from an accredited institution or equivalent with course work in the field of counseling or psychology

Preference:

- Masters degree from an accredited institution in the field of counseling
- Minimum of two years of experience of working in a school environment

LICENSING REQUIREMENTS: In accordance with 115C-238.28F(e), at least fifty (50%) of the teachers in grades six through eight, and at least fifty percent (50%) of the teachers in grades nine through twelve shall hold teacher certificates. Prior to each academic year the school will report to NCDPI the total number of employed teachers and the total number of those employed teachers who hold valid licenses.

The school will not employ any individual whose certificate or license has been suspended or revoked by any licensing board or agency on the grounds of unethical or immoral behavior.

If a school employee, on leave from the LEA, is suspended, terminated, asked to resign, or subjected to disciplinary action by the school, the school will notify the LEA, and provide requested information about the employee.

REQUIRED DOCUMENTATION FOR EMPLOYMENT: To be considered for employment, prospective employees are required to complete and submit an application package to the School Executive Director that includes the following:

- W-4 and I-9 forms
- Personnel Application
- Resume
- Two Sets of Fingerprints
- TB Test Results
- Transcripts
- Letters of Recommendation (at least two)
- Philosophy of Education Statement
- Current North Carolina Teaching Credential (faculty)

The prospective employee must also present two valid forms of identification to the Executive Director or designee.

CRIMINAL BACKGROUND CHECKS: In accordance with 115C-238.29K(c), the Board of Directors will require RCS employees to check references for prospective employees and will use fingerprints submitted to conduct a background check through the North Carolina Department of Justice's Criminal History Records. All information received by RCS in accordance with the required criminal history check is privileged information, not a public record, and only for use of the School's Board of Directors.

RCS will not hire individuals who have a "criminal history" which is defined as a county, state, or federal criminal history of conviction of a crime, whether a misdemeanor or a felony, that indicates an individual either poses a threat to the safety of students or personnel, or has demonstrated that he/she does not have the integrity to fulfill his/her duties as school personnel.

REQUEST TO HAVE FEWER THAN THREE TEACHERS: GS 115C-238.29B(b)(12)

NA

REQUEST TO HAVE FEWER THAN 65 STUDENTS: GS 115C-238.29B(b)(12)

NA

ENROLLMENT 2006-2011

PROJECTED STUDENT ENROLLMENT: A SELF IMPOSED CAP FOR THE PROPOSED CHARTER SCHOOL

115C-238.29B(b)(12)

THE NUMBERS PROJECTED ON THE CHARTS PROVIDED WILL BECOME THE CONTRACT ENROLLMENT NUMBERS FOR THE PROPOSED CHARTER SCHOOL FOR THE FIRST TEN (10) YEARS.

NAME OF PROPOSED CHARTER SCHOOL: ROXBORO COMMUNITY SCHOOL

List LEA #1 – PERSON

GRADES		2006-2007			2007-2008			2008-2009			2009-2010			2010-2011		
		LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
Seventh	7	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Eighth	8	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Ninth	9	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Tenth	10	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Eleventh	11	<u>0</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Twelfth	12	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>

NAME OF PROPOSED CHARTER SCHOOL: ROXBORO COMMUNITY SCHOOL

	2006-2007			2007-2008			2008-2009			2009-2010			2010-2011		
	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
LEA TOTALS	<u>320</u>	<u>0</u>	<u>0</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>
Overall TOTAL Enrollment/ADM	<u>320</u>			<u>400</u>			<u>480</u>			<u>480</u>			<u>480</u>		

The projected number of students will be the maximum funded ADM for the 2006-2016 school year. Enrollment changes after year one (1) may be made only as per NCGS 115C.238-29D(d).

IT IS THE INTENT OF THIS PROPOSED CHARTER SCHOOL TO ACCEPT SPECIAL NEEDS CHILDREN UNDER THE FEDERAL LEGISLATION *INDIVIDUALS WITH DISABILITIES EDUCATION ACT* (IDEA) (40 U.S.C.1400 ET seq.) AND THE STATE LEGISLATION (GS 115C-106 Et seq.) AS APPROPRIATE FOR THE ADMISSION TO THE CHARTER SCHOOL. ALSO, OUR PROPOSED SCHOOL WILL ABIDE BY THE CHARTER SCHOOL LEGISLATION, NCGS 115C-238.29F(g)(5):

A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. NCGS 115C-238.29F(g)(5):

ENROLLMENT 2011-2016

PROJECTED STUDENT ENROLLMENT: A SELF IMPOSED CAP FOR THE PROPOSED CHARTER SCHOOL

115C-238.29B(b)(12)

THE NUMBERS PROJECTED ON THE CHARTS PROVIDED WILL BECOME THE CONTRACT ENROLLMENT NUMBERS FOR THE PROPOSED CHARTER SCHOOL FOR THE FIRST TEN (10) YEARS.

NAME OF PROPOSED CHARTER SCHOOL: ROXBORO COMMUNITY SCHOOL

List LEA #1 – PERSON

GRADES	2011-2012			2012-2013			2013-2014			2014-2015			2015-2016			
	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	
Seventh	7	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Eighth	8	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Ninth	9	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Tenth	10	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Eleventh	11	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>
Twelfth	12	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>

NAME OF PROPOSED CHARTER SCHOOL: ROXBORO COMMUNITY SCHOOL

	2011-2012			2012-2013			2013-2014			2014-2015			2015-2016		
	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
LEA TOTALS	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>	<u>480</u>	<u>0</u>	<u>0</u>
Overall TOTAL Enrollment/ADM	<u>480</u>			<u>480</u>			<u>480</u>			<u>480</u>			<u>480</u>		

The projected number of students will be the maximum funded ADM for the 2006-2016 school year. Enrollment changes after year one (1) may be made only as per NCGS 115C.238-29D(d).

IT IS THE INTENT OF THIS PROPOSED CHARTER SCHOOL TO ACCEPT SPECIAL NEEDS CHILDREN UNDER THE FEDERAL LEGISLATION *INDIVIDUALS WITH DISABILITIES EDUCATION ACT* (IDEA) (40 U.S.C.1400 ET seq.) AND THE STATE LEGISLATION (GS 115C-106 Et seq.) AS APPROPRIATE FOR THE ADMISSION TO THE CHARTER SCHOOL. ALSO, OUR PROPOSED SCHOOL WILL ABIDE BY THE CHARTER SCHOOL LEGISLATION, NCGS 115C-238.29F(g)(5):

A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. NCGS 115C-238.29F(g)(5):

Roxboro Community School
EXCEPTIONAL CHILDREN

EXCEPTIONAL CHILDREN ANTICIPATED ESTIMATES	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016
--Autistic	0	0	0	0	0	0	0	0	0	0
--Academically Gifted	0	0	0	0	0	0	0	0	0	0
--Deaf-Blind	0	0	0	0	0	0	0	0	0	0
--Hearing Impaired	0	0	0	0	0	0	0	0	0	0
--Mentally Handicapped	0	0	0	0	0	0	0	0	0	0
--Multihandicapped	0	0	0	0	0	0	0	0	0	0
--Orthopedically Impaired	0	0	0	0	0	0	0	0	0	0
--Other Health Impaired	0	0	0	0	0	0	0	0	0	0
--Pregnant	0	0	0	0	0	0	0	0	0	0
--Behaviorally-Emotionally	0	0	0	0	0	0	0	0	0	0
--Specific Learning Disability	<u>38</u>	<u>48</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>
--Speech-Language Impaired	0	0	0	0	0	0	0	0	0	0
--Traumatic Brain Injured	0	0	0	0	0	0	0	0	0	0
--Visually Impaired	0	0	0	0	0	0	0	0	0	0
TOTALS	<u>38</u>	<u>48</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>

BUDGET: REVENUES

INCOME: REVENUE PROJECTIONS	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
<i>--State ADM Funds</i>	\$1,301,580.80	\$1,626,976.00	\$1,952,371.20	\$1,952,371.20	\$1,952,371.20
<i>--EC Funds</i>	\$91,884.38	\$116,064.48	\$137,826.57	\$137,826.57	\$137,826.57
<i>--Local Per Pupil Funds</i>	\$341,744.00	\$427,180.00	\$512,616.00	\$512,616.00	\$512,616.00
<i>--Federal Funds</i>	\$0	\$0	\$0	\$0	\$0
<i>--Grants*</i>	\$0	\$0	\$0	\$0	\$0
<i>--Foundations*</i>	\$0	\$0	\$0	\$0	\$0
<i>--Private Funds *</i>	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$1,735,209.48	\$2,170,220.48	\$2,602,813.77	\$2,602,813.77	\$2,602,813.77
<p>*If you are depending on these sources of funding to balance your operating budget, please provide documentation, such as signed statements from donors, foundations, etc., on the availability of these funds.</p>					

