



Admission Policy & Procedure

Date Originally Adopted:

Revisions: 3/8/11, 3/29/11, 7/26/11, 9/13/11, 1/31/12, 4/17/12, 6/26/12, 3/25/13, 1/21/14, 2/10/15

Related Documents: Grade Placement & Retention Policy

Philosophy

- Kona Pacific Public Charter School (“KPPCS”) is open to all students who choose to apply. If more students apply than spaces are available, a random selection process will be utilized to enroll students in the school.
- KPPCS does not charge tuition.
- KPPCS is non-sectarian in its programs, admissions and policies. Potential students will be considered for admission without regard to ethnicity, creed, national origin, gender, disability or achievement level.
- The school admission policy treats all students equally, regardless of their place of residence.
- Kona Pacific’s curriculum is delivered in an order that is intended to coincide with the child’s developmental stages, presenting children with material during the developmental stage when they are most able to learn it. In order to ensure that each child has optimum opportunity to reach their potential as a student, Kona Pacific places students in grades according to their developmental readiness.
- In the belief that the best student learning is achieved through family participation, KPPCS conducts periodic workshops on its pedagogical approach and encourages the parents of prospective and current students to participate. KPPCS also presents materials encouraging parents to support the curriculum at home (specifically including a willingness to limit exposure to electronic media such as television, movies, videos, computer games, etc.) and encouraging parents to visit and participate at the school. No student shall be excluded nor discouraged from attending the school even if such participation is not expressed or demonstrated.
- KPPCS actively recruits students from all sectors of the community in an effort to create a heterogeneous student population that reflects the diversity of Hawai‘i Island.

Enrollment Calendar

Applications will be accepted during the open enrollment period from February 1st to March 31st prior to the start of a new school year. Following this period, and after guaranteeing space for currently enrolled students, applicants will be placed by grade. If there are more applicants than space available for any given grade, then the lottery described below will be held for applicants for that grade.

Rolling admission runs from April 1st to October 15th of each year. During this time, applications are accepted and admission is offered on a “first come first serve” basis. No new

students will be enrolled after October 15, with the exception of children of full time staff, Kindergarten students and siblings of currently enrolled students.

Any applications received after March 31st but before the lottery is performed will be considered during the rolling admissions period after the lottery has taken place. Kindergarten students may be enrolled up to March 31st.

Minimum Age Requirement

2 Year Kindergarten

Children who turn 5 years old prior to August 1st will be enrolled in the 2 year Kindergarten program.

Kindergarten

Children who turn 5 years, 2 months old prior to August 1st will be enrolled in Kindergarten. Kindergarten students will proceed to the first grade based on teacher recommendation.

Grades

Pursuant to Kona Pacific's Grade Placement and Retention Policy, children entering first grade must be 6 years and 2 months old by August 1 of their entry year. The age requirement for each grade is listed in the table below:

Grade	Age Requirement
2 Year Kindergarten	Must turn 5 years old prior to August 1 st
Kindergarten	Must turn 5 years, 2 months old prior to August 1 st
1 st	Must turn 6 years, 2 months old prior to August 1 st
2 nd	Must turn 7 years, 2 months old prior to August 1 st
3 rd	Must turn 8 years, 2 months old prior to August 1 st
4 th	Must turn 9 years, 2 months old prior to August 1 st
5 th	Must turn 10 years, 2 months old prior to August 1 st
6 th	Must turn 11 years, 2 months old prior to August 1 st
7 th	Must turn 12 years, 2 months old prior to August 1 st
8 th	Must turn 13 years, 2 months old prior to August 1 st

All incoming applicants are placed by grade according to the school's minimum age requirement. If an application is found not to follow the minimum age requirement, the student will be placed in the appropriate grade and the family will be notified prior to the lottery. A family may request an exception to the minimum age requirement, which exception will be granted only after a readiness assessment is conducted and with the consent of the class teacher and school. If a child is denied entry based on their age, and they wish to enroll the following year, they will need to apply again the following year.

