



## **Admission Policy & Procedure**

Date Originally Adopted: Unknown

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, 2/20/20

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.
- 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. Students enrolled in HHI (Home Hospital Instruction) are considered currently enrolled students.

\*\* 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

February 1<sup>st</sup> to March 31<sup>st</sup>: Open Enrollment. Enrollment applications for the next school year will be accepted during the open enrollment period. Currently-enrolled students have first priority for spaces in classes the next school year.

First week of April: Lottery. If there is more than one new applicant for the next school year for any given grade, then a random selection process—the lottery described below—will be held the first week of April. The lottery will determine the order that new applicants will be placed into any given class as spaces are available beginning June 1<sup>st</sup>.

April 1<sup>st</sup> to May 31<sup>st</sup>: Post-Open Enrollment / Pre-Rolling Admissions. Students who apply for the next school year after March 31<sup>st</sup> will be placed on the class list on a “first-come, first-served” basis within their Enrollment Priority group 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 1<sup>st</sup>.

June 1<sup>st</sup>: Class Placement. Students who applied for the next school year up until May 31<sup>st</sup> will be placed into classes with spaces available, according to the order determined by the lottery within each Enrollment Priority group for those who enrolled during Open Enrollment, followed by the “first-come, first-served” order within each Enrollment Priority group for those who enrolled after Open Enrollment. When no spaces to a given class are available on June 1<sup>st</sup>, applicants will be placed on a class wait list within their Enrollment Priority group according to the order determined by the lottery followed by the “first-come, first-served” order determined by the date of application between April 1<sup>st</sup> and May 31<sup>st</sup>.

June 1<sup>st</sup> to May 31<sup>st</sup>: Rolling Admissions. Students who apply to any given class in the current enrollment year from June 1<sup>st</sup> through the next May 31<sup>st</sup> will be placed into the class on a “first-come, first-served” basis within their Enrollment Priority group as spaces are available throughout the year.

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

All incoming applicants are placed by grade according to the school's minimum age requirement. An application for a grade not in compliance with the school's minimum-age requirements 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: 1. if the child has already completed or will complete by the end of the current school year, at a school or educational program recognized by KPPCS, the grade that the minimum-age requirement would place them in at KPPCS, or 2. under other circumstances where it is determined to be in the best long-term interests of the student for an exception to the minimum-age requirement to be made. In all cases, exceptions to the minimum age requirement will be determined by the Placement Committee consisting of the school Director, the class teachers of the two classes under consideration, and any other educators considered essential to determine a proper placement of the child. 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 be held 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 and within each Enrollment Priority group starting with the highest grade and the highest Enrollment Priority group. Applicants will be placed on the class list in the order in which their ticket was drawn and notified of their placement. As spaces in any given class are available beginning June 1<sup>st</sup>, 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. In order to accommodate

Enrollment Priority category 2, 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 reenrollment than can be accommodated in the first grade, a lottery will be held on April 7<sup>th</sup> and these students will be offered reenrollment 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.

### Wait 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 in one of these categories as determined in the lottery. As students apply after June 1<sup>st</sup> 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 1<sup>st</sup> placements each year, and until May 31<sup>st</sup> of the following year, is known as “Rolling Admissions.” During the Rolling Admissions period, students offered spaces are notified of admission by email and given one week to inform the school of their intent to accept or decline the space. If the space is accepted, students have an additional week to begin their attendance at school or their space will be vacated and offered to the next student on the wait list.

If a family declines a space or does not reply within a week from receipt of notice to the offer of admissions, and then changes their mind, they may reapply for enrollment. The student will be placed next in 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 reapply during open enrollment and enter the lottery for the next school year.

### School Orientation

To complete the enrollment process parents must attend a school orientation event and submit all enrollment paperwork.

### 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 Reenrollment

Returning students that are offered spaces in any class have until May 15<sup>th</sup> to notify the school that they are accepting the space. Returning students that do not reply by May 15<sup>th</sup> 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.

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

If a student withdraws after submitting reenrollment documents, their reenrollment is no longer valid. If the student wishes to return to Kona Pacific, they will need to reapply.

Withdrawal becomes effective three 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 reenroll 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 wait list.