BUDGET: REVENUES

INCOME: REVENUE PROJECTIONS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<i>--State ADM Funds</i>	\$1,952,371.20	\$1,952,371.20	\$1,952,371.20	\$1,952,371.20	\$1,952,371.20
<i>--EC Funds</i>	\$137,826.57	\$137,826.57	\$137,826.57	\$137,826.57	\$137,826.57
<i>--Local Per Pupil Funds</i>	\$512,616.00	\$512,616.00	\$512,616.00	\$512,616.00	\$512,616.00
<i>--Federal Funds</i>	\$0	\$0	\$0	\$0	\$0
<i>--Grants*</i>	\$0	\$0	\$0	\$0	\$0
<i>--Foundations*</i>	\$0	\$0	\$0	\$0	\$0
<i>--Private Funds *</i>	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$2,602,813.77	\$2,602,813.77	\$2,602,813.77	\$2,602,813.77	\$2,602,813.77
<p>*If you are depending on these sources of funding to balance your operating budget, please provide documentation, such as signed statements from donors, foundations, etc., on the availability of these funds.</p>					

SHOW CALCULATIONS
FOR FIGURING STATE
AND LOCAL DOLLARS
FOR THE PROPOSED
CHARTER SCHOOL

YEAR 1: 2006-2007

\$4,067.44 X 320 = \$ 1,301,580.80 STATE
 \$2,418.01 X 38 = \$ 91,884.38 EC
 \$1,067.95 X 320 = \$ 341,744.00 LOCAL
\$1,735,209.18 TOTAL

YEAR 2: 2007-2008

\$4,067.44 X 400 = \$1,626,976.00 STATE
 \$2,418.01 X 48 = \$ 116,064.48 EC
 \$1,067.95 X 400 = \$ 427,180.00 LOCAL
\$2,170,220.48 TOTAL

YEAR 3: 2008-2009

\$4,067.44 X 480 = \$1,952,371.20 STATE
 \$2,418.01 X 57 = \$ 137,826.57 EC
 \$1,067.95 X 480 = \$ 512,616.00 LOCAL
\$2,602,813.77 TOTAL

The revenue calculations for YEAR 3 are at maximum enrollment. These calculations are maintained for the remaining seven years.

Roxboro Community School

BUDGET EXPENDITURES	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
GS 115C-238.B(b)(5)					
<i>PERSONNEL</i>					
<i>Principal</i>	\$62,000.00	\$63,240.00	\$64,504.80	\$65,794.90	\$67,110.79
<i>Assistant Principal</i>	\$0	\$0	\$0	\$0	\$0
<i>Clerical</i>	\$25,000.00	\$25,500.00	\$26,010.00	\$26,530.20	\$27,060.80
<i>Teachers</i>	\$582,350.00	\$747,000.00	\$888,228.00	\$905,628.56	\$923,377.13
<i>EC Teachers</i>	\$35,000.00	\$35,700.00	\$36,414.00	\$37,142.28	\$37,885.13
<i>Guidance</i>	\$64,000.00	\$65,280.00	\$98,585.60	\$100,557.31	\$102,568.46
<i>Teacher Assistants</i>	\$0	\$0	\$0	\$0	\$0
<i>Custodian</i>	\$0	\$0	\$0	\$0	\$0
<i>Maintenance</i>	\$0	\$0	\$0	\$0	\$0
<i>Food Service</i>	\$0	\$0	\$0	\$0	\$0
<i>Bus Driver</i>	\$0	\$0	\$0	\$0	\$0
<i>CONTRACTED INSTRUCTIONAL</i>	\$13,500.00	\$38,500.00	\$59,500.00	\$57,500.00	\$57,500.00
<i>CONTRACTED ADMINISTRATION</i>	\$75,400.00	\$91,000.00	\$106,900.00	\$106,900.00	\$107,100.00
<i>EMPLOYEE BENEFITS</i>	\$207,320.18	\$254,664.05	\$304,353.18	\$314,111.32	\$324,264.25
<i>STAFF DEVELOPMENT</i>	\$9,000.00	\$11,000.00	\$20,500.00	\$20,500.00	\$20,500.00
<i>MATERIALS AND SUPPLIES</i>	\$27,380.00	\$34,100.00	\$79,820.00	\$79,820.00	\$79,820.00
<i>OFFICE SUPPLIES</i>	\$7,750.00	\$8,350.00	\$8,950.00	\$9,550.00	\$10,150.00
<i>INSTRUCTIONAL EQUIPMENT</i>	\$227,000.00	\$268,700.00	\$312,400.00	\$282,400.00	\$302,400.00
<i>OFFICE EQUIPMENT</i>	\$15,500.00	\$15,500.00	\$53,500.00	\$53,500.00	\$8,500.00
<i>TESTING MATERIALS</i>	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<i>INSURANCE</i>	\$11,200.00	\$12,450.00	\$13,775.00	\$15,182.50	\$16,680.75
<i>UTILITIES</i>	\$21,500.00	\$23,100.00	\$24,300.00	\$25,200.00	\$26,300.00
<i>RENT / LEASE TO OWN</i>	\$200,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
<i>MAINTENANCE & REPAIR</i>	\$31,500.00	\$40,400.00	\$46,840.00	\$42,324.00	\$35,856.40
<i>TRANSPORTATION</i>	\$15,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<i>MARKETING</i>	\$4,000.00	\$5,000.00	\$6,000.00	\$7,000.00	\$7,000.00
<i>FOOD PROGRAM</i>	\$45,000.00	\$55,000.00	\$65,000.00	\$65,000.00	\$65,000.00
TOTALS	\$1,681,400.18	\$2,116,484.05	\$2,542,580.58	\$2,541,641.07	\$2,546,073.71

Roxboro Community School

BUDGET EXPENDITURES	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
GS 115C-238.B(b)(5)					
<i>PERSONNEL</i>					
<i>Principal</i>	\$68,453.01	\$69,822.07	\$71,218.51	\$72,642.88	\$74,095.74
<i>Assistant Principal</i>	\$0	\$0	\$0	\$0	\$0
<i>Clerical</i>	\$27,602.02	\$28,154.06	\$28,717.14	\$29,291.48	\$29,877.31
<i>Teachers</i>	\$941,480.67	\$959,946.29	\$978,781.21	\$997,992.84	\$1,017,588.69
<i>EC Teachers</i>	\$38,642.83	\$39,415.68	\$40,204.00	\$41,008.08	\$41,828.24
<i>Guidance</i>	\$104,619.83	\$106,712.22	\$108,846.47	\$111,023.40	\$113,243.87
<i>Teacher Assistants</i>	\$0	\$0	\$0	\$0	\$0
<i>Custodian</i>	\$0	\$0	\$0	\$0	\$0
<i>Maintenance</i>	\$0	\$0	\$0	\$0	\$0
<i>Food Service</i>	\$0	\$0	\$0	\$0	\$0
<i>Bus Driver</i>	\$0	\$0	\$0	\$0	\$0
<i>CONTRACTED INSTRUCTIONAL</i>	\$57,500.00	\$57,500.00	\$57,500.00	\$57,500.00	\$47,500.00
<i>CONTRACTED ADMINISTRATION</i>	\$107,100.00	\$108,100.00	\$108,100.00	\$108,100.00	\$108,100.00
<i>EMPLOYEE BENEFITS</i>	\$334,829.86	\$345,826.87	\$357,274.93	\$369,194.61	\$381,607.47
<i>STAFF DEVELOPMENT</i>	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
<i>MATERIALS AND SUPPLIES</i>	\$79,820.00	\$79,820.00	\$79,820.00	\$39,820.00	\$39,820.00
<i>OFFICE SUPPLIES</i>	\$10,750.00	\$11,350.00	\$11,950.00	\$12,550.00	\$13,150.00
<i>INSTRUCTIONAL EQUIPMENT</i>	\$236,400.00	\$216,400.00	\$186,400.00	\$186,400.00	\$164,400.00
<i>OFFICE EQUIPMENT</i>	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
<i>TESTING MATERIALS</i>	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<i>INSURANCE</i>	\$18,278.83	\$19,986.71	\$21,815.38	\$23,776.92	\$25,884.61
<i>UTILITIES</i>	\$27,000.00	\$27,700.00	\$28,400.00	\$29,100.00	\$29,800.00
<i>RENT</i>	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
<i>MAINTENANCE & REPAIR</i>	\$58,442.04	\$44,086.24	\$44,794.87	\$45,574.36	\$39,431.79
<i>TRANSPORTATION</i>	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<i>MARKETING</i>	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
<i>FOOD PROGRAM</i>	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
TOTALS	\$2,540,419.08	\$2,544,320.15	\$2,548,322.51	\$2,548,474.56	\$2,544,327.72

