

Yu Ming Charter School Enrollment and Public Random Drawing Policy:

Approved by Board of Directors on February 15, 2011

Addendum approved by Board of Directors on March 1, 2011

Revision approved by Board of Directors on March 6, 2011

Revision approved by Board of Directors effective as of July 31, 2011

Revision approved by Board of Directors on November 15, 2012

Revision approved by Board of Directors on February 27, 2014

Revision approved by Board of Directors on January 22, 2015

Revision approved by Board of Directors on June 20, 2015

Revision to accompany Charter Renewal 2015 approved by Board of Directors on September 24, 2015

Revision approved by Board of Directors on December 12, 2016

Revision DRAFT to be considered by Board of Directors on December 14, 2017

1. Application to Yu Ming Charter School:

- a. The enrollment period for application to Yu Ming Charter School (Yu Ming) will begin in November of the year prior to the academic year.
- b. The principal or their designee shall organize outreach activities and information sessions designed to recruit a broad, diverse representation of students from Alameda County both socioeconomically, racially and ethnically.
- c. There is no fee to apply to or attend Yu Ming.
- d. Yu Ming Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived 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 or association with an individual who has any of the aforementioned characteristics).
- e. All applicants must complete an application for enrollment. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to Yu Ming or waitlist positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to Yu Ming in the future must submit a new application for the new academic year.
- f. Yu Ming is participating in Enroll Oakland Charters. Yu Ming will follow the application deadlines set forth by Enroll Oakland Charters. Applicants will receive confirmation from Enroll Oakland Charters acknowledging receipt of their application. Applicants should not assume that their application has been received unless they receive this notification.

Applications received after the deadline will not be considered during the initial enrollment period. Yu Ming reserves the right to conduct a second round of recruitment and enrollment if deemed necessary by the principal or their designee. If a second round of recruitment and enrollment is undertaken, applications received after the initial enrollment deadline will be considered for admission during the second enrollment period.

- g. An online application will be accessible through the Enroll Oakland Charters Website. Applicants to Yu Ming need to designate Yu Ming Charter School as one of their preferred schools. Enroll Oakland Charters encourages completing the application online, but a paper version of the common Enroll Oakland Charters application will also be available in the Yu Ming School office. The Enroll Oakland Charters common application can be completed online in English, Chinese (Simplified and Traditional) and Spanish.
- h. All applicants will be encouraged to attend an enrollment information session. The purpose of these sessions is to ensure that families understand the unique features of language immersion education and that applicants are committed to staying at Yu Ming for the entirety of their elementary education, K-8.
- i. Yu Ming must comply with State law as to the minimum age for public school admission. Kindergartners must be 5 years of age on or before September 1 of the academic year in which they enter Kindergarten.
- j. In line with recommendations from the California Department of Education Language Immersion Program FAQ (www.cde.ca.gov/sp/el/ip/faq.asp), applicants applying to Yu Ming after Kindergarten will need to have a level of proficiency in Mandarin that approximates the Mandarin proficiency of students who have already been in the Yu Ming program for a year or more. Applicants entering the program after Kindergarten will be assessed by the school principal or their designee to determine if their Mandarin language proficiency is adequate for admission to the grade level to which they are applying. The principal or their designee will determine the level of Mandarin proficiency required for each grade level by the date applications are due for the next academic year. All applicants will be included in the public random drawing (if more applications are received than available spaces) so that an ordered waitlist can be created for any slots that may open by attrition during the academic year. The principal or their designee will assess applicants on the waitlist to ensure that the applicants meet the set level of Mandarin proficiency. If an applicant does not meet the level of proficiency, they will be removed from the waitlist. If a parent believes that the assessment is inaccurate, they may submit a written request to the principal to review the assessment. The principal or their designee, after reviewing the assessment, shall have final say in determining if the assessment is valid and whether a re-assessment is indicated.
- k. As outlined in the Yu Ming charter, siblings of currently enrolled students will be given preference in the enrollment process if a public random drawing is held (see below). For this purpose, siblings are defined as persons with at least one parent or guardian or step-parent in common. Applicants must indicate on their enrollment application if they have a sibling currently enrolled at Yu Ming. This preference will include applicants whose sibling is slated to graduate from the 8th grade from Yu Ming at the end of the current academic year.

