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**RECOMMENDATION SHEET**

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DATE: March 12, 2015

TO: Catherine Payne, Chairperson  
State Public Charter School Commission

FROM: Tom Hutton, Executive Director

AGENDA ITEM: Action on Admissions and Enrollment Policies and Practices for Connections Public Charter School; Hakipu‘u Learning Center; Hawaii Academy of Arts and Science Public Charter School (HAAS); Kamaile Academy, PCS; Kanu o Ka Aina New Century Public Charter School; Kanuikapono Public Charter School; Ka‘u Learning Academy; Kawaikini New Century Public Charter School; Ke Ana La‘ahana PCS; Kona Pacific Public Charter School; Kualapu‘u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Myron B. Thompson Academy; Volcano School of Arts & Sciences; Waialae Elementary Public Charter School; Waimea Middle Public Conversion Charter School; and West Hawai‘i Explorations Academy

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I. DESCRIPTION

Recommendation that the Commission:

1. Approve the admissions policies of Kamaile Academy, PCS; Kanu o Ka Aina New Century Public Charter School; Ka‘u Learning Academy; Kawaikini New Century Public Charter School; Ke Ana La‘ahana PCS; Kualapu‘u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Myron B. Thompson Academy; Volcano School of Arts & Sciences; Waialae Elementary Public Charter School; Waimea Middle Public Conversion Charter School; and West Hawai‘i Explorations Academy;

2. Conditionally approve the admissions policy of Connections Public Charter School (“Connections”), provided the school uses a modified version of the DOE Enrollment form as its application form;
3. Conditionally approve the admissions policy of Hakipu‘u Learning Center (“Hakipuu”), provided the school moves essay questions from its admissions application to its post-acceptance process; and
4. Conditionally approve the admissions policy of Hawaii Academy of Arts and Science Public Charter School (“HAAS”), provided the school moves questions on special education and English Language Learners (ELL) from its admissions application to its post-acceptance process.

## II. AUTHORITY

Pursuant to §302D-34(b), Hawaii Revised Statutes (“HRS”) (2014):

“(b) A start-up charter school:

- (1) Shall be open to any student residing in the State; who is entitled to attend a department school;
- (2) Shall enroll all students who submit an application, unless the number of students who submit an application exceeds the capacity of a program, class, grade level, or building;
- (3) Shall select students through a public lottery if, as described in paragraph (2), capacity is insufficient to enroll all students who have submitted a timely application;
- (4) May give an enrollment preference to students within a given age group or grade level and may be organized around a special emphasis, theme, or concept as stated in the charter school's application and as approved by the charter school's authorizer;
- (5) May give an enrollment preference to students enrolled in the charter school during the previous school year and to siblings of students already enrolled at the charter school; and
- (6) May give any other enrollment preference permitted by the charter school's authorizer, on an individual charter school basis, if consistent with law; provided that nothing in this subsection shall preclude the formation of a start-up charter school whose mission is focused on serving students with disabilities, who are of the same gender, who pose such severe disciplinary problems that they warrant a specific educational program, or who are at a risk of academic failure.”

Section 5.2 of the State Public Charter School Contract (“Charter Contract”) provides in pertinent part:

“The School shall comply with its admission policies and procedures as approved by the Commission. If the number of applicants exceeds the School’s capacity of a program, class, grade level, or building, the School shall select students to attend using a random selection process that shall be publically noticed and open to the public; provided that if the School is a conversion charter school serving as the home school for the DOE district, then the School shall follow 302D-349(c), HRS. These policies and procedures shall be readily accessible from the School’s website, as described in Section 11.4.1”

### III. BACKGROUND

Admissions and enrollment are among the key distinguishing features of charter schools in Hawaii. The Commission, as provided for in the current Charter Contract, is to review and approve the admission and enrollment policies of the charter schools. At its General Business Meeting on September 11, 2014, the Commission first took action regarding its duty to review and approve admission policies of charter schools by approving in advance for all charter schools an enrollment preference for the children of full-time employees, provided that this preference account for no more than 10% of the total student population. At the same meeting, the Commission determined that admission and enrollment policies or practices that make acceptance of a student contingent on submittal of interviews, tests, essays, past academic performance, and letters of reference will not be approved, consistent with state law.

