



Admission Policy & Procedure

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Related Documents: Grade Placement & Retention Policy

Philosophy

- Kona Pacific Public Charter School (“KPPCS”) is open to all students who choose to apply.
- 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.
- 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 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 3 may not exceed 10% of the school’s total student population, unless approval is obtained from the Hawai’i State Public Charter School Commission.

Enrollment Calendar

Applications for enrollment in the next school year will be accepted during the open enrollment period from February 1st to March 31st prior to the start of that new school year. Currently enrolled students have first priority. Following this period, and after guaranteeing space for currently enrolled students, applicants will be placed by grade. If there is more than one applicant for any given grade, then a random selection process—the lottery described below—will be held the end of the first full week of April for applicants for that grade to determine the order that these applicants will be placed into the class as spaces are available beginning June. Students who apply for the next school year after the lottery has taken place will be placed on the class list on a “first-come, first-served basis” in their enrollment priority after the students who applied during the open enrollment period. These applicants will likewise be placed into the class as spaces are available beginning June 1st. Students who apply to any given class in the current enrollment year from June 1st through the next May 31st will be placed into the class on a “first-come, first-served basis” as spaces are available throughout the year. Where no spaces to a given class are available, applicants will be placed on a class waiting list first according to the order determined by the lottery, and then on a “first-come, first-served basis” determined by the date of application.

Minimum Age Requirement

Kindergarten

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

Grade	Age Requirement
Kindergarten	Must turn 5 years old prior to August 1 st

All incoming applicants are placed by grade according to the previous grade completed at an accredited school. If students are applying from home schooling and/or an unaccredited program, they will be evaluated to determine appropriate placement. Following state statutes Kona Pacific does not make exceptions to the age requirements for kindergarten enrollment.

If an applicant is unable to attend KPPCS due to a lack of space in the class applied for, or for any other reason,-and they wish to enroll the following year, they will need to apply again the following year.

Admission Lottery

A public, double blind lottery will take place on the end of the first week of April for any class for which there is more than one applicant for the coming school year. A separate lottery will be held for each of the Enrollment Priority categories if there is more than one applicant in any of these categories for any given grade.

Each applicant in the lottery 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 the class list within each enrollment priority in the order in which their ticket was drawn and notified of their placement. As spaces in any given class are available beginning June 1st, applicants will be placed in the class in their order on the class list and notified of their placement so they can schedule completion of the enrollment process. One space in each class, if available, will be reserved until either (1) hiring is complete, or (2) July 1, whichever is sooner.

If there are more kindergarten students seeking re-enrollment than can be accommodated in the first grade, a lottery will be held at the end of the first week of April and these students will be offered re-enrollment according to the order drawn in the lottery, prior to considering new first grade applications. Enrollment Priority categories 1-3 will apply within this initial first grade lottery.

Returning students that are offered spaces in any class have until the date specified on their offer to notify the school that they are accepting the space. Returning students that do not reply by the date specified in their offer will forfeit their space and the next student on the class wait list will be offered the space. If a returning student who has forfeited their space would like to be considered for enrollment at a later date, they may reapply and be added to the wait list according to the Enrollment Priority categories.

Waiting List Policies

Students not admitted because no spaces are available for them in a given class will be placed on a wait list for the class, according to Enrollment Priority categories and their position within one of these categories as determined in the lottery. As students apply after June 1st to a waitlisted class, they will be placed at the bottom of their Enrollment Priority category on the wait list and enrolled in order of the wait list as spaces open up in the course of the school year.

The process of enrollment for the current school year after the June 1st placements each year, and until May 31st of the following year, is known as "rolling admissions." During the rolling admissions period, students offered spaces are notified of admission by email are given one week from receipt of notice to inform the school of their intent to accept or decline the space and they are given one additional week to provide all the required paperwork.

If a family declines a space or does not reply within a week from receipt of notice to the offer of admissions and/or does not provide all the required paperwork within the time specified, and then changes their mind, they must reapply and will be placed next in the order in their Enrollment Priority category on the wait list.

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

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.

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 will be un-enrolled, and the vacancy offered to the next child on the waiting list.

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.

Withdrawal becomes effective after the withdrawal request is made and the required signed paperwork is received from the student's parent and/or guardian 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's waiting list.