CAPITAL AND ASSETS

Cash on Hand	\$0.00
Certificates of Deposit	\$0.00
Bonds	\$0.00
Real Estate	\$0.00
Capital Equipment	\$0.00
Motor Vehicles	\$0.00
Other Assets	\$0.00
TOTAL	\$0.00

AUDITS

PROGRAM AUDITS: GS 115C-238.29B(b)(6)

The Roxboro Community School Board of Directors will establish an Audit Committee to assess the school's overall performance relative to its character, mission and educational plan. The Audit Committee will work in conjunction with independent contractors employed to manage UERS and NCWISE.

Items to be reported on include:

- An analysis of Student Performance relative to attaining goals specified in the school's Educational Plan
- Reporting on the success of the Core Knowledge Program
- Analysis of the Special Education Coordinators working with Exceptional Children
- An evaluation of any IEP student's progress in the school's Educational Plan
- A Summary Report of the Board of Directors major decisions and policies established during the school year

FINANCIAL AUDITS: GS 115C-238.29F(f)(1)

At the conclusion of each fiscal year Roxboro Community School's Board of Directors will engage an independent auditor to conduct the annual audit of the school's finances, practices and records. The school will select a licensed North Carolina CPA, authorized by the LGC, to conduct financial audits for charter schools. The Board will entertain a minimum of three auditing firms to assess before selecting the final auditor.

The audit will verify the accuracy of the school's financial actions throughout the year: attendance and enrollment, accounting practices and financial statements. The audit will also review the school's internal control protocol. The purpose of the audit is to demonstrate compliance with state law and its requirements for a non-profit corporation. The audit will be conducted in the appropriate manner of timeliness required by the LGC.

In accordance with the general statute, the school will adhere to reporting requirements established by the State Board of Education in the Uniform Education Reporting System (UERS) by reporting at least annually to the State Board of Education via the Department of Public Instruction.

HEALTH AND SAFETY REQUIREMENTS

SCHOOL SAFETY PLAN:

The safety of students and staff is a top priority of Roxboro Community School. The safety component of the Student – Parent Handbook will meet the health and safety requirements mandated by the Person County School system as listed below:

1. Students Missing/Hiding/Runaway/Abduction/Hostage/Unwanted Intruder

- Notify the Main office who contacts 911.
- Principal or designee implements a search of the school grounds and buildings.
- Main office will notify the parent(s) listed on the student's Emergency Information Sheet.
- Principal will contact the teacher to get an accurate description of the student/abductor.
- Teachers will be notified either through another employee or the P.A. system to remove students from areas deemed dangerous.
- Work with the law enforcement to determine additional steps.

2. Student Possession of Weapon on School Grounds

- Identify the student and his/her location in the building or on the school grounds.
- Notify Law Enforcement (911).
- Alert the Principal or appropriate designee.
- Student is asked to accompany a school employee to the Main office.
- Ask student to surrender any weapons.
- Call student's parent(s) and follow disciplinary procedures.

3. Emergency Closing of Schools

- Based on information provided by staff, law enforcement, emergency services personnel, etc., the Principal or designee of RCS will determine any work schedule and/or operational changes necessary due to inclement weather or other impending circumstances.
- The Principal or appropriate designee of RCS shall be authorized to close school if prevailing or potential hazards threaten the safety of students and employees.
- The Principal or his/her designee shall make public announcements and releases to news media in a timely fashion.
- When the Principal or designee determines that the school opening should be delayed, the day for students will begin one or two hours later than the normal school schedule. School will be dismissed at the normal time.
- When the Principal or designee decides, in the best interests of the safety of students and staff, that school should be closed early, an emergency media announcement will also be made to area media stations, requesting that they announce the early closing immediately.
- The Principal or designee shall maintain sufficient staff at the school to handle supervision of children and emergencies until each student has been safely delivered to their home or caregiver.

IMMUNIZATION AND MEDICATION/TREATMENT OF STUDENTS:

RCS will assure full compliance with all federal and state immunization requirements.

1. Upon enrollment, each parent/guardian must submit a copy of the student's Immunization Record and Birth Certificate.
 - If the student is not in compliance, a checklist of necessary immunizations will be given to the parent. The family will be referred to the Person County Health Department.
 - Students lacking proper immunizations or a complete waiver within thirty (30) days of enrollment will be denied admittance until proof of immunization or a waiver is submitted.
 - All students participating in athletics must have a completed physical signed by a licensed health provider on file at the school.
2. Medicines and Medication of Students
 - RCS requires the administration of any drugs or other medication provided for students to be under the supervision and direction of a person duly licensed to prescribe or administer such drugs or medication. This precaution does not preclude the administration of first aid by the school in the event of injury or accident.
 - If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, only a person designated by the Principal will administer the medication in compliance with the following:
 - a. Written instructions signed by the parent to include the student's name, medication name, dosage, time to be administered, storing instructions, and parent's telephone number
 - b. The responsibility of the Principal or designee is to ensure the medication is stored in a secure location, maintain records of administration, have all release forms signed, and administer the medication
 - c. RCS maintains the right to refuse to administer any medications.

ACCIDENTS:

All school personnel are to respond immediately and appropriately to student injuries and illnesses. Principal and Teacher judgment is imperative in determining the services needed in such cases.

- An Emergency Information Card shall be on file in the Main office for each student enrolled.
- RCS staff will be trained to provide CPR (Cardiopulmonary Resuscitation) and will be knowledgeable in simple first-aid procedures.
- If emergency medical assistance is required, the Administrative Assistant will attempt to contact both the parents and the family physician, in addition to ambulance service. If a student is injured or ill, his or her parents must come to the Main office to meet the student at the time he or she is to be excused.
- Upon treatment by appropriate medical personnel, the Principal or designee must fill out a Student Accident Report.

FIRE AND SAFETY REGULATIONS:

1. RCS will maintain compliance with all applicable federal, state, and municipal fire and safety regulations, and submit to all inspections from authorities as required by law.
 - Fire lanes and exits must be clear at all times as well as hallways, landings, and stairs.
 - Any combustible materials necessary to the curriculum as well as those necessary for cleaning purposes must be properly stored in an orderly manner.
 - Any violations should be reported to the Principal immediately.
2. It shall be the duty of the Principal to inspect each of the buildings in his charge at least twice a month during regular school hours. This inspection shall be for the purpose of keeping the building safe from the accumulation of trash and other fire hazards.
3. The Principal shall cooperate in every way with the authorized building inspector, electrical inspector, county fire marshal or other designated person making the inspections required.

The Principal shall conduct fire drills each month in accordance with legally mandated guidelines.

FOOD INSPECTIONS:

RCS shall adhere to all rules, regulations, and policies set forth by the Person County Health Department concerning food handling, inspections, and storage as well as preparation.

HAZARDOUS MATERIALS/CHEMICALS (HM/C):

RCS will maintain compliance with all applicable federal, state, and municipal laws, regulations, and inspections regarding hazardous materials and chemicals. The school will avoid the use of HM/C wherever possible. All HM/C shall be stored in designated areas only - no exceptions. Any violations of the above guidelines for HM/C shall be reported to the Principal immediately.

