

## Alaka`i O Kaua`i Charter School

### Admissions Policy

#### **PURPOSE:**

The purpose of these Admissions Policies are to outline the process by which students will be admitted to Alaka`i O Kaua`i Public Charter School.

#### **GOAL:**

The goal of the admissions policy of Alaka`i O Kaua`i Charter School is to attract, enroll and retain the broadest spectrum of students and families, representative of the rich diversity existing in Kaua`i County. Alaka`i O Kaua`i will be nonsectarian in its programs, admissions policies, employment practices and all other operations. **In accordance with HRS §302D-34 Alaka`i O Kaua`i shall not discriminate against any student or limit admission based on race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, academic, or athletic ability.**

### Application Process

- A. **Application Period:** A timeline for admissions and enrollment will be determined annually and made available publicly on our website and/or school office. There will be an initial period during which applications for the upcoming school year shall be submitted in order to be included in a lottery (section D). Once the lottery process is finished and as long as there are still spaces available, applications will be made available and enrollment will be granted on a first-apply, first-served basis. Applications must be complete to be accepted for enrollment.
- B. **Applicant Preferences:** Admission will be granted first, prior to the lottery, with the following preferences:
- a. Current Alaka`i O Kaua`i students applying for the following school year will be automatically enrolled for the next school year.
  - b. Siblings of currently enrolled students receive first preference on open slots. Siblings include children within the household wherein the caretakers have legal guardianship.
  - c. Children of staff, then current board members receive second and third preference on remaining open slots, not to exceed 10% of the total school population.
- C. **Multiple Sibling Families:** Alaka`i O Kaua`i believes it is important for siblings to attend the same school. It is our desire to keep families together.
- a. ***Siblings of already enrolled students entering Kindergarten*** will be automatically accepted since kindergarten slots are inherently available (per section B.b of Admissions policy).
  - b. ***Siblings of already enrolled students entering grades 1 and above*** will be given priority if spaces are or become available (per section B.b. of Admissions policy)
  - c. ***Siblings from a single family applying to the same grade (twins)*** will be assigned one number and entered once in the lottery
  - d. ***Siblings in different grades*** who are applying together for the same school year will each need to follow the application process. Preferences will not be given to either child during the lottery period.

## Admission Policy

- D. Lottery:** Hawaii State Law mandates a lottery system for accepting students into Public Charter Schools when there are more applicants than the school enrollment capacity allows at the end of the official application submission period. A lottery is a random selection process by which applicants are admitted to the charter school. Each completed application will be drawn in random order to fill the available open slots. Once the openings are filled, the remaining applicants drawn will be assigned a wait list number. In the event that more than one child from a single family has applied to the same grade level (twins), one child will be placed in the lottery and one number will be assigned to both children.
- E. Notification of Lottery Results:** Parents do not need to be present at the lottery to gain entry for their child. All lottery entrants will be notified of their drawing status (acceptance or waitlist) by telephone and/or email within 5 business days of lottery. If a family cannot be reached by phone or email, and Alakai Kauai Public Charter School has not received a reply within 14 days of notification, or if communications are returned without forwarding information the family forfeits the spot(s) and the school will offer enrollment to the next family on the waitlist.
- F. Waitlists:** Once all available spaces have been filled, applicants will be placed on a wait list. This wait list will remain valid through the last day of school for that year. As applicants are called and offered enrollment, each child's name moves up on the list. Applicants will need to reapply each year.
- G. Continuing Application and Admissions:** If there are slots available after the lottery acceptance period, applications will again be accepted and all students shall be admitted on a first-apply, first-offered basis until all slots are filled through and until the last day of school for that year.
- H. Completion of Acceptance:** Once a family has been notified that their child has been accepted, they will receive an enrollment packet in the mail. They have 14 days (2 weeks) from acceptance offer in which to return a **completed enrollment packet** in order to confirm and secure enrollment for their child. In the event that the **completed** enrollment packet is not received by the due date, the slot may be forfeited and be offered to a child on the waiting list, depending on the circumstances. If the family wishes to re-apply, the child's name will be added to the bottom of the waiting list.

