

## NORTH OAKLAND COMMUNITY CHARTER SCHOOL ADMISSIONS PROCEDURES

Board Passed: November 15, 2007

### APPLICATION

- 1) Families eligible for preferences identified in the NOCCS Admissions Policy must notify the Admissions Committee concerning their wish to enroll their child prior to the latest published deadline. Failure to do so will mean that their application will not be given preference. The applications of these families received after this date will be entered into the Selection Process without preference.
- 2) New families can request an information packet including relevant requirements and dates of the admissions process.
- 3) Complete applications must be received via mail or hand-delivered to the director or head of admissions by the published application deadline. Return receipt service is recommended for mailed applications. Faxed and emailed applications are not acceptable. Complete applications consist of the application form, a copy of the child's birth certificate to verify age, a copy of student's most recent report card to verify grade level (waived for Kindergarten applicants), immunization records, copy of any OUSD determination letters or documentation that establish OUSD resident status, if applicable – this is particularly recommended for applicant families that reside at addresses bordering OUSD and other districts. In addition, three forms of supporting documentation proving residence must be submitted with the application. At least one responsible adult member of the applicant family must attend an orientation meeting/open house, if offered by the school.
- 4) Applications must be re-submitted for every new academic year to ensure accuracy. Public Drawing wait list positions are only good for the academic year for which the drawing was held.
- 5) Families will be notified of NOCCS' preference for Oakland residents. Three documents verifying the addresses of the child must be included with each application to verify the address of the child. Applicants wishing to exercise Oakland resident preference who reside at an address that may fall within multiple school districts must submit clarifying documentation with their application. Applicants are advised to make all necessary arrangements prior to the deadline for admissions in order to submit a complete application by the deadline. Submitting a complete application is the sole responsibility of the applicant. Applicants must also attend an admissions open house, if offered.

The following are examples of documentation that can be used as proof of residence (specific financial information can be blacked out). The documents must show the student's parent's, guardian's or caregiver's name and address.

- Automobile driver's license or official California I.D. Card from the Department of Motor Vehicles (must be used for one verification of address)  
AND:
  1. A bill dated within 90 days: PG&E, home telephone bill, water bill, garbage bill, or cable bill.

2. In combination only, automobile registration and automobile insurance (the documents count for two of the three required documents, but must be provided together).
  3. Homeowner's/renter's insurance policy.
  4. Rental agreement copy.
  5. Property tax statement.
  6. Official letter from a social services/governmental agency within 90 days.
  7. Transitional families only: Transitional families reside at a non-permanent address, such as a motel/hotel, shelter, car, or are doubled up with relatives or friends. Transitional families who are unable to establish a permanent residence can go to the Transitional Students and Families Program in Portable 15 at 1025 2<sup>nd</sup> Avenue for residency verification and assistance.
- 6) Receipt of complete applications is logged in the school office. A confirmation card will be mailed to each applicant family. Due to the minute yet real chance of failure inherent to all forms of delivery, an application cannot be assumed received by NOCCS until this confirmation card is received by the applicant family. Each confirmation card will show a unique application number which will be recorded at the NOCCS office.
- 7) If a family declines an offer of admission or relinquishes a spot after enrollment, the family's current position on the waitlist is forfeited for the admissions year. NOCCS may consider written requests to reinstate an offer of admission on a case by case basis, at the discretion of the Admissions Team, when there has been a significant change in a family's circumstances since the original offer. A request for reinstatement of an admission offer is not a guarantee of admission, since there may be no spaces available at the time. The applicant may be placed on the waitlist, at the discretion of the Admissions Team. Likewise, a sibling that did not previously enter the lottery may be considered for sibling preference on a case by case basis, at the discretion of the Admissions Team, if there has been a significant change in a family's circumstances since the lottery.

Examples of significant changes in circumstances that may be considered include but are not limited to:

- change of primary residence address
- changes made by OUSD that affect the child's placement within the district: (bilingual status, LD assessment, re-zoning)

Examples of reasons that are not likely to result in a reinstatement include but are not limited to:

- change in financial status of the family
- change of heart
- admissions status change for child at a non-OUSD school.

- 8) NOCCS reserves the right to reopen the recruiting/admissions cycle once the waitlist has been exhausted.

- 9) Applications mailed before the application deadline but logged as received by NOCCS after the deadline will be added to the bottom of the wait list produced at the drawing but before any new applicant pool is created.