BLOODBORNE PATHOGENS:

The purpose of this policy is to limit occupational exposure of employees to blood and other potentially infectious body fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

- Education regarding the risks of bloodborne pathogens will be provided to employees on an annual basis. Opportunities for interactive questions and answers will be available.
- All blood and body substances are considered by medical authorities to be potentially infectious and are to be handled to prevent infectious agents. For this purpose, personal protective equipment, including latex gloves, non-allergenic gloves, and a resuscitation mask, will be kept in each classroom and the Main office.
- Any staff or student diagnosed with bloodborne diseases will be allowed to continue at school unless it is determined by a physician that the staff member or student is too ill or presents a health risk to others.

CIVIL LIABILITY AND INSURANCE
GS 115C-238.29F(c)

COMPREHENSIVE GENERAL LIABILITY:	\$1,000,000.00
OFFICERS AND DIRECTORS/ERRORS AND OMISSIONS:	\$1,000,000.00
BOILER AND MACHINERY:	Replacement Cost
REAL AND PERSONAL PROPERTY INSURANCE:	Replacement Cost
MOTOR VEHICLE LIABILITY (PER OCCURRENCE):	\$1,000,000.00
BONDING	
MINIMUM AMOUNT:	\$ 250,000.00
MAXIMUM AMOUNT:	\$1,000,000.00
WORKERS COMPENSATION:	As Specified By Chapter 97 of the General Statute

TRANSPORTATION PLAN

GS 115C-238.29F(h)

Roxboro Community School will encourage and solicit parents to provide transportation for their children attending the school. RCS will develop and organize a system to enable parents to carpool.

In the event a student requires transportation, RCS will develop a plan, in coordination with Bethel Hill Charter School, which will provide transportation for students. These buses will have established bus stops designated on a School Transportation Map for distribution to parents and students.

Roxboro Community School will ensure that transportation is not a barrier to attendance.

FACILITY

GS 115C-238.29D(c)

Has a facility been obtained at the time of this application?

Yes

No

Name of the facility: NA

Address: NA

City/State/Zip: NA

Description of the Facility:

Total square feet: NA

Number of Classrooms: NA

Number of Restrooms: NA

Other Rooms: NA

Auditorium: NA

Gymnasium: NA

Music Room: NA

Art Room: NA

Laboratory: NA

Ownership: Fee Simple

Lease

If the facility is to be leased, provide the following information:

Term of the Lease: NA

Type of Lease: NA

Rent: NA

Name of Landlord: NA

Address: NA

City/State/Zip: NA

Phone: NA

Fax: NA

Document how the building been inspected for:

Fire: NA

Safety: NA

Handicapped accessibility: NA

Describe how the maintenance will be provided for the facility:

NA

DESCRIBE THE METHOD OF FINDING A FACILITY IF ONE IS NOT READILY AVAILABLE AT THIS TIME:

Roxboro Community School is exploring the following options:

1. Roxboro Cotton Mills Building (Refit)

- Lakeside Drive x Depot Street, Roxboro, NC
- Mr. Charles T. Gardner & Community Connections Center, Inc.
- Lease Agreement with Option to Purchase
- 94,000 sq ft; 11+ acres
- The mill has been gutted and the plan is to renovate and upfit the building with sun lighted rooms, twelve feet ceilings, exposed wood beams, and hard wood floors.

2. Open Winn Dixie Facility (Refit)

- 750 North Madison Boulevard, Roxboro, NC
- Howard Goldfarb & Jerry Freedman
- Lease Agreement with Option to Purchase
- Lease Expires August 2015 with Option to Purchase every 5 years
- 38,364 sq ft
- No Restrictive Clause on Building or Parking Area

c. Donated Land with Modulars

- Martin Brann, Landowner
- Randy Swartz, Vanguard Modular Building Systems, Lowell, NC
- Kenneth Kalsch, Premier Modular Buildings, LC, Raleigh, NC
- This option will be further explored if other facility options are unavailable.

Upon securing suitable facility, we will obtain verification from the local building code inspector that there are no outstanding building codes violation for educational occupancy; including fire safety and handicapped accessibility.

Pursuant to GS 115C-238.29F(a), RCS must meet the same health and safety requirements required of public schools within the LEA. The determination of suitability will be provided by the local health and fire department officials for inspection of building, grounds, and operation of the school for the purpose of ensuring the health, safety and welfare of the students and staff.

Prior to the opening of the facility, RCS will provide the Department of Public Instruction a description of the facility, a description of financing for the facility, and a copy of the Certificate of Occupancy for Educational Use issued by the local government inspection authorities.

MARKETING PLAN

GS 115C.238.29F(g)(1-7)

Roxboro Community School is planning for student recruitment, realizing that the actual marketing campaign will begin when the school receives charter approval in July 2005. The marketing approach will involve personal contacts, publicity and advertising, public presentations, and the Internet.

Personal Contacts

We will market the school through local civic clubs and social service organizations to which we belong.

Publicity/Advertising

We will be using local media outlets. We will advertise in our local newspaper Courier-Times; we have established a relationship with them during the application process. We will utilize the local radio station, WKRX and on the local cable channel 10 that the radio station owns and operates. We will continue to issue public statements as the opportunities permit and they will be sent to each of these outlets.

Public Presentations

The Board of Directors will locate places for public presentations about the school and will design direct mail pieces, ads, brochures, posters, and banners to publicize the presentations. We will make special efforts to recruit local minority students. We will market and make presentations to the local African-American organizations, Person County Chapter of the NAACP, Person County Ministerial Alliance, and the Person County Committee on the Affairs of Black Citizens. We will also market through the Person County Latino Center. Diverse groups, events, and local media will be targeted with our public presentations. Promotional material will be distributed at information tables, displays, and in presentations at various festivals, restaurants, libraries, bookstores, and in media for each group.

Internet

We have established an email account and will work with the local Internet provider to set up a web site. The web site will display the school's mission, educational program, school calendar, application, and other areas of interest to students and parents.

Teacher Recruitment

Teacher recruitment will also be critical to the success of the School. We want teachers to reflect the cultural diversity of the school. Teaching positions will be advertised through local media, newspapers, job fairs, and ads in various magazines distributed throughout the state.

APPENDIX A
PROPOSED CORPORATION BY-LAWS

PROPOSED BY-LAWS OF ROXBORO COMMUNITY SCHOOL, INC.

ARTICLE I – ORGANIZATION

Section 1: Name

The Name of this Corporation shall be Roxboro Community School, Inc. duly authorized under the statutes of the State of North Carolina.

Section 2: Principal Office

The principal office of the Corporation is located in the City of Roxboro, in Person County, in the State of North Carolina. The street address of the initial registered office of the Corporation is 930 Blalock Dairy Road, Roxboro, North Carolina, 27574. The name of the initial Registered Agent is Teresa Fox.

ARTICLE II – PURPOSE

The Corporation is organized for the purpose of being a Charter School under the Charter School Act of 1996, as codified in North Carolina General Statutes 115C-238.29A et seq.

ARTICLE III – MEMBERSHIP

There shall be no members in the Corporation unless provisions for them are later made through an amendment to the Articles of Incorporation.

ARTICLE IV – BOARD OF DIRECTORS

Section 1: Powers

The activities, affairs and business of the Corporation shall be conducted by or under the direction of the Board of Directors.

Section 2: Mission

The mission of the Board of Directors is to provide Roxboro Community School with *oversight* rather than *day-to-day management* of operations.

Section 3: Number, Qualifications, Election, and Tenure

- a. The number of persons constituting the Board of Directors shall be no less than five (5) and no more than nine (9).
- b. A person needs to be at least eighteen (18) years old to be qualified as a Director.

- c. Individuals become Directors by being nominated to the sitting Board of Directors and then elected during the annual election.
- d. Elections are held annually. Each Director shall serve on the Board for a period of three (3) years. The terms for the Board of Directors shall be staggered.
- e. No paid employee of the Corporation may be a Director.

Section 4: Duties

- a. Directors shall perform any and all duties imposed on them collectively and individually by law, the Articles of Incorporation, or by these by-laws. Directors shall stand in a fiduciary relation to the corporation and shall discharge the duties of the respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.
- b. Directors shall appoint, remove, and employ the Principal of Roxboro Community School.
- c. Directors shall meet at such times and places as required by these by-laws. The Board will consider a director with three consecutive un-excused absences from regular meetings as having resigned.
- d. Directors shall register their address (physical, mailing, and email) with the Secretary of Roxboro Community School, Inc.

