

2.1.1 School Recruitment and Enrollment Plan

Pursuant to Charter Contract section 2.7.5, the following is the Recruitment and Enrollment Plan for Archway Charter School:

Overview

Archway Charter School is first committed to serving the community of Humphreys County, and therefore recruitment efforts will begin in Belzoni. Archway is committed to its student population reflecting the demographics of the student population in Humphreys County School District as required by law. Humphreys County public schools report 97.4% of its students are Black or African-American students, over 95% of its students qualify for free/reduced lunch, and approximately 10% of its students are enrolled in Special Education. Most targeted, eligible districts report similar demographics.

Archway's enrollment policy prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. Archway's enrollment and recruitment practices will comply with Humphreys Public Schools, the state of Mississippi, and federal standards.

Archway believes that recruitment efforts begin with articulating a clear message of the school's mission and vision. The proposed schooling model is unique; therefore, Archway is committed to ensuring all families seeking enrollment fully understand the foundational theories driving Archway's model and mission as well as its practical implications, so that they can make informed decisions about the model's fit for their children. Archway believes that its model includes elements that create opportunities for at-risk students to be successful. Consistent with its commitment for enrollment to reflect the communities it serves, Archway will ensure that its recruitment efforts clearly communicate how Archway will serve families in poverty and those with students who are academically low-achieving, have disabilities, and have other risk factors. School publications and Informational Meetings will include communication outlining how Archway's model is designed to provide great levels of flexibility, which open space within the school day to target the needs of at-risk students. Archway believes that all parents should be empowered to make school enrollment decisions in the best interest of their diverse family needs and structure, and this option represents a choice that will be attractive to some families in the targeted region. This understanding will drive Archway's recruitment efforts, which will consist of the following strategies.

- 1) **Public Relations.** Archway plans to enter into a contract with a public relations and marketing firm to help navigate the recruitment process. The firm will be responsible for assisting the school's leadership with survey distribution and town hall meetings designed to gather additional feedback, as well as organizing outreach and recruiting efforts through informational meetings, social media posts, and other advertising methods.

- 2) **Surveys.** Surveys will be created and distributed through various media formats and will be designed to create interest and provide vital feedback to inform the enrollment process. Surveys may provide the school with insight into the educational thoughts and beliefs of parents within the targeted districts, and this data may influence outreach and marketing strategies.
- 3) **Town Hall Meetings.** Focus groups may be designed primarily to gather qualitative feedback from small groups of community members. This forum allows its participants to fully interact with the school's leaders, ask questions, and provide deeper feedback. Focus groups will be organized in several strategic locations (e.g. Belzoni, Yazoo City, Greenwood, Greenville, Cleveland, Lexington) across the targeted districts, and sign-up forms will be created for parents to participate. Groups will be limited in size to allow each member the opportunity to be involved.
- 4) **Social Media.** Archway will have a presence on various social media platforms including Facebook, Instagram, and Twitter. Regular and intentional posts will be made to ensure the school develops an ongoing presence on social media. The school will seek to validate its authority in the 7-12 arena by posting research-based and engaging content for prospective parents and community members. Additionally, information about the school including its mission and important deadlines regarding the enrollment timeline will be shared. The school also intends to use social media as a marketing tool to attract prospective parents and teachers.
- 5) **Informational Meetings.** Meetings will be scheduled throughout the footprint of the targeted districts. Times and locations will be posted on social media and spread throughout the school's contact distribution lists. In these meetings, school administrators will articulate the mission of the school and clearly communicate the steps for those interested in pursuing enrollment.
- 6) **Other Advertising.** Archway will explore other advertising avenues as funding allows. These may, cost permitting, include radio, TV, and internet ads as well as live opportunities, such as having a presence at community events, producing podcasts, and making appearances on local internet and television shows.

The school will utilize an online enrollment process that allows prospective parents to easily navigate the steps towards enrollment. The following table outlines the proposed enrollment timeline.

Description	Date
1 st Recruitment Period	Jan 1, 2026 - March 31, 2026
Enrollment Deadline	March 31, 2026
Lottery (if necessary)	April 10, 2026
Applications will remain open until July of the following year	As required

Description	Date
2nd Recruitment Period	April 1, 2026 - June 30, 2026
Enrollment Deadline	June 30, 2026
Lottery (if necessary)	July 10, 2026
Applications will remain open until JulyJanuary of the following year	As required

The enrollment will not be allowed to be over 120% of the total students in the table below;

These are the anticipated enrollment goals.

Grade Level	Year 1 July 2026- June 2027	Year 2 July 2027- June 2028	Year 3 July 2028- June 2029	Year 4 July 2029 June 2030	Year 5 July 2030 June 2031
7	52	52	52	52	52
8	52	52	52	52	52
9	52	52	52	52	52
10	52	52	52	52	52
11		52	52	52	52
12			52	52	52
TOTAL	208	260	312	312	312

At the end of any enrollment period, should the number of applicants exceed the number of slots available, a lottery will be conducted to determine which students are accepted. Archway will ensure the lottery is “equitable, randomized, transparent, and impartial.” Lotteries will be conducted with respect to grade level applications. To achieve transparency, the lottery will be conducted live at a publicized location in Humphreys County, and a live Zoom link will be made available to all families interested in viewing virtually. Names of all students will be printed on index cards of the same size, folded in half, and placed into transparent containers—one for each grade level. Students with applied siblings will be noted on the index card, and siblings of all accepted students will automatically be admitted upon the drawing of the first sibling—assuming space is available in the sibling’s grade level.