## **PUBLIC DRAWING**

- 1) As described in the NOCCS Admission Policy, admission will be offered in order based on a set of preferences and a public random selection process. Collectively, these preferences and public random selection process are referred to in these Procedures as the "Selection Process".
- 2) Prior to the Selection Process, the NOCCS Board of Trustees will approve a plan for school growth and student recruitment, including the number of openings in each grade and class at the school.
- 3) An Admissions Team will be responsible for conducting the Selection Process, communicating with new and prospective families, and informing families of their admission status. The Admissions Team will be composed of two members, the School Director/Principal and a staff member assigned the duty of admissions management. In the absence of one or more members of this team, the Admissions Team will be composed of at least three members: one board member, one current family member, and one staff member.
- 4) An announcement of the time, date and location of the drawing must be posted outside the school facility at least 72 hours ahead of time.
- 5) The drawing must be open to the public. Formulae or special computer programs (source code) used to assist in the drawing process must be available for public review at the drawing.
- 6) The drawing must be attended by at least two board members and one member of the Admissions Team.
- 7) Minutes will be taken documenting the order in which applicants are drawn
- 8) Drawings will occur for all grade levels for which there are applicants, regardless of available space.
- 9) A family with 2 or more children in a given grade level may elect to have their children drawn by family name only, giving the family the choice of which child(ren) to enroll in case not all are admitted.
- 10) Oakland resident families are drawn first, in descending grade order.
- 11) As outlined in the NOCCS Admissions Policy, the Selection Process includes: 1) a preference for already enrolled students; 2) a preference for siblings of enrolled students and admitted students; and 3) a preference for children of NOCCS salaried staff. A sibling is a person with at least one parent or step-parent in common. All siblings must be entered on all applicable applications. If a NOCCS salaried staff member enters employment after the close of the lottery, he/she may exercise their preference at the time of hire. This does not

guarantee that the employee's child will be admitted, but that they will be placed at the top of the waitlist for their grade, after any previously waitlisted siblings of enrolled students.

- a) Siblings of accepted children receive preference over other children in their grade levels, but not over siblings of enrolled children.
  - b) In the case of multiple siblings of enrolled students, order will be determined by the order in which the enrolled siblings were admitted, with a secondary sort on pull order in each respective drawing.
  - c) The preference for siblings of enrolled students is effective even in the case of enrolled students on the candidate list for graduation.
- 12) As of the 2005 charter renewal, NOCCS abandoned an admissions preference from its original charter for children of founders. The sole exception is to honor a binding commitment made to the family of Tim Huson and Anne Braghetta who may exercise this preference (per the original policy) at any time in the future.
- 13) If the Kindergarten applicant pool (not including children admitted per "Public Drawing" sections 11 and 12), includes at least 50% educationally disadvantaged children, all remaining Kindergarten applicants for children zoned for OUSD schools will be pulled randomly without regard for resident address. For the purposes of these procedures, "educationally disadvantaged" refers to a child assigned to an underperforming OUSD school.

To support the core principle of equity, the NOCCS Admissions Policy allows for a fourth preference for educationally disadvantaged students. If fewer than 50% of Kindergarten applicants (not including students already admitted per "Public Drawing" sections 11 and 12) are educationally disadvantaged, the relative chance of being drawn will be enhanced for their applications.

Kindergarten applicants' residential addresses at the time of application will be used to determine if they are eligible for this preference. An underperforming school is defined as any school with an Academic Performance Index (API) Statewide Rank of 4 or lower. The most recent API rankings available one month before the drawing will be used.

If fewer than 50% of the Oakland Kindergarten applicants (not already admitted per sections 11 and 12) are zoned for underperforming OUSD schools, those Kindergarten applicants will be divided into two distinct pools:

- LowAPI: Applicants whose residential address would lead them to be assigned to an underperforming school
- HighAPI: All other OUSD territory applicants

The two groups are distinguished by the relative chance of a given child being pulled in the drawing for admission. The chances are shifted by changing the relative number of drawing tags assigned to each application. The ratio of tags will be based on the percentage of LowAPI applications in the pool of applicants not already admitted per sections 11 and 12.

If:

- 1) LowAPI numbers 50% or more  
1:1 ratio of all tags
- 2) LowAPI numbers less than 50%,  
2:1 ratio of LowAPI and HighAPI tags, respectively.

The specifics of the lottery tag weighting will be published at least 72 hours ahead of the drawing.