Section 5: Regular Meetings

Regular meetings shall be held at Roxboro Community School at least monthly during the year unless otherwise designated by the Chairperson of the Board of Directors, by written call of a majority of its Directors, or by resolution of the Board. All meetings of the Board of Directors shall be open to the public and the Board of Directors shall comply with the North Carolina Open Meetings Laws.

Section 6: Substitute Regular Meetings

If any regular meeting shall not be held as designated in Section 5, a substitute meeting may be called by the Chairperson or by two or more of the Directors. This meeting may be designated as a regular meeting. When substituting regular meetings, the Board will follow NC Open Meetings Laws.

Section 7: Special Meetings

The persons authorized to call Special Meetings of the Board are the Chairperson or at least two other Directors. All Directors must be notified not less than four (4) days in advance of the place and time of a Special Board Meeting, such notice to be made pursuant to Section 8, below.

Section 8: Notice of Meetings

Notice of any regular meeting, including the Annual Meeting of the Board of Directors, shall be given to the public and Directors at least one-week (seven days) prior thereto. Notice of any special meeting of the Board of Directors shall be given at least four (4) days prior thereto. All notices shall be communicated to the Directors and the public by mail, email, fax, newspaper or school website and will be posted at a central location in the school.

Section 9: Quorum

The presence of a majority of the voting Directors of the Board of Directors at a meeting duly assembled shall constitute a quorum for the transaction of business. If less than a quorum is present at the time and place of any meeting the Directors present may adjourn the meeting until a quorum shall be present.

Section 10: Voting

Except as otherwise expressly provided by statute, or by the Charter of the Corporation, or by these by-laws, the action of a majority of the Directors present at a meeting in which there is a quorum shall be the action of the Board of Directors. A Director who is present at a meeting where there is an action on corporate matters shall be presumed to have assented to the action taken unless a contrary vote is recorded or otherwise entered into the minutes of the meeting.

Section 11: Resignation of Directors

A Director may resign at any time by giving notice in writing to the Chairperson or Secretary of the Corporation. Such resignation shall take effect at the time specified, or if no time is specified, at the time the Chairperson or Secretary receives such resignation.

Section 12: Vacancies

When a vacancy or vacancies occur, either by death, resignation, removal from office, or for any other reason than the end of a term, the remaining Directors will review nominations submitted, and elect the nominee seeking to become a Director. The sitting Directors may conduct interviews with the nominee. If the nominee is approved as a new Director, s/he shall serve out the term of the Director that s/he succeeds.

Section 13: Compensation

Directors shall serve without compensation for their services to the Board. However, a person who is a Director may receive compensation for serving in another capacity in the Charter School for which there should be reasonable compensation, e.g., compensation as a substitute teacher for a short period of time.

Section 14: Certain Director Liability

A Director shall be subject to the liabilities imposed by law upon Directors. In addition, all Directors who vote for or assent to any distribution of assets of the Corporation contrary to any lawful restrictions in the Non-profit Corporation Act of the State of North Carolina, the corporate Charter, or the by-laws, shall be jointly and severally liable to the Corporation for the amount of such distribution. Furthermore, such liabilities shall not exceed the debts, obligations and liabilities existing at the time of the vote or assent where the Director relied and acted in good faith on financial statements of the Corporation to be correct and to be based on generally accepted principles of sound accounting practice by the Chairperson or the Treasurer, or certified by an independent public accountant or firm of such accountants to fairly reflect the financial condition of the Corporation.

ARTICLE V – OFFICERS

Section 1: Designation of Officers

The officers of the Board of Directors of this Corporation shall include the: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Directors may designate and fill other corporate officers as needed.

Section 2: Election, Term of Office and Qualifications

Each officer shall be elected by the Board of Directors at the Annual Meeting. These officers shall hold office during the fiscal year after their election. Other officers, as needed, may be appointed in accordance with the provisions of Section 3 of this article and may be elected by the Board at the Annual Meeting. No paid employee of the Corporation may be an officer on the Board.

Section 3: Subordinate Officers and Agents

The Board of Directors may appoint other officers or agents to chair committees, each of who shall hold office for such period, have such authority, and perform such duties as the Board of Directors may determine. The Board of Directors may delegate to any officer or agent the authority to appoint any subordinate officer or agent and to prescribe the respective authorities or duties.

Section 4: Duties

Officers shall stand in a fiduciary relation to the Corporation and shall discharge the duties of their respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.

Section 5: Removal

The officers specifically designated in Section 1 of Article IV may be removed with or without cause, by vote of the majority of the Board of Directors present at any regular meeting; or at a special meeting of the Board called for that purpose. The removal of any person from office shall be done without prejudice to the contract rights, if any, of the person so removed.

Section 6: Resignations

Any officer may resign at any time by giving written notice to the Board of Directors or to the Chairperson or Secretary of Roxboro Community School, Inc., or, if that officer was appointed by an officer or agent in accordance with Section 3 of this Article, by giving written notice to the appointing officer or agent.

Section 7: Vacancies

A vacancy in any office because of death, resignation, removal or disqualification, or any other cause, shall be filled for the unexpired portion of the term of such office in the manner prescribed by these by-laws for regular appointments or elections to such offices.

Section 8: Principal

The Principal shall have general charge of the business and affairs of the corporation and control over its employees. The Principal shall do and perform such other duties as may be assigned by the Board of Directors, including management of day-to-day operations.

Sections 9: Chairperson

The Chairperson shall have general charge of the business and affairs of the Board of Directors. The Chairperson has the responsibility for conducting meetings. The Chairperson shall perform such other assigned duties as may be assigned by the Board of Directors.

Section 10: Vice-Chairperson

At the request of the Chairperson, or in absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

Section 11: Secretary

The Secretary shall keep the minutes of the meetings of the Board of Directors and shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by the law. The Secretary shall be the custodian of the statements, books, records, reports, certificates, and other documents of the Corporation. The Secretary shall perform all duties and possess all

authority incident to the office of Secretary, and such other duties and have such other authority as may be assigned by the Board of Directors.

Section 12: Treasurer

The Treasurer shall have supervision over the funds, receipts, disbursements and securities of the Corporation. The Treasurer shall perform such other duties and have such other authority as may be assigned or granted by the Board of Directors.

Section 13: Duties of Officers May be Delegated

In case of absence of any officer of the Corporation or for any other reason that the Board may deem sufficient, the Board may delegate authority of duties of such officer to any other officer or to any Director provided a majority of the entire Board of Directors concurs therein.

ARTICIE VI – PROCEDURES AND RESTRICTIONS

Section 1: Contracts

Except as otherwise provided in these by-laws, the Board of Directors may authorize any officer or agent to enter into any contract or to execute or deliver any instrument on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2: Loans

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name, unless and except as authorized by the Board of Directors. Any officer or agent of the Corporation thereunto so authorized may affect loans or advances for the Corporation and for such loans and advances may make, execute, and deliver promissory notes, bonds, or other evidences of indebtedness of the Corporation.

Section 3: Deposits

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks or trust companies or with such bankers or other depositories as the Board of Directors may select, or as may be selected by any officer or agent of the Corporation to whom such power may from time to time be given by the Board of Directors.

Section 4: Checks, Drafts

All notes, drafts, acceptances, checks and endorsements or other evidences of indebtedness shall be signed by the Chairperson or Vice-Chairperson and by the Secretary or the Treasurer, or in such other manner as the Board of Directors may determine. Endorsements for deposit to the credit of the Corporation in any of its duly authorized depositories will be made by the Principal

or Treasurer or by any officer or agent who may be designated by resolution of the Board of Directors in such manner as such resolution may provide.

Section 5: Gifts

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special or educational purposes of Roxboro Community School, Inc.

ARTICE VII – GENERAL PROVISIONS

Section 1: Corporate Seal

The corporate seal shall be in such form as shall be approved by the Board of Directors.

Section 2: Fiscal Year

The fiscal year of the corporation shall commence July 1 of each year and end on June 30 the following year.

Section 3: Amendments to By-Laws

These by-laws may be altered, amended, or repealed, and new by-laws may be adopted at any regular or special meeting upon a minimum of a two-thirds vote of the Directors then in office; provided however, that notice shall be given of the intention to alter, amend, or repeal or to adopt new by-laws at such meeting at least seven (7) days prior to such meeting in writing delivered personally or sent by mail, email, telegram or fax to the address of each Director as shown on the records of the Corporation.

