

## **Kihei Charter School**

### **Application, Enrollment and Admission policy**

It is the intent of the Kihei Charter School's Board of Directors to guarantee universal access to the students on the island of Maui to Kihei Charter School.

We recognize that Kihei Charter School is a "school of choice." A benefit of a "school of choice" is that it will provide a public school educational option to the students on the island of Maui.

Kihei Charter School has an Application, Enrollment and Admission process that provides a level playing field for all of the island of Maui students interested in exploring our educational option.

#### **The start of the Admission process:**

January of each year signals the start of the Admission process for the upcoming school year.

The first step of the process is a schedule of parent/student information meetings for prospective students and their families. It is important for interested families to understand what we do at Kihei Charter School.

These information meetings are scheduled on various days at various times in order to have multiple opportunities for attendance.

Once the schedule of information meetings is established, advertising begins. Advertisement of meetings will be in the local newspapers, radio PSAs, Akaku Public Access TV, our website, our Facebook and speaking at various community organizations.

At the same time as the advertisement plan is being developed, we are developing enrollment projections, as well as, staffing plans.

This activity takes place in January and early February.

#### **Our First lottery of the new school year:**

One of the important messages of the information meetings is that the first application period is from March 1<sup>st</sup> to March 31<sup>st</sup>. This is not a first come first served situation. All applications received during this month are numbered and sorted by grade being requested.

Another important message we deliver at all of our information meetings is that; if your name is pulled in the lottery for a seat in one of our grades, the seat is held for you while we complete the information gathering process. Once we have the necessary information, the seat is confirmed.

Our first lottery of the season will take place in the first week of April. It is a public lottery. At the start of the lottery we announce the number of openings at each grade level. The number of openings is derived from the enrollment projections we established in January. We will go through every grade from K -12<sup>th</sup>.

We inform our applicants that we will pull every name in the lottery and when available seats are filled the next names go straight onto a waiting list in the order they are pulled.

#### **Confirmation:**

Acceptance to Kihei Charter School is based on the desire of the KCS Governing Board to provide universal access. The application that gets you into the lottery is not looked at by us except for sorting by grade.

Acceptances are confirmed based on the following information:

- First, we check to make sure the applicant is who they say they are, for instance applying to get into our 9<sup>th</sup> grade and they are currently an 8<sup>th</sup> grader.
- Second, we must have the proper health records or exemptions to the health requirements of the state.

Once these criteria are met the student is enrolled. It takes a bit of time but it is a necessity.

#### **April and May we do it all again:**

April 1<sup>st</sup> is the start of the second lottery period. These lottery periods are part of the initial information sessions we hold.

The same process will apply. Applications are collected from April 1<sup>st</sup> to April 30<sup>th</sup>. They are looked at for grade and numbered for the next lottery which will take place the first week of May. At this point, we are usually drawing for the waitlist.

We follow the same process in May.

By the time June comes we are usually adding names to the waitlist as they come in the door.

#### **Enrollment Preferences:**

Kihei Charter School has 4 different enrollment preferences.

**Our first preference is given to those already in the school.** Students are allowed to matriculate without reapplying. However, if a student chooses to leave our school for another school or homeschooling, they are advised that there is no return right. They will need to reapply and go through the process like anyone else.

**Sibling preference:** If a currently enrolled student has a sibling who would like to come to our school, that sibling is given preference. The sibling preference does not apply to new students meaning that if a student is in the lottery and gets a seat their siblings do not get to ride along that year. The sibling preference would apply for the next school year.

**Children and grandchildren of the Founders.** There are 7 individuals that are counted as Founders. This preference has never been used although it is possible it could happen in the future. It would never be a big impact were it to happen.

**Children and grandchildren of the staff.** Anyone who works for Kihei Charter School and draws a paycheck would be eligible to exercise this preference. This preference has been used in the past. It is never a big impact.

At no point will the student body be made up of more than 10% of students entering the school via preference. If the total number should reach 10% of the k-12 student body, the preference policy will be frozen until the total number drops below 10%.

Over the years we have found our process effective.