- I. As outlined in the Yu Ming charter, residents of Alameda County and residents of the Local Elementary School Attendance Area where Yu Ming is located will be given preference in the enrollment process if a public random drawing is held (see below). If offered admission to Yu Ming, applicants indicating that they primarily reside in one of these areas will need to present 3 official documents to verify proof of Alameda County Residency or proof of residency in the Local Elementary School Attendance Area. Applicants who do not supply this proof of residency or are found to not be primarily residing in Alameda County or in the Local Elementary School Attendance Area will be moved to the end of the waitlist since the additional weighting given to them in the public random drawing process was invalid. Additionally, Yu Ming office staff may audit the proof of residency, ask for additional proof of residency and/or make home visits to ensure that the applicant actually lives at the address given on the application form. Acceptable proof of residency will include the following¹:
 - i. Utility bill from PG&E or EBMUD (current bill within 30 days)
 - ii. Homeowner's or renter's insurance policy
 - iii. Lease agreement
 - iv. Current property tax bill from Alameda County Tax Collector's Office
 - v. Official letter or form from a social services or government agency (current within 30 days)
 - vi. Valid CA Driver's License
 - vii. Current bank statement with proof of current residential address
 - viii. Paycheck from employer on official letterhead with proof of current residential address

2. Admissions Selection Process and Public Random Drawing

- a. Each year, the Yu Ming Board, acting on recommendations from the principal or their designee will approve a plan for school growth for the coming academic year which includes the number of slots available for new students. For academic year 2018-19 there will be 3 Kindergarten classes with 26 students in each class for a total of 78 entering Kindergarten students.
- b. If there are more applicants than slots available, a public random drawing will be held to determine admission to Yu Ming.
- c. Preference in the public random drawing process will be in the following order based on the preferences listed in the Yu Ming charter and based on preferences as required by California Education Code Section 47614.5:
 - i. Children of employees (where "employees" are defined to be persons who are under direct paid employment by Yu Ming and work an average of 18 hours or more per week at Yu Ming)
 - ii. Siblings of current students within the Charter School (as defined above in section 1.k.)

¹ Proof of residency not required for homeless youth.

- iii. Children of Founding Families (as defined below in section 2.d.)
 - iv. Children whose family meets the requirements for the California Free and Reduced Lunch (FRL) Program.
 - v. Children of Yu Ming Board Members (Children of current Board Members are eligible for this preference if the Board Member will have served a minimum of one year on the board at the time the child would, if offered a slot, enter Yu Ming. Children of past Board Members are eligible for this preference if the Board Member served a minimum of one year on the board.)
 - vi. Children who reside in the Local Elementary School Attendance Area where Yu Ming is located or who currently attend the local elementary school in the area where Yu Ming is located.
 - vii. Residents of Alameda County
 - viii. All other students in the State of California.
- d. As outlined in the Yu Ming Policy on Founding Family Definition, preference within the Children of Founding Families (section 2.c.iii above) shall be given to Children of Original Founding Families.
- e. The public random drawing:
- i. Will have its date and location (as determined by the principal or their designee) posted on the Yu Ming website at least 72 hours prior to being held.
 - ii. Will be run by the principal and/or their designee.
 - iii. Will be overseen by at least 2 members of the Yu Ming Board of Directors (or 1 member of the Yu Ming Board of Directors and the principal).
 - iv. May be done using electronic or mechanical means at the discretion of the chair of the enrollment committee or their designee. If the drawing is done using electronic means any formulae or special computer programs (source code) used to assist in the drawing process will be available for public review.
- f. Kindergarten applicants will be assigned to open slots and waitlist positions using the procedure outlined in sections 2.f.i through 2.f.v below. After Kindergarten slots and waitlists have been assigned, applicants for each higher grade level will be assigned to an ordered waitlist to fill any slots opened by attrition at the end of the academic year.
- i. Following the preferences defined above in section 2.c, applicants will be assigned to open slots for their respective grade. If there are more applicants in any preference category than open slots, applicants from that preference category will be drawn at random using the designated mechanical or electronic system. Each applicant drawn will be assigned an open slot until all slots are filled. Remaining applicants will continue to be drawn and placed on an ordered waitlist for that grade. Applicants from preference category 2.c.i will be assigned first. Once all applicants from this preference category have been assigned to slots or the waitlist, applicants from preference category 2.c.ii will be assigned. Once all applicants from preference category 2.c.ii have been assigned to slots or the waitlist, applicants from preference category 2.c.iii will be assigned.