Section 4: Books and Records

The Corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board of Directors.

Section 5: Conflict of Interest

No Director, officer, or employee of the corporation shall obtain any direct or indirect economic stake in any entity participating in the programs of the corporation, and the corporation shall not employ any individual who serves as a Director or officer of such an entity, or an individual who owns a stake in any such entity. It is the policy of the corporation that no Director, officer, or employee of the corporation shall receive any personal or private benefit resulting from the activities of the Corporation or from the receipt by the Corporation of funds from the State of North Carolina or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of the Corporation. In furtherance of this policy, the Board of Directors shall have the power to

make such rules and regulations concerning conflicts of interest, as it deems appropriate from time to time.

The interested Director shall not participate in any discussion or debate of the Board of Directors, or any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.

Section 6: Officer and Director Indemnification

The Corporation shall indemnify any Director, officer or former Director or officer of the Corporation or any person who may have served at its request as a Director or officer of another corporation, partnership, joint venture, trust, or other enterprise against liabilities and reasonable litigation expenses, including attorneys' fees, incurred by the Director in connection with any action, suit or proceeding in which that Director is made or threatened to be made a party by reason of being or having been such Director or officer, except in relation to matters as to which the Director shall be adjudged in such action, suit or proceeding to have acted in bad faith or to have been liable or guilty by reason of willful misconduct in the performance of duty. The indemnification authorized by this Section 6 shall be in addition to that permitted by General Statutes Sections 55A-17.2 or 55A-17.3 or North Carolina General Statutes or as authorized in these by-laws.

The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the corporation or is or was serving at the request of the corporation as a director, officer, employee, or agent of the Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against and incurred by the person in such capacity, or arising out of the officer's status as such, whether or not the Corporation would have the power to indemnify that officer against such liability.

Expenses incurred by a Director, officer, employee or agent in defending a civil or criminal action suit, or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the specific case upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount unless it shall be ultimately determined that the person is entitled to be indemnified by the corporation as authorized in Section 55A-17.2 or 55A-17.3 of North Carolina General Statutes or as authorized in these by-laws.

Section 7: Meeting Regulation

Robert's Rules of Order shall govern all meetings of the Corporation including annual, special, and other. All meetings of the Board of Directors shall be open to the public and the Board of Directors shall comply with the North Carolina Open Meetings Laws.

Section 8: Prohibited Activities

The Corporation shall comply with the 501(c)(3) prohibitions against substantial lobbying and involvement in political campaigns for public candidates. No part of the net earnings of the corporation shall go to the benefit of or be distributable to, its Directors or officers.

Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 9: Disposal of Assets

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation as directed pursuant to North Carolina General Statutes.

APPENDIX B
BOARD OF DIRECTORS RESUMES

Donald Ray Long
9741 Virgilina Road
Roxboro, NC 27574
336-599-1290

Education

North Carolina Central University: BA Business Administration & Accounting

Graduated with Honors. Magna Cum Laude, received the “Eagleland Award” for Academic Excellence, member of Alpha Kappa Mu, National Business Honor Society and Delta Mu Delta National Honor Society.

Professional Experience

1987 - Present Loxcreen Company Inc., Distribution Group

Regional Sales and Distribution Manager. Manage sales and distribution operations in Roxboro, NC and Monroe, OH. Responsible for distribution and sales of aluminum and vinyl extrusions and personnel management in GA, SC, NC, VA, DE, MD, NJ, NY, PA, WV, OH, KY, MI, IN, and IL, with a budget of \$17,687,000.

General Manager of Operations, responsible for managing internal operations of six (6) distribution service centers in FL, GA, NC, OH, MI, and TX.

District sales and distribution manager for SC, NC, VA, MD, DE, NJ, and NY, developed and managed a budget of \$7,000,000.

Sales Representative for NC & VA, WV.

Relevant Experience

- Citizen’s Task Force for Education for the Person County Schools
- President of the Earl Bradsher School and the Bethel Hill Charter School PTA
- Old North State Council Boy Scouts of America served as: Assistant Scout Master, District Chairman, Council Training Staff and a recipient of the “Silver Beaver” Award
- Assists the Person – Caswell Chapter of The National League of Junior Cotillion
- Member of Roxboro Presbyterian Church, having served as a Deacon and Elder
- Past Master of Person Masonic Lodge # 113, 33 degree Mason and Treasurer of the Scottish Rite of Raleigh, NC, Past Grand Master of the Grand Council of NC, Member of the Masonic Rosicrucian Society, member and Shrine Circus Chairman of Amran Shriners of Raleigh, NC

Jeffrey B. Jackson
427 Fisherman's Point Road
Roxboro, NC 27574
336-599-5596

Education

North Carolina State University: MSA Educational Administration and Leadership
East Carolina University: BS Exercise and Sport Science

Certifications

Continuing Licensure- Principal- K-12, North Carolina (reciprocal with PA.)
Continuing Licensure- Physical Education- K-12, North Carolina (reciprocal with PA.)

Professional Experience

2001 – Present Principal, Garden Elementary and Middle School, Louisburg, NC.
Supervise, organize, and coordinate all day to day academic and fiscal operations of an elementary and middle school with a student population of over 300 students, and faculty of 60.

2000 – 2001 Assistant Principal, Person County High School, Roxboro, NC.
Assisted with all facets of a rural high school whose student population was over 1500 students. Coordinated transportation scheduling 50 school buses. Directly supervised a faculty of 40 teachers. This supervision included programs such as technology, language arts, social studies, science, and physical education.

1999 – 2000 Assistant Principal, South Elementary School, Roxboro, NC.
Created and supervised a student and teacher curriculum that implemented William Purkey's invitational learning model. Maintained and motivated a student population of over 400 students and 40 teachers. Of the 400 students approximately 75% were offered free and reduced lunch and breakfast. Also responsible for maintaining all fiscal operations of both the school and PTA.

Relevant Experience

- Graduate of the Principals Executive Program of North Carolina
- Graduate for Developing Future Leaders of America
- Committee member for The Person County Scholarship Committee
- Mentor/tutor for "Students across North Carolina" grades 5-12

Teresa H. Fox
930 Blalock Dairy Road
Roxboro, NC 27574
336-597-2002

Education

Piedmont Community College: BS Business

Professional Experience

- | | |
|----------------|---|
| 1993 – Present | Fox’s Suzuki, Co-Owner
Responsible for policy, growth, and overall organization of day to day operations of our business. |
| 1989 – 1993 | Duke University , Administrative Assistant
Responsible for policy insurance coverage on university and fleet; supervised the organization and the operations of the staff. |
| 1985- 1989 | Reliance Insurance Company, Staff Assistant
A full service insurance firm, concentrating on small businesses; responsible for department policy, organization, and growth. |

Relevant Experience

- Teachers Aid, three days a week for Roxboro Christian Academy
- Volunteer Coordinator for Bethel Hill Charter School
- PTA for Bethel Hill Charter School
- Sunday School Teacher at Somerset Baptist Church
- Director, Kids Club Outreach Program

Mark T. Phillips, CPCU
233 North Main Street
Roxboro, NC 27573
336-597-4692

Education

Brigham Young University: BS, Business Management

Professional Experience

2000 – Present	Carver Agency Owner, Agent - Property, Casualty and Life Insurance Agency
1998 – 2000	Phillips Insurance Center Owner, Agent - Property, Casualty and Life Insurance Agency
1994 – 1998	Thompson-Allen, Inc. Office Manger, Agent - Full service Insurance Agency
1993 – 1994	Amerisure Company. Marketing Representative - Territory of NC & VA
1990 – 1993	USF&G Market Development Manager, 50 independent agencies in central and southeast NC
1988 – 1989	State Capital Insurance Company Marketing Representative - 60 independent agencies in central and southeast NC & SC
1985 – 1987	Reliance Insurance Company Claims Adjuster - Workers Compensation, Property and Subrogation

Relevant Experience

- Current City of Roxboro City Council Member, elected 2003
- Board Member & Past Board Chair, Roxboro Uptown Development Corporation
- Board Member & Past Board Chair, Person County Partnership For Children
- Served on City of Roxboro Board Of Adjustment
- Past Board Chair, Roxboro Area Chamber of Commerce
- Former President, Roxboro-Person Co. Home Builders Association
- Kiwanis Member
- NC Department of Insurance Approved Continuing Education Instructor

