

Section H (Element 8): Admission Policies and Procedures

Governing Law: Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (E).

[Education Code Section 47605(c)(5)(H)]

1. Assurances

The Charter School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against a pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics.

As a non-sectarian, tuition-free public school, Method Summit Academy will admit all grade-level eligible pupils who wish to attend up to the Charter Schools' capacity, within the minimum and maximum age requirements specified in applicable law. Method Summit Academy will be a school of choice, no student will be required to attend Method Summit Academy. Method Summit Academy shall be open to all students at the appropriate grade levels who wish to attend. Admission eligibility will not be determined by the place of residence of a pupil, except as otherwise required by law. If the number of students who wish to attend Method Summit Academy exceeds the Charter School capacity, admission to Method Summit Academy, except for existing students, shall be determined by public random drawing in accordance with the admission preferences specified below. In accordance with Education Code Sections 49011 and 47605(de)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

The only admission requirement is that students wishing to attend Method Summit Academy must follow the Charter School's admission procedures with respect to completing applications, enrollment forms, and documents by the announced deadlines. Open application deadlines shall be coordinated with local public schools to opportunities available to them.

There shall be no admission testing or other evaluation required of any applicant. Method Summit Academy shall not charge an application fee, nor shall it charge tuition. Method Summit Academy will not require any monetary or other contribution as a condition for application, admission, enrollment, or participation in any of the Charter School's required educational activities.



In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.

2. A clear description of admission policies that meet the state and federal permissive preferences

The Board of Directors, with the advice of the leadership of the Charter School, shall determine all policies, processes, and procedures governing application, admission, and enrollment at Method Summit Academy. All students attending Method Summit Academy must follow the application, admission, and enrollment policies of the Charter School.

The application for admission to Method Summit Academy shall include information that allows students and parents to be informed about the Charter School's operation as a charter school, its educational programs, the academic and behavioral expectations of students, and the rights and responsibilities of students and parents who wish to become part of the Charter School. Method Summit Academy will ensure that all application materials will reference these dates as well as provide complete information regarding application procedures, key dates, and admissions preferences and requirements consistent with approved charter.

The Board shall have the sole authority to determine the size and grade-level breakdown of the student body at Method Summit Academy. The determination of school capacity shall be based on, among other things, the Charter School's academic program, the Charter School's fiscal viability, the educational needs of currently enrolled students, the capacity of the school site, and the level of interest shown by students who want to attend the Charter School.

Method Summit Academy shall not require a parent/legal guardian/student to provide information regarding a student's disability, gender, gender identity, gender expression,



nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment, Method Summit Academy may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Method Summit Academy shall not request or require submission of a student's IEP, 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

3. A clear description of how students in the community will be informed and given an equal opportunity to attend the charter school. All promotional material must clearly state the charter school will serve ALL students

All students in the community will be informed about the charter school through various outreach methods, including flyers, social media, community events, and local partnerships. Promotional materials will clearly state that the Charter School is committed to serving ALL students, regardless of background, abilities, or socioeconomic status, ensuring equal access and opportunity for every child to attend. Additionally, all marketing materials will reflect the diverse student population Method has and seeks to attract.

4. Proposed admissions and enrollment requirements, process and timeline, which include the following:

- a. Information to be collected through the interest form, application form, and/or enrollment form**
- b. Assurances that enrollment preferences will not require mandatory parent volunteer hours as a criteria for admission**

Upon admission to Method Summit Academy, the registration process consists of the following:

- Completion of a student registration form
- Proof of Immunization
- Home Language Survey
- Completion of emergency Medical Information Form.
- Proof of minimum and maximum age requirements



- Authorization for the school to request and receive from documents from the schools, the student has attended or is currently attending
- A copy of any existing Student Success Team evaluations and recommendations for the student shall be provided
- A copy of any existing 504 or Individual Education Plan for the student shall be provided

Upon enrollment, Method staff provide a family and student orientation prior to the start of school.

Admission tests will not be required; however, assessments may be administered following enrollment to determine individual instructional programs. These tests will serve as diagnostics of students' reading and math skills. Parent volunteer hours are not a criteria for admission.

5. Description of the public random drawing processes that comply with state and federal laws

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. If the number of students who wish to attend Method Summit Academy exceeds the Charter School's capacity, attendance, except for existing students who are guaranteed admission in the following school year, shall be determined by a public random drawing for each grade level conducted in advance of each academic semester. Method Summit Academy shall offer admission preferences to the following students in the following order:

1. Children of current Method Summit Academy teachers, staff, and founders of Method Summit Academy (up to 10% of enrollment)
2. Siblings of students admitted to or attending the Charter School residing within the boundaries of the District
3. Siblings of graduates of Method Summit Academy residing within the boundaries of the District
4. Siblings of students admitted to or attending the Charter School or siblings of graduates of Method Summit Academy residing outside the boundaries of the District
5. Students who are enrolled in, or reside in the attendance boundaries of the school where Method Summit Academy is located (for purposes of the SB 740 Charter School Facility Grant Program)
6. Students residing within the boundaries of the District
7. All other students who wish to attend the Charter School

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(de)(2)(B)(i)-(iv).



- Families who submitted application forms prior to the deadline will be notified in writing regarding the date, time, and location of the public lottery, and rules for the lottery process at least two weeks prior to the public random drawing date. Families do not have to be present to participate in the lottery. The lottery drawing will be held on the Charter School grounds or in a public large enough to accommodate all the interested.

The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Chief Executive Officer). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the public random drawing. The wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Our extensive outreach and recruiting efforts will ensure that the applicants and those in the lottery will reflect the demographics of the District, including underserved populations.

6. Assurances that preferences, if given, are not likely to negatively impact the racial, ethnic and unduplicated pupil balance the charter school strives to reflect

The outlined preferences above are not likely to negatively impact the balance of racial and ethnic balance among its pupils, special education pupils, and English learner pupils, including redesignated fluent English proficient pupils and unduplicated pupil balance Method Summit Academy strives to reflect. Preferences are established to promote growth from within. No preferences are established based on race, gender, ethnicity, national origin, religion, home language, or disability.