- ii. For preference category 2.c.iv (Children who meet the requirements of the California FRL Program) the preference shall be a categorical preference and applicants will be assigned slots after completion of the procedure in 2.f.i above. For Kindergarten, the number of applicants eligible for this preference will be 20% of the total number of slots available at the time of Public Random Drawing, rounded up to the nearest whole number (eg. given a total of 78 Kindergarten slots available at the time of the Public Random Drawing, then up to 16 applicants would be eligible to receive this preference.) For upper grades, since the total number of open slots is not typically known at the time of the Random Drawing and because attrition in any one grade has typically been less than 5 students, 1 applicant (or 20% of 5) shall be eligible to receive the FRL Preference.
 - 1. If applicants indicate on their application form that they are eligible for the FRL Preference, they will be asked to meet with a Yu Ming staff member who will verify their eligibility for this preference based on a visual inspection of documents that show household income or other documentation of FRL eligibility. The documents that may be used for this determination will be specified by the Yu Ming administrative staff. These documents will not be collected at the time of application to Yu Ming. If the applicant is offered a slot at Yu Ming, the applicant will be expected to submit proof of eligibility for the FRL Program, as specified by the California Board of Education, at the time of enrollment to Yu Ming.
 - 2. Applicants who are eligible for the FRL Preference will be drawn randomly in the lottery along with applicants in preference categories 2.c.v-2.c.vii (as described below in section 2.f.iii). The first 16 applicants on the ordered list (generated by the lottery process) who meet FRL preference shall be offered a slot in the entering Kindergarten class. If there are fewer than 16 open slots remaining (after applicants in section 2.f.i above have been drawn) then only that number of remaining open slots shall be assigned to applicants with the FRL Preference). If an FRL applicant who is not included in this group of 16 happens to have a lottery position in the first 72 applicants (including applicants drawn in section 2.f.i above) they will also be offered a slot, although their slot shall not be considered an FRL dedicated slot for purposes of managing the waitlist (as described below in section 2.g.iv).
- iii. For preference category 2.c.vi (Residents of the Local Elementary School Attendance Area) the preference will be a weighted preference of 3:1. For preference category 2.c.vii (Residents of Alameda County) the preference will be a weighted preference of 2:1. The weighting for Alameda County will not be additive to the weighting for the Local Elementary School Attendance Area. For preference category 2.c.v (Children of Yu Ming Board Members) the preference will be an added weight of 2 in addition to any weighting for residency (i.e. a child of a Board Member who resides in Alameda County will have a weighted

preference of 4:1; a child of a Board Member who resides in the Local Elementary School Attendance Area will have a weighted preference of 5:1; and a child of a Board Member who lives outside Alameda County will have a weighted preference of 3:1). These preferences will be reflected in the lottery process through mechanical or electronic means by selecting at random students in preference categories 2.c.v, 2.c.vi, 2.c.vii and 2.c.viii with the weighting described above.

1. For preference category 2.c.vi (Residents of the Local Elementary School Attendance Area), the preference for applicants to grades at the Alcatraz campus will be based on the Local Elementary School Attendance Area of 1086 Alcatraz Avenue, Oakland; and the preference for applicants to grades at the MLK campus will be based on the Local Elementary School Attendance Area of 675 41st Street, Oakland.
- iv. If an applicant who is offered a slot during the process described above in sections 2.f.ii and 2.f.iii has a sibling(s) who has(have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist. If an applicant who is offered a slot during the process described above in sections 2.f.i and 2.f.ii has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant who is offered a slot during the process described above in sections 2.f.i and 2.f.ii has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above in sections 2.c.ii) at the time of assignment of slots for their grade level.
 - v. The chair of the enrollment committee or their designee will record the assignment of each applicant to either a slot or to the appropriate ordered waitlist if mechanical means are being used for the drawing or they will print out the assignments if electronic means are used.
- g. The following guidelines will be followed regarding the ordered waitlists for each grade:
 - i. The school will maintain an ordered waitlist for each grade.
 - ii. If slots become available because an accepted student declines acceptance or a student withdraws from school before the start of the academic year, students on the waitlist will be offered a slot in their grade based on their position on the waitlist.
 - iii. If slot(s) open up during the academic year because of attrition, the principal will determine whether the slot(s) will be filled at that time or if the slot(s) will be left vacant for the remainder of the school year. The principal will make this determination based on how far along in the academic year the slot becomes

open (eg. more likely to fill the slot in the first half of the academic year and less likely to fill the slot in second half of the academic year), any relevant grade specific factors (eg. additional number of students already present in the grade above the target number because of students being retained in a grade or advanced in a grade during the academic year), and whether there is more than one student leaving (eg. may be greater need to fill the slots if there is more attrition in the same grade). The principal will not consider any characteristics or identities of students on the waitlist when deciding whether to fill a slot opened by attrition. If the slot is to be filled, students on the waitlist will be offered a slot in their grade based on their position on the waitlist.