Cynthia Dunnavant Watkins
Post Office Box 1296
Roxboro, NC 27573
336-597-9502

Education

Mary Washington College: BA Psychology, Education Certification K-7
University of Virginia: Graduate work in School Counseling
Lynchburg College: MEd School Counseling
Graduate of the Principal’s Executive Program of North Carolina

Certifications

Certified K-12 Guidance Counselor, NC & VA
Certified K-7 Teacher, NC & VA

Professional Experience

2001 – Present	Person County Partnership for Children, Inc. Executive Director – Supervise staff of 11; manage budget of \$2.0 million; secure state and local funding for education initiatives
1998 – 2000	Person County Schools Teacher and High School Counselor
1996 – 1998	Doctor’s Health Plan Medical Services Liaison – Recruited and contracted physicians; negotiated fees; managed contracts; provided customer service.
1994 – 1996	Person County Partnership for Children, Inc. Executive Director – Supervised staff of 13; managed budget of \$1.3 M.
1993 – 1994	Person County Partners in Education Executive Director – Administered all programs; managed \$100,000 budget; coordinated fundraising activities.
1983 – 1992	Person County Public Schools: Elementary School Teacher & Counselor Charlotte County Public Schools, VA: Teacher

Relevant Experience

- Juvenile Crime Prevention Council, 2001 – present
- Closing the Gap Task Force, 2002
- Federal, State and Private Grant Writing expertise

Lacy Wilson Winstead, Jr.
279 The Knolls of Hyco
Roxboro, NC 27574
336-599-1880

Education

North Carolina State University: BS Agronomy

Licenses

Landscape Contractor
North Carolina Real Estate Broker

Professional Experience

2002 – Present	Jack Reynolds and Associates Owner/Broker
1975 – 1979	Federal Crop Insurance Corporation Field Supervisor
	Landscapes By Lacy Owner
1966 – 1974	Winstead Farms Farmer - Tobacco and Beef Cattle on Family Farm

Relevant Experience

- Past President of Roxboro Rotary Club
- Current Assistant District Governor of Rotary District 7710
- Member of Concord United Methodist Church
- Board Member of Community Connections Center, Inc.

Erica Palmer Bryant
1409 Chestnut Street
Roxboro, NC 27573
336-597-9948

Education

University of North Carolina, Asheville: BA Sociology, BS Philosophy

Professional Experience

1998 – Present Child Support Enforcement Program for Person County

Supervisor – This includes planning the work activities of the unit; organizing and directing the caseloads; budgeting; training new staff and providing ongoing training to current staff, setting work standards; reviewing work to ensure that the high work standards are met consistently; counseling and disciplining staff; and other personnel functions as needed.

Three and one half years experience as a Child Support Agent II, responsible for establishing paternity and support obligations and enforcing these child support obligations to the fullest extent of the law.

Two and one half years experience as a manager in retail sales; responsible for supervising staff in a customer service environment.

Relevant Experience

- Member, Person County Drop Out Task Force, 2002-2003

Responsible for reviewing and evaluating the statistics concerning the drop out rate for Person County; present comparisons of the drop out rate for Person County as related to neighboring counties, and counties that are similar in size and economic status; devise, execute and evaluate parent and student surveys concerning the reasons for the drop-out rate; developing recommendations to the school board to reduce the drop out rate in Person County.

- Intern in the Child Protective Services Unit, 1996, Buncombe County DSS

Responsible for receiving and referring allegations of child abuse and neglect; shadowed social workers on investigations; supervised visitations between children in foster care and their parents.

APPENDIX C
CERTIFICATE OF PRIVATE NONPROFIT CORPORATION

APPENDIX D
ARTICLES OF INCORPORATION

APPENDIX E

501(C)(3) APPLICATION

This Appendix contains Form 1023 – our DRAFT Application for Recognition of Exemption Under Section 501(c) (3) of the Internal Revenue Code.

We have researched and prepared this DRAFT document consistent with information available at this time.

Should we be granted a charter, we will engage the services of a Tax Attorney and we will complete and submit this application in accordance with our Preliminary Planning Year Calendar (July 2005).

APPENDIX F
DRAFT STUDENT – PARENT HANDBOOK

DRAFT

Roxboro Community School

STUDENT – PARENT HANDBOOK

“A nurturing atmosphere that supports a rigorous and relevant curriculum”

Welcome to *Roxboro Community School*

It is the mission of Roxboro Community School to achieve and maintain educational excellence by providing a small, inviting and nurturing school that focuses on grades seven through twelve. Roxboro Community School will value and respect each member of our school family, thus enabling everyone to become effective productive citizens. Roxboro Community School will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

Beliefs:

The foundation of the Roxboro Community School will be built on the following core beliefs:

- Students learn best in a nurturing, supportive environment
- A quality education teaches students to be critical thinkers who are independent, life-long learners
- Learning is a life-long process, and as such, middle school and high school are preparation for higher educational goals
- An ideal curriculum focuses on relevant learning. It is rigorous and creative. It is mindful of different learning styles. It offers academic choice, while maintaining high academic standards.
- Active involvement in community service and civic projects is the best means of teaching students their responsibility as citizens and the importance of their role in shaping the future of their community.

Board of Directors:

- Board Chair
- Board Vice Chair
- Board Secretary
- Board Treasurer
- Board Member
- Board Member
- Board Member
- Board Member

Office Staff:

- Principal
- Administrative Assistant

Teaching Staff:

- 7th grade Language Arts
- 7th grade Math and Science
- 7th grade Social Studies
- Physical Education & Health (2)
- 8th grade Language Arts
- 8th grade Math and Science
- 8th grade Social Studies
- Counselor (2)
- Spanish or French
- Media/Technology Specialist
- 9th grade Math
- 9th grade Science
- 9th grade Language Arts
- 9th grade Social Studies
- 10th grade Math
- 10th grade Science
- 10th grade Language Arts
- 10th grade Social Studies
- Exceptional Children’s Coordinator

Hours of Operation:

The school day begins at 8:15 a.m. and ends at 3:00 p.m. each day. However, students can arrive as early as 7:30 a.m. and picked up as late as 3:30 p.m.

Registration Procedure:

School Entry Requirements

- Student must be eligible to attend school in the state of North Carolina
- All students must be properly immunized according to the State of North Carolina Immunizations Laws
- Sign a release for any past school records to be obtained by the Roxboro Community School

Admitting Students:

Roxboro Community School (RCS) will not discriminate against students based on race, creed, national origin, disability, gender, intellectual ability, or religion.

Enrollment priority will be given to children of the school's Board of Directors, Administrators, Teachers, Counselors, and Assistant Teachers. After the initial year, enrollment priority will be given to siblings of existing students.

RCS will operate under Open Enrollment for all students. We will hold an Open Enrollment ending in April 2006. All interested registrants must attend an Open House session in which the philosophy of the school is explained, and then they must submit an application by April 30, 2006. All students who submit an application prior to the enrollment deadline will be admitted, unless the number of applications for a grade level exceeds the number of openings at that grade level. If the number of applications for a grade level exceeds the number of openings at that grade level, a lottery will be held to determine the admissions for that grade level.

The lottery will be held in an evening meeting that is open to the public. Parents will be encouraged to attend.

- A lottery card bearing the name of the student and their grade will be created for each applicant
- Each lottery card will be verified against the application for accuracy
- The individual lottery card will be placed in an unmarked envelope
- All lottery cards (in their unmarked envelopes) will be placed in a large, clear container and shuffled up
- A Board Officer will draw an envelope and that envelope will be opened and the Board Secretary will record the applicant's name and lottery order number in a ledger

- The lottery order number is concurrently recorded on the applicant's lottery card and their application
- This process will continue until all envelopes have been drawn, opened, and recorded
- The first 80 names will be placed on the class roster for that grade
- The remaining names will be placed on a waiting list for that grade in their lottery order number

The above lottery process will be repeated, if necessary, for all grade levels.

If openings remain available after the close of the open enrollment, students will be accepted on a first come, first serve basis until there are no further openings. Applications will be dated and time stamped upon submission and students will be admitted in the order in which their applications were received.

