

## **ROXBORO COMMUNITY SCHOOL ADMISSIONS POLICY**

Roxboro Community School (RCS) is a tuition-free, public school supported by the state of North Carolina, serving students in grades 6 through 12. RCS admits any students residing in North Carolina regardless of race, origin, religion, ethnicity, gender, ancestry, disability or academic ability (GS 115C.238.29F(g)(1-7)). The student must be a resident of any county in North Carolina at the time of application. County boundaries or school attendance areas do not affect charter school enrollment. Proof of residency must be presented upon acceptance to confirm enrollment.

Any child who is qualified under the laws of the state for admission to a public school is qualified for admission to a charter school. In order to apply to a charter school, a parent or guardian must be physically living - "domiciled" - in the state of North Carolina at the time of application. Non-domiciled families must wait until having moved to NC to apply to the school.

Notwithstanding any law to the contrary, Roxboro Community School may refuse admission to any student who has been expelled or suspended from a public school under G. S. 115C-391 until the period of suspension or expulsion has expired.

Admission to any North Carolina charter school, including Roxboro Community School, is by lottery. Only one application may be submitted per child.

Roxboro Community School will be using a third-party system, Lotterease, to run our enrollment lottery for transparency and fairness. Lotterease is a self-serve website that manages the Enrollment Lottery and the Waiting List that is created post-lottery. Registered Lotterease users can log into their account 24 hours a day, 7 days a week to check their student's status.

Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

Should a family not have access to a computer or internet connection to enter their applications or enrollment information into the Lotterease website, paper copies of the forms are available from the school. Completed applications must be returned to Roxboro Community School by no later than the last day of the Open Enrollment period in order for students to be included in the lottery. An RCS staff member will enter the students' information from the paper application into Lotterease so the students can be included in the lottery. If paper applications are received after the end of the Open Enrollment period or after the lottery has been run, an RCS staff member will enter the

information from the paper application into Lotterease so the student can be added to the waitlist for the grade they are applying for.

Once admitted and attending Roxboro Community School, current students do not have to reapply to attend RCS each school year. Families of returning students will be asked to submit an “Intent to Return” form to allow RCS to plan for the number of openings in each grade level for the next school year.

If the number of applicants exceeds the number of projected grade level openings, Roxboro Community School will follow a blind lottery system, not a first come, first serve system. Applications submitted after the deadline will not be included as a part of our lottery. Applications received after the lottery is run will be added to the end of the waiting list for the grade level that they are applying for.

RCS does give enrollment priority to students meeting any of the criteria listed below, but their parent/guardian must complete an application for each new student by the Open Enrollment deadline.

In accordance with North Carolina charter admissions statutes (G.S 115C-238.29G), Roxboro Community School grants enrollment priority to the following individuals:

- Siblings of currently enrolled students. “Siblings” include 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 Roxboro Community School and who were enrolled at RCS for at least four years.
- Children of an RCS Graduate who was enrolled at RCS for at least four years.
- Children of current RCS Board of Directors members or current RCS full-time faculty or staff.
- 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 a parent’s vocational opportunities.

Falsifying information on the lottery or enrollment application may result in forfeiture of the student’s offer for admission.

A new application must be submitted each year for all students who are not currently enrolled at Roxboro Community School. This includes siblings of enrolled students, siblings or children of RCS graduates, siblings of staff or Board members, and any student who was on the waitlist from the previous year’s lottery. Waitlists do not carry over from one year to the next.

For families with multiple siblings or multiple-birth siblings applying for admission, the Lotterease system defaults to the “Surname” option for all siblings. Parents/Guardians have the option to accept or decline the Surname Option in Lotterease. If they accept

the Surname Option, then only one application for all siblings will be included in the lottery. When the lottery is run, if that application is selected for admission, then all siblings will get admission preference. On the other hand, if that application is waitlisted, then the other siblings will initially be placed at the bottom of the waitlist for their grade. However, if that application moves up the waitlist and becomes selected at a later time, and the parent/guardian confirms acceptance for that student, then the other siblings' applications will get admission preference for their grade level and either be admitted or move to the top of the waitlists for their grade levels depending upon space available. Accepting the Surname Option gives families the best chance that all siblings will go to the school together.

Declining the Surname Option will give families the best chance that at least one sibling will be selected, but the least chance that all siblings will be admitted. If parents/guardians decline the Surname Option, each sibling application will be entered into the lottery as a single applicant, and they will not get any sibling admission preference at any time.

RCS lottery procedures will comply with the NC Open Meetings Laws provided in G.S. 143- 318.10(a). The lottery is open to the public, but families do not have to be present to be admitted.

After the lottery is run, parents/guardians will receive an email and a text message from Lotterease if their child was selected, and an email if their child was waitlisted. If their student is selected in the lottery, they will have three business days to confirm or decline your student's selection.

If there is no response to the selection notice from Lotterease by the deadline, the parents or guardians will forfeit the seat, the child's name will be moved to the end of the waiting list, and the next child on the waiting list is contacted immediately by Lotterease. The parents or guardians will receive an email notifying them that the seat has been forfeited and the student's name was placed at the end of the waiting list.

It is the responsibility of the parents or guardians to check junk/spam folders for any e-mails from Lotterease and/or Roxboro Community School. Please be sure to add [Roxboro\\_Community\\_School@lotterease.com](mailto:Roxboro_Community_School@lotterease.com) as an email contact to ensure important emails do not go to spam. RCS is not responsible for emails or deadlines that are missed.

Once parents/guardians confirm their students' selection, they will be sent a link to complete the enrollment process. Families have 14 days from the time they accept their student's selection to complete and submit the enrollment form and required documentation.

If your child is not selected in the lottery, Lotterease will place them on a waiting list for their grade level. You will receive emails from Lotterease notifying you when your child has moved places on the waiting list.

Parents/Guardians can monitor your student's application or waitlist status 24 hours a day, 7 days a week through your Lotterease account.

If a student is offered admission to RCS, but is retained at the end of the school year, then the student shall be admitted only to the extent that space is available and does not exceed the grade level capacity. Otherwise, the student will be placed at the end of the waiting list for the determined grade level.

If you have any questions, please contact Jodi Devillier, Roxboro Community School Registrar, or any of our school administrators:

Darkarai Bryant  
Managing Executive Director

Jamel Jones  
Middle School Principal

Jeremy Martin  
High School Principal