**Enrollment**

- I. **Enrollment:** A student is considered enrolled in the school when the completed enrollment packet has been received by its due date and the student’s name has been placed on the roll for a specific grade and class.
- J. **Non-Discrimination:** Admission procedures comply with the Hawai’i charter school statutes. Enrollment is open to all students and does not discriminate on the basis of race, color, creed, national origin, language, gender, sexual orientation, ethnicity, mental or other special needs.
- K. **Enrollment Packet:** Shall include but is not limited to the following documents:
  1. Letter from the Director
  2. Additional Student Information Form
  3. School Calendar
  4. Student Handbook
  5. List of required documents to submit for enrollment
- L. **Enrollment Maximum:** The maximum enrollment will be dependent on our current facility's capacity, collectively bargained class sizes and other factors. Annually, the Board will determine and approve the enrollment maximum, based on these factors.

**Our enrollment capacity for the first 3 years of operation will be as follows:**

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
2018-2019	40	25	25	25	25	25	
2019-2020	40	40	25	25	25	25	25
2020-2021	40	40	40	25	25	25	25

- M. **Enrolling after the start of the year:** If space is available, students may submit applications to enroll after the start of the year. Students entering after the school year has started may do so only after:
  - a. Parent/guardian of new student provides a copy of the previous year’s report card and/or that of the previously completed quarter(s) for accurate grade placement.
  - b. Parent/Guardian submits a completed enrollment packet.
  - c. The student has received clearance from the health aide verifying that the student has met State health requirements for entering public school.

N. **Eligibility Requirements:**

a) **Kindergarten Enrollment Criteria**

Children who are 5 years old by July 31 of the application year may enroll in kindergarten for that school year. Children who turn 5 on August 1 or later must enroll the *following* school year. (Senate Bill 2768, Act 76). For more information on this policy, go to <http://www.hawaiipublicschools.org/ParentsAndStudents/GradeLevelOverview/Kindergarten/Pages/home.aspx>

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**b) Enrollment in Grades 1-6**

Children who enroll in Grades 1-6 must submit a copy of their previous year's report card, showing the grade assigned for the enrollment year. For students enrolling after the start of the year, the previous quarter's report card must be submitted.

**c) Enrollment from Home-School:**

Children who enroll from Home School after Kindergarten will generally be placed in the appropriate grade based upon their age:

<b>Grade Level</b>	<b>Age by July 31 of entry year</b>	<b>Grade Level</b>	<b>Age by July 31 of entry year</b>
Grade 1	6	Grade 4	9
Grade 2	7	Grade 5	10
Grade 3	8	Grade 6	11

- O. Special Needs Enrolled Students:** The Department of Education has developed a policy regarding Special Education students in charter schools. As early as possible in the school year, an IEP meeting will be scheduled to determine the student's needs. Alaka'i O Kaua'i's program is based on an inclusion model; however, we will provide whatever services determined in the IEP to insure the student's needs are met.

Last updated : 10/20/17

Reviewed and approved by the Governing Board: 4/11/18

Detach, Sign, and Return to School with Completed Application

**Acknowledgement of Admissions Policy**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(Print Parent/Guardian Name) (Print Student Name)

have received and read the Alaka`i O Kaua`i admissions and enrollment policy. I understand that my child will not be accepted or re-enrolled, if a **completed enrollment packet** is not submitted to the school by the deadline provided for me. I further understand that I may choose to withdraw my child. If I later desire to re-enroll my child, her/his name will be placed at the bottom of the waiting list.

Signature:

Date:

—

Received by:

Date:

**Alaka`i O Kaua`i Charter School  
Admission Timeline**

Notice of Open Enrollment - Applications Available to all.	
Applications Accepted	
Deadline for applications to be included in lottery*. Applications must be complete. <i>*Lottery is dependent upon number of applicants</i>	
Lottery if needed	
Applicants will be notified of acceptance or waitlist status via phone, email, or by letter.	
Deadline for response to acceptance (Lottery selections) <i>Parents/guardians have two weeks from date of acceptance to submit completed enrollment packets.</i>	
Applications will be made available for grade levels in which spaces still exist.	
Application and Enrollment for remaining spaces; first-apply, first-served begins	