Students admitted to the RCS must complete the following steps:

- Complete an Application Form
- Provide a copy of their Birth Certificate
- Provide proof of Current Immunizations
- Parent sign an agreement that they will provide one hour per month of volunteer service in their child's class or the school
- Sign Student/Parent/Guardian Verification of Receipt and Review of Handbook Form.

Expectations for School Behavior:

Through using proven corrective and positive discipline practices taught by Dr. William Purkey, that rely on natural consequences, it is our intention to eliminate all behaviors that would have a negative impact on our school. Counselors will be on the front-line of intervening when behavioral expectations are not met.

General School Rules:

- Students will come to school ready and prepared to learn
- Respect will be demonstrated between all members of the school family, teachers, students, administrators, and parents
- Students are to be quiet and respectful of other classes while in the hallways

- Food and drinks may be consumed only in the designated eating areas and during the appropriate times.
- Students are not allowed to leave the school campus during school hours unless they have parental permission and approval from school administration. Students must sign in and out in the main office.
- Electronic devices are not permitted on the school campus unless they are being used for educational purposes.
- Students shall not use tobacco products (cigarettes, cigars, pipes, smokeless tobacco), engage in any activity involving the use of tobacco products, or possess smoking materials, matches, or lighters while on the school campus or while on a school-sponsored activity away from the school grounds.
- Aggressive or disorderly behavior such as: fighting, pushing, profanity, yelling, arguing, etc. is not tolerated.
- Students will respect school property and the property of others by not writing on or defacing any part of the school building or the belongings of someone else.

Roxboro Community School will discourage the “get tough” stance that most traditional school systems employ. While we fully agree with North Carolina’s “Zero Tolerance” Policy for severe acts of inappropriate behavior, we also believe that with the appropriate use of school leaders and counselors we will be able to establish fair, equal and positive relationships that will encourage our students to remain in school and to behave appropriately.

Discipline Policy:

As specified in the below Discipline and Behavior Management Policy, we strive to provide positive methods of assisting our students in maintaining the appropriate behavior. Parent review, approval, and signature of these methods are mandatory to complete the enrollment process.

In order to give your child the best possible care, the staff at RCS adheres to the following discipline policy.

- Use discipline techniques that teach the child what to do rather than what not to do.
- Praise and encourage good behavior, accomplishments, and success.
- Set the stage by being prepared (current activity plans, neatly arranged learning areas, variety of materials, etc.)
- Be constantly aware of what all students are doing and ready to step in when needed.

- Try to understand the reason(s) for a child's disruptive manner.

All students of the RCS are expected to follow instructions given by the staff members.

Student Suspension, Expulsion and/or Exclusion:

In the event that positive means of directing student behavior is unsuccessful, the following steps will be taken.

Any student who engages in repeated violations of the school policies will be required to attend a meeting with the school counselor and the student's parent or guardian. As part of this meeting, the school will provide a specific, written remediation agreement outlining future student conduct expectations, timelines, milestones, and consequences which may include, but are not limited to, suspension or expulsion. The principal may, pursuant to the school's policies, discipline and ultimately suspend students who fail to comply with the terms of the remediation agreement.

The principal may also immediately suspend students who present an immediate threat to the health and safety of themselves, to members of the student body, the faculty, the staff, the School, or the community. The school's policies provide all students with an opportunity for due process and are developed to conform to applicable federal law regarding students with exceptional needs.

Parental Involvement:

Studies through time have proven that parental involvement increases student achievement. Children do better in school if their parents are involved. Therefore, each parent is required to be involved at the RCS. Parents must sign an agreement to complete an average of one hour of volunteer time monthly.

There are other things that you should do to be involved with your child's education which include:

- Visit the school often. Open houses and parent conferences are held each year. We have an open door policy at the RCS; you are welcome any time.
- Read the notes and newsletter that come home with your child.
- Ask questions. The teachers, guidance counselors, or principal can explain discipline policies, choices for students, grades, and other things.
- Call for a conference if you have a concern.

- Notify the school if your telephone number or address changes. It is vitally important that we keep accurate and current records.
- Join the Parent/Teacher Organization.
- Donate your time, your talents, and your money whenever possible.
- Talk with your child each day about their activities and classes.

Standard Dress:

Appropriate school dress, personal appearance, and cleanliness have a desirable impact on student behavior and performance. Appropriate dress is that which is suitable and comfortable for a work atmosphere. We ask for the help and cooperation of the parents in abiding by the following standards of dress. All students are to be dressed neatly.

Standard Dress for Boys:

Boys must wear either a button-down or golf shirt. These shirts must be buttoned and tucked in at all times, and belts are to be worn. Boys must also wear khaki or brown pants. No shorts, leather pants, sweat pants, or fashion styles (sagging pants) are acceptable. Tee shirts, sweatshirts and sweatpants are only allowed during physical education when approved by the teacher.

Standard Dress for Girls:

Girls must wear blouses or golf shirts. Girls must also wear either brown or khaki colored pants or skirts. No tight skirts or blouses are acceptable. No crop tops, short tops, or spaghetti strap tops are acceptable. No shorts, leather pants or skirts, sweat pants or fashion styles are acceptable. Tee shirts, sweatshirts, and sweat pants are only allowed during physical education when approved by the teacher.

Attendance Policy:

Roxboro Community School faculty and staff recognize that regular attendance is one of the most significant factors in school success and educational achievement. Therefore, we encourage every effort be made to have students at school and present for all classes in order that they might benefit from a quality education.

Students are expected to be in school every day, for the entire day, unless sick or otherwise excused. If possible, arrange in advance for absences, other than those for illness, so that your child can make up work.

You will be notified by phone or in writing every time your child is absent.

Absence Documentation Requirement:

All absences require a signed note from the parent/guardian explaining the absence. The student will deliver the note to his/her classroom teacher upon return to school. Failure to submit such notes within 3 days after returning to school will result in an unexcused absence being recorded. Students are allowed to make up any work missed if an excused absence prevented them from attending school. The ultimate responsibility for make-up work lies with the student. However, if a student has an unexcused absence, the student will make up missed work; however, credit for that work is left to the discretion of the teacher.

Early Dismissal:

Any student needing to leave school early should bring a note indicating the time and reason for dismissal. Parents, please report to the school office to check out your child. Although we understand that there are times when an early dismissal is necessary, please do not make a habitual practice this. Regular attendance is necessary for proper learning.

Arrival:

Our school day ends at 3:00. Parents should arrive between 3:00 and 3:30 to pick up your child.

Closings and Delays:

In the event of inclement weather, please tune your radio to WKRX, 96.7 FM, or your television to WRAL Channel 5, or WTVD Channel 11 for closings or delays. We will follow the Person County Schools District inclement weather policy.

Health and Safety:

Fire Drills:

Fire drills are a required part of school safety. Upon hearing the fire alarm, students must quickly and orderly line up and file out of the room and building using the nearest exit into the designated area.

Tornado Drills:

Tornado drills are also a required part of school safety. Everyone must take part in the drills. They are different from the fire drills in that you do not go outside. Each class is assigned a designated area. Upon the sounding of the alarm, each class will:

- Move quickly and quietly to the designated area.
- Do not run.
- Upon reaching assigned area, kneel down facing the wall with hands behind your head.

- Remain in this position until the all-clear signal is given.

Medication:

In situations where it is medically necessary to give prescribed medicine during school hours, these procedures must be followed.

- Parents must complete Permission to Administer Medication form.
- Prescribed medication must be delivered in person by the parent or guardian. Medicine should never be sent to school with the student.
- Medicine must be in the original prescription container.
- When the physician changes medication, the parent or guardian must inform the school by submitting a new form delivering the medication. Telephone calls will not be accepted.

Emergencies Due to Illness:

In situations in which the child has symptoms that may indicate he/she is contagious, the child will be removed for the large group of students and closely supervised individually until he/she is picked up. Parents will be notified promptly.

Also, please keep your child at home if a fever, rash, diarrhea, sore throat, eye infection, and/or nasal infection have been present in the previous 24 hours. He or she may return to school 24 hours after the fever has broken.

Emergencies Due To Accidents:

You will be notified if your child has an accident at school. The accident will be recorded on an Incident Report Form. However, if the accident requires more than routine first aid attention, you will be called immediately.

Child Custody:

If you are divorced or separated and have legal custody and/or special instructions concerning your child, please see that we have any information or documents necessary to provide proper care for your child's safety. RCS needs to know which parent has custody of the child.