Attendance Requirement During the First Month of School

Pursuant to the school's Attendance Policy, if a new student entering school misses more than nine days of school during the first month of school without a doctor's note, the student may be un-enrolled, and the vacancy will be offered to a child on the waiting list.

Procedures

Admission Lottery

If there are more students seeking enrollment into a particular grade than can be accommodated, then the school will employ a public, double blind lottery. A week following the close of the open enrollment period, the lottery will take place. Each applicant will be given a randomly generated number and a ticket with the applicant's number on it will be drawn randomly within each grade starting with the highest grade. Applicants will be placed on a list within each priority category in the order in which their ticket was drawn. When an opening occurs, applicants will be notified to schedule completion of the enrollment process.

If there are more kindergarten students seeking re-enrollment than can be accommodated in the first grade, an initial lottery will be held and these students will be offered re-enrollment prior to considering new first grade applications. Lottery Enrollment Priority categories 1-3 will apply within this initial first grade lottery.

Students that were offered spaces have until April 30th to notify the office that they are accepting the space. Anyone that does not reply by April 30th will forfeit his or her space and the next person on the wait list will be offered the space. If that student would still like to be considered for enrollment at a later date, they may re-activate their application and be added to the bottom of the waiting list.

Children not admitted as a result of the lottery process will be placed on a waiting list, ranked by their position in the lottery. If a family has more than one child applying and one student is offered a space and there is no space for the sibling(s), the sibling(s) will be placed at the top of the waiting list for the grade to which they are applying. If there is already a child that is a sibling who is first on the waiting list, the sibling will then be placed after the other siblings on the waiting list in the order they were selected in the lottery.

Once the initial admissions have been made and accepted, remaining openings in the school will be filled from the waiting list.

One space in each class, if available, will be reserved until either (1) hiring is complete, or (2) July 1, whichever is sooner.

Lottery Enrollment Priority

In order to support a consistent educational environment for all of the children of each family that joins the school's community, enrollment priority will be as follows:

1. Current students*;
2. Children and grandchildren of Kona Pacific staff**;
3. Siblings*** of currently enrolled students;
4. Siblings of newly admitted students;
5. All other Hawai'i students.

* Students currently enrolled at Kona Pacific as home school (Form 4140) students are not considered currently enrolled students under this provision.

**If the staff member is employed less than half time, enrollment priority is not given until the second year of employment.

*** “Sibling” includes children related by blood or legal relation as brother or sister. The number of students utilizing enrollment preference in category 2 may not exceed 10% of the school’s total student population, unless approval is obtained from the Hawai’i State Public Charter School Commission.

Students currently enrolled in Jr. Kindergarten or Kindergarten in SY 2013-2014 will have admission priority for 1st grade. They will be admitted prior to any students admitted after SY 2013-2014. This provision will sunset at the end of the re-enrollment period for SY 2015-2016.

Information on Admissions & Enrollment Forms

If any information on the admissions application or enrollment forms is incorrect or omitted, the school has the right to revoke the student’s enrollment.

Enrollment Conferences

In order for a student to enroll, their parents must attend an enrollment conference and submit all enrollment paperwork prior to the published deadline for that school year.

Waiting List Policies

If a student applies for enrollment in a class that is at full capacity, that student will be placed next in order on a waiting list (please see below in the case of siblings).

During the rolling admissions period, students offered spaces are given three weeks to notify the office of their intent to accept or decline the space. After September 15, this notice period may be shortened as required.

Students are notified of admission by mail.

If a family declines a space or does not reply to the offer of admissions, and then changes their mind, they may re-activate their application. The student will be offered admission or be placed next in order on the waiting list.

If an applicant who has declined admission would like to be considered for admission the following school year, they must re-activate their application during open enrollment and enter the lottery for the next school year.

Sibling Policy

Siblings of currently enrolled students must submit an application for admission, but are not required to participate in the general lottery process. Siblings will be given any open space in the appropriate grade if a space is available.