- iv. If an open slot is to be filled from the waitlist and the slot was vacated by a student who filled one of the slots designated for applicants eligible for FRL, then the open slot will be offered to the next applicant on the waitlist who was eligible for FRL at the time of the Public Random Drawing. If that applicant does not accept the slot, then the open slot will be offered to the next applicant on the waitlist who was eligible for FRL at the time of the Public Random Drawing. This procedure will continue until the slot is filled. If no applicants remain who met the FRL criteria at the time of Public Random Drawing, then the open slot will be offered to the next applicant on the ordered waitlist. This procedure only applies when the vacated slot was one of the slots specifically set aside for applicants eligible for FRL. If the applicant who declines the slot just happens to be eligible for FRL but received their slot as the one of the other assigned slots (eg. they were assigned a slot as a sibling, or they were randomly assigned a slot later in the drawing, etc) then the vacated slot will be assigned to the next applicant on the waitlist without regard to FRL eligibility.
- v. If an applicant on the waitlist becomes eligible for a preference category as defined in sections 2.c.i, 2.c.ii, 2.c.iii or 2.c.v because of a family change (eg. a sibling is offered and accepts a slot at Yu Ming, a parent becomes an employee at Yu Ming, a parent marries into a family that is eligible for a preference category, or other family change affecting an applicant's eligibility for an enrollment preference) an effort will be made to allow that applicant to receive the benefit of that preference by moving them up the waitlist to a position granted by the preference to which they are entitled. However, no applicant will be moved ahead of a student with the same preference eligibility. For example, if an applicant on the waitlist becomes eligible for the sibling preference because their sibling was offered and accepted a slot at Yu Ming, the applicant would be moved up the waitlist ahead of other applicants, including those with Founding Family preference, but not ahead of other applicants with sibling preference nor ahead of any applicants with employee preference.
- vi. The waitlists shall remain in effect for the entirety of the academic year. At the end of the academic year the waitlists shall be null and void and have no bearing on assignment to slots for the next academic year.

- vii. If the waitlist for an individual grade is exhausted, and unfilled slots for that grade remain, then the principal or their designee may announce and undertake a second enrollment period. If more students apply for the slots than are available, another public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist. If unfilled slots remain for an individual grade even after a second enrollment period, the unfilled slots will be listed on the Yu Ming website. Each day that the slots are listed will be considered a separate enrollment period; if more applicants than available slots happen to apply on the same day, a public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist.
- viii. To streamline filling slots in the upper grades (above Kindergarten) the school may elect to assess the Mandarin language proficiency of applicants at the top of the waitlists prior to having confirmation that a slot in a particular grade will definitely be opening by attrition. When the principal or their designee contacts an applicant to schedule these assessments, the applicant will have 48 hours to respond and schedule the assessment. If the applicant does not respond within 48 hours, it will be assumed that the applicant is no longer interested in attending Yu Ming and they will be moved to the end of the applicable waitlist.
- h. A person who is hired as an employee of Yu Ming (where “employee” is defined to be a person who is under direct paid employment by Yu Ming and works an average of 18 hours or more per week at Yu Ming) at any time will be eligible to receive an offer(s) of enrollment for their child(ren) to attend Yu Ming. The offer(s) of enrollment may not otherwise violate the terms of minimum age of enrollment as described in 1.i of this policy. The offer(s) may have the effect of expanding the size of the grade for which the offer(s) of enrollment is(are) made. The offer(s) may neither alter the maintenance of the waitlist (eg. applicants on the waitlist will still be offered a slot should a slot open through attrition before the start of the academic year) nor the measures of Mandarin proficiency described in section 1.k above. The principal or their designee may, for a future academic year, recommend that the grade expansion affected by this paragraph be removed before determining the number of slots available in a future academic year.
 - i. Children of employees of Yu Ming may also apply to Yu Ming through the usual procedure described above in sections 2.a through 2.f. In that case they will receive a preference in the public random drawing as described above in section 2.c.i. If offered a slot at the time of the public random drawing or off the waitlist for their specific grade because of attrition, the grade they are entering will not need to be expanded to accommodate them. If, however, a slot is not available in the grade which they have applied, they will be eligible for the admissions offer which expands the grade size to accommodate children of employees as described in section 2.h above.

