



NUMBER: 2.1

EFFECTIVE DATE: 4/10/14

PAGES: 4

SECTION: Operations

SUBJECT: Student Application and Enrollment

REPLACES: N/A

REVISION NUMBER/DATE: N/A

Any child who is qualified under the laws of the State for admission to a public school is qualified for admission to Reaching All Minds Academy. RAM Academy shall not discriminate against any student on the basis of ethnicity, national origin, gender, sexual orientation or disability. 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, sexual orientation, national origin, religion, or ancestry. Notwithstanding any law to the contrary, the 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.

Application

Application forms shall be available at least 60 days prior to the due date of applications.

Application forms shall require basic information about the student, such as name, date of birth, address of residence, parent's name and address, grade for which the student is applying, and the name of the siblings applying for the other grades at the Academy. The application forms shall also contain written information stating that the parent(s) is required to notify the school whether they will accept enrollment within 10 days of notification of selection of their application (whether through lottery or by virtue of space in the school).

During each period of enrollment, the school will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. In order to properly plan, the school will routinely inquire of parents in early spring through letters of intent to ascertain if students will return to RAM Academy the following year. Applications for new students are available in the school office and on the school website. If requested, the application may be mailed or e-mailed to the parent of a prospective student.

The enrollment period will begin each year on January 15 and end on March 15, except in Year 1, when it will end on March 8. During the enrollment period, the school shall enroll an eligible student who submits an application within this period, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be

held to fill vacant seats for the next school year. Current year waiting lists dissolve when the next enrollment period begins.

Lottery

In case the number of applicants is more than the space available, the school shall conduct a lottery.

Lottery procedures will comply with the NC Open Meetings Laws provided in G.S. 143-218.10(a). The school will publicize the date, time, and location of the meeting and allow anyone to attend.

The lottery will be organized by a member of the community who is not working at school or who is not directly related to the students in the school (after Year 1). After Year 1, the lottery date will be announced three weeks before the lottery. The lottery date shall be announced at least 10 days before the lottery in Year 1. The lottery will be conducted in the following manner:

- Lottery cards will be assigned to each applicant by grade level.
- The lottery will be conducted in a public forum.
- Applicants will receive confirmation of being in the lottery, along with the date, time and place of the lottery.
- At the beginning of the lottery, grade level numbers will be drawn to determine what order the lottery will follow.
- Volunteer(s) will draw cards from a large container. Openings will be filled in each grade in the order drawn.
- When all slots have been filled, the lottery process will continue until every name has been drawn. A numbered waiting list for each grade level shall be established to fill slots that become available at a later date during the academic year. If an application comes to the school after the lottery process, the application shall be added to the bottom of the waiting list that was determined by the public lottery.

Children of current faculty members are exempt from the lottery, provided their number does not exceed 15 percent (15%) of the school's total enrollment.

Children of the initial Board of Directors are exempt from the lottery in the opening year only, so long as these children are limited to no more than ten percent (10%) of the school's total enrollment or to 20 students, whichever is less.

If multiple birth siblings apply for admission and a lottery is needed under G.S. 115C-238.29F(g)(6), the school shall 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 shall be admitted.

Waiting List

The school will have a rolling enrollment process throughout the year, and students on the waiting list will be enrolled in case of vacancies through a numbered waiting list. A

parent may withdraw a student at any time. A student who withdraws may re-enroll through the annual application/enrollment process without any penalty. A student who withdraws may re-enroll during the school year as long as there is not a waiting list for that grade level.

Enrollment Process

Agreement forms for the Code of Conduct shall be signed by the parents prior to actual enrollment. Enrollment forms must be completed that will provide information to facilitate transfer of school records, both regular and exceptional.

As a part of the enrollment process, documentation must be provided that parents are legal residents of North Carolina. Examples of documentation that can be provided are: a vehicle or property tax bill dated within the past year, a valid NC driver's license or NC photo identification card, copy of deed or record of most recent mortgage payment, copy of lease agreement, a utility bill dated within the past 30 days, a bank or credit card statement with a NC address dated within the past 60 days.

**REACHING ALL MINDS (RAM) ACADEMY
STUDENT APPLICATION FORM**

Completion of this application form does not guarantee admission. A lottery will be held at 12 noon on March 15, 2014 at the offices of RAM Academy, located at 2703 Holloway Street, Durham, NC 27703

GRADES K – 3

Applying for Grade _____ (in 2014-15)

STUDENT'S LEGAL LAST NAME FIRST NAME MIDDLE NAME

____-____-_____
DATE OF BIRTH

PARENT'S NAME

STREET ADDRESS APT # CITY STATE & ZIP CODE

MAILING ADDRESS IF DIFFERENT FROM ABOVE CITY STATE & ZIP CODE

____-____-_____
HOME TELEPHONE CELL PHONE COUNTY OF RESIDENCE

E-MAIL ADDRESS

ALTERNATE CONTACT PERSON PHONE

STUDENT LIVES WITH: BOTH PARENTS MOTHER ONLY FATHER ONLY

PARENT & STEPPARENT OTHER (PLEASE SPECIFY)

JOINT CUSTODY (PLEASE SPECIFY) _____

1. IS THIS STUDENT A SIBLING OF A STUDENT WHO IS ALSO APPLYING?

YES NO IF YES, LIST SIBLING(S)' FULL NAME(S)

2. IF YOU ANSWERED YES TO 1, ABOVE, ARE THESE STUDENTS MULTIPLE BIRTH SIBLINGS? YES NO

3. IS THIS STUDENT A SON OR DAUGHTER OF A FULL-TIME EMPLOYEE RAM ACADEMY? YES NO

4. IS THIS STUDENT A SON OR DAUGHTER OF A MEMBER OF THE BOARD OF DIRECTORS? YES NO

PARENT/GUARDIAN SIGNATURE

DATE

APPLICATION DEADLINE IS 4 PM March 8, 2014. APPLICATIONS ACCEPTED IN PERSON OR BY MAIL, postmarked no later than March 6. E-mailed applications are not accepted.
MAILING ADDRESS: RAM Academy 2703 Holloway Street, Durham, NC 27703

Please call (919) 596-1899 for more information or directions.