If more siblings apply than there are spaces available in a class, a lottery will be held for those siblings for that grade in the same manner as the general admissions lottery. When the class is full, the siblings will be placed on a waiting list in the order they were chosen in the lottery.

If during the lottery process a student is selected for a class, their sibling will be given priority and will be given an available space in the class in which they are applying. If there are no spaces available, the sibling will be placed at the top of the waiting list. If there is a sibling already at the top of the waiting list, the new sibling will be placed on the waiting list below siblings already on the list.

If during the lottery a student in a lower grade is given a space and they have an older sibling who was placed on the waiting list for a higher grade during the lottery, the older sibling is given an available space in the class over a previously selected student that does not have a sibling. The displaced student becomes first on the waiting list.

Siblings of currently enrolled students have admissions preference over siblings of newly admitted students.

Enrollment After October 15th

If a space becomes available in a class after October 15th and the next student on the waiting list is the child of a Kona Pacific staff member or a sibling of a currently enrolled student, the student may enroll after the October 15th enrollment cut off date.

Withdrawal and Re-Enrollment

Any student who is withdrawn from Kona Pacific PCS who wishes to re-enroll will need to reapply per the provisions of this policy.

If a student withdraws after submitting re-enrollment documents, their re-enrollment is no longer valid. If the student wishes to return to Kona Pacific, they will need to re-apply during the open enrollment period.

Withdrawal becomes effective 3 school days after the withdrawal request is made or upon enrollment in another school, whichever occurs sooner.

Children with Special Needs

If a student has an Individualized Education Program (IEP) or 504 Plan, a transition meeting will be held as soon as possible following admission.

Children in Foster Care

If a student is withdrawn from the school because of placement in the foster care system, the student may re-enroll in the class any time during that school year, as long as there is space. If there is not space, they are placed at the top of their class' waiting list.

Minimum Age Requirement

2-Year Kindergarten

Children who turn 5 years old prior to August 1st will be enrolled in the 2-year Kindergarten program.

Kindergarten

Children who turn 5 years, 2 months old prior to August 1st will be enrolled in Kindergarten. Kindergarten students will proceed to the first grade based on teacher recommendation.

Grades

Pursuant to Kona Pacific's Grade Placement and Retention Policy, children entering first grade must be 6 years and 2 months old by August 1 of their entry year. The age requirement for each grade is listed in the tables below (stated two different ways for ease of understanding):

Grade	Age Requirement
2-Year Kindergarten	Must turn 5 years old prior to August 1 st
Kindergarten	Must turn 5 years, 2 months old prior to August 1 st
1 st	Must turn 6 years, 2 months old prior to August 1 st
2 nd	Must turn 7 years, 2 months old prior to August 1 st
3 rd	Must turn 8 years, 2 months old prior to August 1 st
4 th	Must turn 9 years, 2 months old prior to August 1 st
5 th	Must turn 10 years, 2 months old prior to August 1 st
6 th	Must turn 11 years, 2 months old prior to August 1 st
7 th	Must turn 12 years, 2 months old prior to August 1 st
8 th	Must turn 13 years, 2 months old prior to August 1 st

Birth Date Chart for Grade Placement for SY 2015-2016	
Grade 8	6/1/01 to 5/31/02
Grade 7	6/1/02 to 5/31/03
Grade 6	6/1/03 to 5/31/04
Grade 5	6/1/04 to 5/31/05
Grade 4	6/1/05 to 5/31/06
Grade 3	6/1/06 to 5/31/07
Grade 2	6/1/07 to 5/31/08
Grade 1	6/1/08 to 5/31/09
Kindergarten	6/1/09 to 5/31/10
2-yr. Kindergarten	6/1/10 to 7/31/10

All incoming applicants are placed by grade according to the school's minimum age requirement. If an application is found not to follow the minimum age requirement, the student will be placed in the appropriate grade and the family will be notified prior to the lottery. Kona Pacific makes very few exceptions to this age placement policy. Some rare exceptions are considered after a thorough readiness assessment is conducted. If a child is denied entry based on their age, and they wish to enroll the following year, they will need to apply again the following year.