



SUMMIT

Charter School

Appendix P. Lottery and Enrollment Policy

Summit Charter School
Board of Trustees Policy
Admission of Students Lottery Process Policy

Purpose:

Summit Charter School adheres to the State law that requires admission be open to all residents of the Commonwealth of Pennsylvania, with a first preference to resident students of the Pocono Mountain School District by lottery or criteria.

Delegation of Responsibility:

The Principal shall conduct the application process and the lottery with the oversight of the Board of Trustees.

Guidelines:

- 1) Non-resident students may be admitted only if there are no Pocono Mountain School District applying for that particular grade or if the charter school has agreed to a cap on enrollment from the Pocono Mountain School District which authorizes the Charter School. Non-resident students' per pupil allotment must be paid by the district in which the non-resident student resides.
- 2) A completed Charter School application, submitted in a timely fashion to Charter School is required for participation in the lottery.

Lottery:

- 1) All students currently enrolled in Charter School from the prior school year are exempted from the lottery process.
- 2) The child(ren) of a current employee or original founding member of Charter School is exempted from the lottery process if there is space in the grade sought since such individuals actively participated in the development of the charter school.
- 3) Siblings (defined as a child who is related to an existing student by blood or adoption, or legal guardianship and who share a legal tie to at least one common parent) of students enrolled at Charter School from the prior school year are exempted from the lottery provided there is space available for the grade sought. A sibling lottery will be held if there are more siblings than seats available in any grade.
- 4) All other applicants, other than those identified above, are included in the lottery process.

- 5) The lottery is conducted annually in March and will include all applications received from the date determined each year by the Board of Trustees in accordance with Charter School Law. All applications must be submitted annually for participation in the annual lottery. The wait list from the prior school year is discarded and is not applicable to the next school year lottery.
- 6) Each application received will be assigned a sequential number according to student's name on it, beginning with Kindergarten and proceeding to twelfth, and will be uploaded into an electronic lottery platform such as random.com. Such lottery selection will be conducted at a public meeting and number randomly selected as assigned, by grade. Each name will be read out loud and entered on a written list, kept by a Board Trustee or designee, who will record the student name and "seat number" on this list. Each name drawn will be assigned a sequential number from one until all numbers have been drawn for that grade.

Notification of Applicants:

- 1) The results of the Lottery will be a part of the Board Meeting Minutes and also entered into the Charter School database as recorded. In the case of an applicant who has been assigned to the Wait List as a result of the sequential number assigned from the drawing, a "W" will be entered into the database field.
- 2) The database will generate letters to each individual applicant indicating their status and guidance for the completion of the admissions process. All letters will be sent to parents/guardians via first class mail. Two distinct letters will be created:
 - a) Congratulations on admission
 - b) Notification of placement on Wait List

Post-Lottery Application Submissions:

Any applications received after the lottery has been conducted will be entered into the database and coded as "Wait List" and assigned the next sequential number from the lottery process for the grade sought.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.