



345 Makalika Street, Hilo, HI 96720

Kua O Ka Lā New Century Public Charter School Admissions Policy

Commission Approved: 1/18/15

Philosophy

- Kua o ka La NCPCS (“KOKL”) 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.
- KOKL does not charge tuition.
- KOKL is non-sectarian in its programs, admissions and policies. Potential students will be considered for admission without regard to ethnicity, creed, national origin, gender, and 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. Due to the online nature of some of our content delivery, KOKL conducts periodic workshops and encourages the parents of current students to participate. Families are encouraged to become involved in the school and contribute `ohana hours through working with the PTA and various other committees or functions. No student shall be excluded nor discouraged from attending the school even if such participation is not demonstrated.

Recruiting KOKL 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. While mindful of our responsibility for genuinely open enrollment, the school has implemented an affirmative action student recruitment strategy that includes the following elements:

- The development of promotional and informational materials that appeal to all

racial, economic and ethnic groups;

- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various interest groups;
- Outreach meetings in several areas to reach prospective students and parents; and
- Distribution of sufficient information about KOKL programs to all potential school families to enable them to appreciate the value of the school's mission, vision and instructional and operational philosophy.

Enrollment Calendar 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.

Minimum Age Requirement: KOKL follows state law with regard to the minimum age required to attend Kindergarten.

Procedures: Admission Lottery If there are more students seeking enrollment into a particular grade than can be accommodated, then the school will employ a lottery. A few lottery dates will be set annually to ensure that families do not have a long waiting time for acceptance. Tickets 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. 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.

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 of KOKL staff*;

3. Siblings**of currently enrolled students;
4. Siblings of newly admitted students;
5. All other Hawai'i 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.

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, it is highly recommended that their parents must attend an enrollment conference and submit all enrollment paperwork.

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). Students are notified of admission by phone, mail or email.

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 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.

Withdrawal and Re-Enrollment Any student who is withdrawn from KOKL 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 KOKL, they will need to re-apply. 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 The Hawai'i State Department of Education has developed a policy regarding the enrollment of Special Education students in charter schools. The purpose of this policy is to ensure that students and their families are aware of the services available at each Hawai'i State Public Charter School.

Students who are identified as needing Special Education Services have those services detailed in an IEP.

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.