

2.1 Enrollment Policy

Admissions Process

Pursuant to [§ 37-28-43](#), Archway's enrollment policy strictly prohibits discrimination based on basis of race, creed, color, sex, disability, national origin or any other category that would be unlawful if done by a noncharter public school. All enrollment and recruitment practices at Archway will fully adhere to Mississippi State, and federal regulations.

Parents interested in enrolling their child at Archway must complete an online application, which will collect essential contact details for the student and parents/guardians, as well as information about siblings currently enrolled at Archway. The application will also include questions about eligibility for free or reduced lunch and IEP status to determine preference status. The student recruitment team will manage all applications, which will be submitted electronically and recorded with the date and time submitted.

The application period begins on January 1st and remains open until June 30th of the academic year.

Admissions Preference

Pursuant to [§ 37-28-23](#), preference in admissions is granted in the following order:

The first preference is children of Archway applicants, staff or board members, with their total allocation not exceeding 10% of available seats.

The second preference is given to siblings of current Archway students. These students will be drawn second in the lottery.

The third preference is given to students who qualify as underserved, pursuant to [§ 37-28-5\(o\)](#), for free lunch or have an IEP, and these students will be drawn third in the lottery to ensure that Archway meets its required underserved student composition. If the number of students who qualify for free lunch or have an IEP exceeds available spots.

The fourth preference is for all other students. These students will be drawn in the fourth lottery.

Application Process

Initial applications are accepted annually from January 1st to June 30th of the academic year.

Application forms are available online at <https://archwaycharterschool.org/> or via email request to info@archwaycharterschool.org. The applications system will accept applications after the lottery in the event that seats become available.

Lottery Process

We expect the number of applications to surpass the available seats. Pursuant to [§ 37-28-23\(7\)](#), we will conduct a lottery that is “equitable, randomized, transparent, and impartial to select students for admission. The lottery will follow a set of clear and fair guidelines:

- All students who submit a completed application by the December lottery deadline and meet [§ 37-28-23\(7\)](#) and the Archway Charter contract criteria will be included in the lottery.
- Preference admission is granted to children of Archway’s charter school’s applicant, staff or board members, who will be drawn in the first lottery.
- Preference admission is granted to siblings of current Archway students, who will be drawn in the second lottery.
- Students eligible for free lunch or with an IEP will also receive priority and be drawn in the third lottery.
- All other students will be drawn in the fourth lottery.
- The lottery will take place by January 5 each year.
- Once all available seats are filled, we will continue drawing names from the remaining applicants in their respective lotteries, placing them on a waitlist in the order drawn.
- After the January Lottery applications will remain open. Applications received after the lottery will be processed within 72 hours. If a seat is available families will be notified by email and phone. If there is a waitlist for the applied grade applicants will be added to the waitlist in the order they are received. Waitlist status updates will be through email.

Districts Open for Applications

Pursuant to [Miss. Code Ann. § 37-28-23](#), Archway’s enrollment will be open to any student who resides in the geographical boundaries of a school district that was rated “C,” “D” or “F” at the time the charter school was approved by the authorizer board, or who resides in the geographical boundaries of a school district rated “C,” or “D” or “F” at the time the student enrolls

Student Internet Access

Archway will collect information during the registration process that will determine if a student has adequate internet access in the home. Students without adequate internet access at home will be provided with resources for obtaining discounted internet service. Students who are unable to obtain internet service at home, after applying for programs available to them, will be provided with internet service by the school for educational purposes. Additionally, if demand justifies, Archway will open local “pods” to provide a physical location for students to be supervised during online learning days. These pods will include high quality internet service and adequate supervision.

During the enrollment process, parents will be asked to define the quality of their internet

service. The following options will be presented:

Which best describes the status and quality of internet in your home?

- We have reliable high speed internet
- We have internet but it is slow or unreliable
- We do not have internet in the home

Which best describes your initial plan for where your child would conduct learning during online learning days?

- At home with parent
- At home with other relative
- At home by self
- At another friend's or relative's home
- At Archway's learning POD, if available.

In the application, Archway will also ask each parent to conduct an internet speed test using [speedtest.net](https://www.speedtest.net) and report upload and download speeds in Mbps. Then parents will sign off certifying that the test was conducted at the primary location where the student will conduct online learning.

Admissions Offer Acceptance Process

Upon a student's admission to Archway, parents will be informed of the admissions offer via email and a follow-up phone call. The notification will include a list of required registration forms to complete enrollment and details about any orientation or informational sessions. Parents must confirm acceptance of their child's seat within fourteen (14) days of receiving the enrollment offer.

Registration Process

Parents have 14 days to complete the registration process. Required documents can be submitted online. Once enrolled, students are guaranteed a seat for all subsequent grade levels unless they withdraw from the school. The following documents are required to be uploaded into the enrollment system:

- Birth Certificate
- 121 Immunization form
- Parent ID
- 2 Proofs of Residency
- Prior Year Report Card*
- Prior year Discipline Report**
- IEP/504 (if applicable)

***Report Cards**

Report cards do not affect enrollment decisions. They help school staff determine how to support each student. If a parent cannot provide a report card, such as in cases of homeschooling, the student must undergo testing to determine appropriate grade-level

placement.

****Discipline Report**

Parents are required to provide the Discipline Report from their child's prior school. While these reports do not influence enrollment decisions, they assist school staff in offering tailored support to the student. Pursuant to [§ 37-15-9\(3\)](#), students who have been expelled or are subject to an expulsion proceeding for acts involving violence, weapons, alcohol, illegal drugs, or other felonious activities that may result in expulsion will not be admitted or enrolled until one year following the expulsion date. Failure to report an expulsion or ongoing expulsion proceedings the school shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

Parents notifying Archway of their scholars' special needs or IEPs

If you suspect or know that your child has special learning or behavioral needs, the district's Child Find process allows you, as a parent or guardian, to quickly notify Archway. Through this process, we gather data to evaluate your scholar's specific needs and determine the necessary support. Sharing this information ensures we can provide an appropriate learning environment and deliver essential services for your scholar during the school year. Failure to promptly inform Archway of your scholar's known or suspected special needs may delay the provision of appropriate services.

Waiting List Process

Families on the waitlist will be notified as seats become available. For those students selected from the waitlist, parents must accept the offer within 14 days and then complete the registration process within two weeks of their acceptance of the offer.

Withdrawals, Re-Enrollment, and Transfers Process

Archway is committed to retaining all enrolled students. As a school of choice, however, we expect some student attrition during the summer and throughout the school year. If a family decides to withdraw a student, the parent or guardian will be requested via email to sign a form to formally relinquish the student's place. If they refuse to sign the withdrawal form, the outgoing email will suffice to validate their withdrawal.

Archway will collaborate with the Mississippi Department of Education and other Public School Districts to facilitate a seamless transfer process between Archway and a traditional district school, providing all necessary academic records.

Post-Enrollment Activities

To facilitate a seamless transition for students and families into Archway, we will organize several post-enrollment activities:

- **Meet the Staff (March, April and June):** Archway will hold online welcome events for newly admitted families, providing opportunities to meet school leaders and teachers and receive assistance with enrollment.
- **Prepare for School (Late July):** Both new and returning families are encouraged to attend our online event to meet teachers and receive instructions on logging into their accounts and navigating the school's platforms.

Participation in these pre-enrollment activities is optional. While families are strongly encouraged to attend, participation does not affect admissions decisions.