- 14) All applicants will be drawn, even past the point of available spots, to create a wait list order.
- 15) Families who are not Oakland residents are drawn similarly to Oakland residents in a separate pool (except the underperforming school preference does not apply). Their waitlist order number continues the sequence left off by the Oakland residents.
- 16) Applicant siblings of children who have been accepted will be noted, but the random drawings for their classes will occur normally. Applicant families should be aware that even if they are drawn at the top of their pool and a spot exists, siblings of admitted students in the same grade pool will be offered admission before their applicant.
  - a) Applicant siblings of children who have been admitted will be given provisional preference over their peers. Their preference will go into effect only if the admitted sibling actually accepts the position and then enrolls by the given deadline. If the admitted sibling does not accept by the deadline or does not ultimately enroll, the waitlisted sibling's relative position within the applicant pool will default back to the original, randomly assigned order.
  - b) In the case of multiple siblings with provisional preference, order will be determined by the order in which their admitted siblings were drawn.
  - c) Children with siblings admitted after the drawing will receive provisional preference over other waitlisted children but not over enrolled or admitted children. If the admitted sibling does not accept by the deadline or does not ultimately enroll, the waitlisted sibling's relative position within the applicant pool will default back to the originally assigned order.
- 17) The waitlist shall remain in effect throughout the following academic year. However, families will be informed that position on the waitlist does not supercede higher order preferences. For instance, a 3rd grader enrolling mid-year with a sister in 1st grade and seeking admission at NOCCS -- if an opening becomes available in the 1st grade later that academic year, the sister will be offered admission before anyone on the waitlist.
- 18) Any applications that come after the deadline will be added to the end of the waitlist in order of receipt date. However, NOCCS reserves the right to run a secondary lottery in special cases, such as the creation of a new classroom, etc. In the case that a secondary lottery is needed due to special circumstances, any applications that come after the deadline will be added to one of two additional pools independent of the pool created for on-time applications:

- a) Oakland residents
- b) Not Oakland residents

19) In the case of a secondary lottery, another two drawings will be scheduled and held for these two pools, respectively.

## **ADMISSIONS**

- 1) A student who was drawn for an open slot must be notified by mail email or voicemail.. NOCCS staff will post a public list of the lottery results within 5 working days of the drawing.
  - a. The deadline by which the family must accept or decline will be made clear at this time.
  - b. A school visit prior to the 72 hour deadline may be scheduled as well, especially if the family has yet to visit.
- 2) For mid-year openings, if the family visits the school and is still interested:
  - a. A meeting with director and/or the classroom teacher for the child's grade level may be scheduled at director's discretion.
  - b. The child may visit in the classroom for half a day, under the supervision of the parent and at the discretion of the teacher.
  - c. The family will have 120 hours from the initial notification attempt to enroll their child at NOCCS (72 hours in which to decide to take the offer, plus 48 hours to fulfill all paperwork and processing requirements). An extension of the 48 hour deadline to enroll a child can submitted for consideration. An extension, if any, will be granted at the sole discretion of the Admissions Team.
- 3) The family must accept or decline admission within 72 hours of sent notification. Acceptance must be made in writing and received by NOCCS with the 72 hours period, using a standard form to secure the offered spot Declines should also be made in writing, but the absence of either will be taken as an implicit decline.
- 4) If a family declines, the next family on this waitlist is offered admission.
- 5) Until all available spots are filled, the status of all applicant families is undecided. Members of the outreach and admissions teams must be careful not to make any predictions as to the outcome until everything is final.
- 6) A prospective, current, or wait-listed family may submit a formal grievance to the Board.

- 7) Applicants granted admission on false pretenses may be completely removed from the admissions pool for the admissions year. This is the case even if the false information had no material effect on the applicant's admission to NOCCS.
- 8) Applicants granted admission must submit all required documents for enrollment in order to secure the offered spot by the deadlines given by the Admissions Team. The applicant family must sign a document saying that they have read the introductory materials provided to them as part of enrollment.

### **Board Policy for Community Complaints Involving NOCCS Staff**

Board Passed: June 21, 2007

Two of core principles of NOCCS are (1) "Respecting teachers and teaching" such that we "respect [teacher's] knowledge and support their growth," and (2) "Creating a caring community" based on "stable, warm and supportive relationships" where "children and adults are inspired to create their best work." Community members that have concerns about NOCCS staff are encouraged to talk directly to the staff person involved and try to resolve the concern in a way that honors these core principles. If community members cannot resolve the concern or issue directly with staff, they are encouraged to meet with the Director and seek assistance in facilitating resolution.

At the same time, the Brown Act and constitutional free speech provisions protect the right of community members to voice concerns about staff members during the public comment period of NOCCS Board meetings. While the Board encourages community members to consider how raising such concerns in open session may impact the school climate, the classroom environment and the community as a whole, consistent with state and federal law, the Board will not prevent community members from raising complaints against NOCCS staff during the public comment period. Board policy provides that members of the public that wish to speak at Board meetings shall have three minutes each during the public comment portion of the meeting. Consistent with the Brown Act, Board members shall not respond to issues or concerns raised during public comment period or engage with community members regarding the substance of their complaint at that time.

Section 54957(b) of the Brown Act provides that "nothing in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to . . . hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session," provided the employee is given written notice of his or her right to have the complaint or charge heard in an open session at least 24 hours in advance of the closed session. In the event that a complaint or charge against a NOCCS staff person is raised by a community member during the public comment period, it shall be the policy of the NOCCS Board to notify the staff person of the complaint or charge after the meeting and to add consideration of the complaint or charge to the next regular or special meeting of the Board. Board consideration and/or action on the complaint or charge shall be done in closed session, provided the staff member involved does not elect to have the complaint heard in open session.