Each set of drawings will start with the youngest grade level for which the lottery is necessary, and all names will be drawn within each grade level to determine the order of the waitlist. Results will be recorded by an Archway representative who will be live on site, and the lottery will be recorded via Zoom to serve as a reference should a discrepancy occur. Parents will receive official notification of the lottery results via email, and those accepted will be prompted to complete the remaining steps toward enrollment within two weeks. Parents who do not complete the required steps to finalize enrollment, will be disqualified for enrollment and remaining slots will be offered to families on the waitlist.

Archway intends to continue recruitment efforts throughout the school year in case circumstances exist that could warrant mid-year enrollment. When students are withdrawn after the school year begins, waitlist families (if applicable) will be contacted to fill the vacancy slots.

1. Eligibility

- Pursuant to [§ 37-28-23](#), 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.
- The districts that were rated “C,” “D” or “F” at the time the charter school was approved by the authorizer board are listed in section 9 below.
- Grades served: 7-10
- No tuition, entrance exams, or academic/athletic screening will be permitted.

2. Application Process

- Applications are accepted annually from January 1 to June 30. Application forms are available online at <https://archwaycharterschool.org/> or via email request to info@archwaycharterschool.org.

3. Underserved Population Commitment

- At least 76% of students will be from underserved populations (free/reduced-price lunch or special education).
- The school will provide accommodations for students with disabilities and English learners, per federal and state law.
- At least 8.72% will be Students with Special Needs.

4. Lottery Process

- If applications exceed the number of available seats, a random lottery will be held on April 10, 2026. Four drawings will be conducted to allow the required preferences for each grade:
 - o The first drawing will be siblings of students already enrolled in Archway.
 - o The second drawing will be children of the Archway’s applicant team, governing board members, and full-time employees, so long as those children constitute no more than ten percent (10%) of the charter school’s total student population.
 - o The third drawing will be underserved students as defined in [Miss. Code Ann. § 37-28-5](#).
 - o The fourth drawing will be of all other applicants.
- All applicants are selected randomly.
- Waitlisted students are notified and contacted if seats become available.
- After the April 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.

5. Notification and Enrollment

- Accepted students are notified by email within 24 hours of the lottery.
- Families must confirm enrollment online within 14 days of the offer and submit required documents (e.g., birth certificate, residency proof) within 14 days of the confirmation.
- Waitlisted students remain eligible for openings during the school year.

6. Registration Process

Once the parent accepts the offered seat, the parent completes the registration forms.

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

7. Public Transparency

- Enrollment policies and lottery procedures will be posted on <https://archwaycharterschool.org/> and shared at public meetings.
- Annual enrollment data is reported to the MCSAB per [Section 37-28-53](#) of the Mississippi Code.

8. Contact Information

- For questions, contact the registrar via email at info@archwaycharterschool.org
- Additional details available at <https://archwaycharterschool.org/>.

9. Districts Open for Applications

The following list of districts was retrieved from <https://msrc.mdek12.org/> “All Data” report for 2023-2024 as C, D and F rated districts.

1. Aberdeen School District
2. Canton Public School District
3. Carroll County School District
4. Claiborne County School District
5. Clarksdale Municipal School District
6. Cleveland School District
7. Coahoma County School District
8. Columbus Municipal School District
9. East Tallahatchie Consolidated School District
10. Forest Municipal School District
11. Greenville Public School District
12. Greenwood-Leflore Consolidated School District
13. Hazlehurst City School District
14. Hollandale School District
15. Holmes County Consolidated School District
16. Humphreys County School District
17. Jackson Public School District
18. Jefferson County School District
19. Jefferson Davis County School District
20. Kemper County School District
21. Laurel School District
22. Lawrence County School District
23. Leake County School District
24. Leland School District
25. Marshall County School District
26. McComb School District
27. Meridian Public School District
28. Natchez-Adams School District
29. North Bolivar Consolidated School District
30. North Panola School District
31. Noxubee County School District
32. Perry County School District
33. Philadelphia Public School District
34. Quitman County School District
35. Quitman School District
36. Simpson County School District
37. South Delta School District
38. South Pike School District
39. Sunflower County Consolidated School District
40. Walthall County School District
41. West Bolivar Consolidated School District
42. West Point Consolidated School District
43. West Tallahatchie School District
44. Western Line School District

- 45. Wilkinson County School District
- 46. Winona-Montgomery Consolidated School District
- 47. Yazoo City Municipal School District

Approved: 9/15/2025

Edited: 1/27/26