3. Admissions Offers and Acceptance of Offers

- a. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must return the acceptance form to confirm their enrollment in Yu Ming. Confirmation of enrollment includes but is not limited to providing proof of the student's age (see section 1.i above) and proof of residency (see section 1.m above) and proof of FRL eligibility (see section 2.f.ii above). Failure to provide proof of age (for Kindergarten students) and/or proof of residency (for students who received a preference based on their residency) and/or proof of FRL eligibility (for students who received a preference for FRL) will result in revocation of the acceptance to Yu Ming. (As per footnote 1 above, homeless youth need not provide proof of residency).
- b. The principal or their designee will set a date, aligned with the Enroll Oakland Charters program, by which acceptance decisions must be received back at Yu Ming to confirm the applicant's registration for the coming academic year. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time.
- c. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they reapply for a future academic year.
- d. If slots open up for the upcoming academic year after the acceptance deadline but before the start of the academic year, because of applicants who received acceptance offers not accepting a slot, the ordered waitlists (as described above in section 2.g) will be used to offer the next applicant(s) acceptance into Yu Ming. These applicants will have 48 hours in which to confirm their intention to enroll at Yu Ming. This procedure will be repeated until all slots for the upcoming academic year have been filled with applicants who confirm their registration in Yu Ming.
- e. Similarly, if slots become available before the start of the academic year in grades above Kindergarten the waitlist for the specific grade will be used to offer the next applicant(s) acceptance into Yu Ming. If the next student on the waitlist has not yet been assessed for Mandarin (as described above in section 1.k), they will be assessed before being offered a slot, as applicable. Once offered a slot, these applicants will have 48 hours in which to confirm their intent to enroll at Yu Ming.
- f. If slots open during the school year and the principal decides to fill those slots (as described above in section 2.g.iii) the same procedures above for Kindergarten (section 2.d) or other grades (section 2.e) will be used to fill those open slots.

4. Exceptions to usual age requirements and grade placements.

- a. A Parent/Guardian may request an exception to the minimum age guidelines for entering Kindergarten students (as outlined in section 1.i). Such a request would need to be submitted to the Yu Ming Board of Directors on or after the applicant's 5th birthday. Such requests must be evaluated on a case by case basis by the principal or their designee and must be approved by the Board of Directors. Any exceptions would be dependent on availability of an opening in the current Kindergarten class, the student's readiness for Kindergarten and the approval of the Board of Directors of Yu Ming. The Board of Directors must agree that the admittance is in the best interests of the child; and the Parent/Guardian must be given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.
 - b. A Parent/Guardian may request that a student, who will be 5 years of age, but not yet 6 years of age, by the applicable cutoff date (as outlined in section 1.i), be promoted to first grade if the student has already completed all or part of a year in a private or public Kindergarten program. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. For such an approval the Board of Directors and Parent/Guardian must agree that the pupil is read for first grade work. If such a request is granted, the Parent/Guardian will sign a waiver indicating that they understand the advantages and disadvantages of grade acceleration for their child.
 - c. A Parent/Guardian may request that a student, who will be at least 5 years of age by the applicable cutoff date (as outlined in section 1.i) and who has already completed all or part of a year in a private or public Kindergarten program, be continued in Kindergarten for another academic year. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. If such a request is granted, the Parent/Guardian will sign a Kindergarten Continuation Form indicating that they understand that their child will be repeating Kindergarten.
 - d. With the exception of the conditions outlined in sections 4.a, 4.b and 4.c above, all applicants must apply for admission to the grade sequential to the highest grade that they have completed. If the parent/guardian desires the child to enter a grade other than the grade sequential to the highest grade that the applicant has completed, the parent must make this request in writing at the time in which the application for admission is submitted. The principal or their designee will evaluate such requests on a case by case basis and consider whether the grade placement is appropriate. The principal or their designee, after considering the request and any relevant information (eg. evaluation or recommendation from current school, IEP, etc), will make the final determination as to which grade the child can be considered for in the public random drawing.
5. Addendum to address any issues which arise at the Public Random Drawing that are not addressed elsewhere in this policy.
 - a. The Yu Ming Board of Directors authorizes the principal and the chair of the enrollment committee or their designees to take whatever reasonable steps are necessary to address

issues raised on the evening of the public random drawing that are not addressed specifically by this policy.