At its November 13, 2014 General Business Meeting, the Commission added to its advance approval of enrollment preferences for the children of a school's full-time staff members its advance approval of similar enrollment preferences for the school's governing board members. The addition of the children of governing board members did not change the limit of 10% of the total school population for such preferences. The Commission approved the admissions policies and practices of two schools: Halau Ku Mana Public Charter School and Mālama Honua Public Charter School.

At its January 8, 2014 General Business Meeting, the Commission approved the admission policies and practices of Kua o ka La New Century Public Charter School, which includes the foster care provision as provided for in the school policy, and of Voyager: A Public Charter School.

At its February 12, 2015 General Business meeting, the Commission provided further guidance on admissions policies to charter schools by requiring schools to remove questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant, unless the school has an immersion or language medium program, as well any other questions unrelated to the school's approved enrollment preference(s). In addition, the Commission approved the admissions policies and practices for the following schools: Hawaii Technology Academy; Innovations Public Charter School; Ke Kula 'o Samuel M. Kamakau, LPCS; Kula Aupuni Niihau A Kahelelani Aloha (KANAKA) A New Century Public Charter School; SEEQS: The School for Examining Essential Questions of Sustainability; and, provisionally, University Laboratory School.

### IV. REVIEW OF CHARTER SCHOOL ADMISSIONS POLICIES

It is important to note the distinction between charter school applications and admissions and enrollment policy and practices and the DOE's enrollment process. Review of each of the steps taken by applicants ultimately to gain entrance into a charter school is important: (1) completion of application forms by prospective applicants and their families; (2) application of the school's admissions policy; and (3) then the enrollment process that each school uses in to enroll a student officially in their school. Schools need to be very cognizant that up until an applicant has been accepted, the application itself, and how the application is processed, evaluated by the school, and reviewed for a decision on acceptance are subject to great scrutiny. What questions a school asks of an applicant during this time can place the school at risk of allegations of illegal discrimination. After an applicant has been formally accepted into a school, that level of scrutiny is gone and all of the questions needed to assist the school in providing the best education to that student can freely be asked, but not prior to that time.

For each school whose policies and practices are reviewed below, this submittal provides a summary with four subsections: (1) student enrollment, (2) admission policy and application, (3) decision-making statement, and (4) staff recommendation. The demographics section contains information such as the school's location, its total enrollment, and an enrollment breakdown by grade. The admission policy section will describe the admission policy and any identified issues. The decision-making statement will go through an analysis of any identified issues. The last section is a recommendation from either the Performance and Accountability Committee or Commission staff as to whether the admissions policy should be approved or alternative action taken.

In this submittal, the schools are grouped as follows: start-up charter schools without a Hawaiian immersion program, whose admission policies, including admission applications, are provided in **Exhibit A**; start-up Hawaiian immersion charter schools, whose policies are provided in **Exhibit B**; conversion charter schools, whose policies are provided in **Exhibit C**; and charter schools that still need to discuss provisions in their policies with the Commission, whose policies are provided in **Exhibits D-F**. Within each grouping, the schools are listed alphabetically. The proposed motions group some of the schools together by category.

## 1. Kanu o ka 'Āina New Century Public Charter School

### Student Enrollment

Located in Kamuela on Hawaii Island, Kanu o ka 'Āina New Century Public Charter School (Kanu) serves grades K-12 and has a total student enrollment of 311 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	31	40	29	26	33	39	19

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	18	17	19	18	13	9

### Admission Policy and Application

The school seeks approval for its admissions policy and procedures, which is found in **Exhibit A**. The school's admission cycle begins on January 1<sup>st</sup> and runs through March 1<sup>st</sup>. An admissions lottery is conducted as needed.

Kanu's admission policy states that the school provides an enrollment preference only for returning students, who are not required to re-enroll and go through the admissions process once accepted. Last year, preferences for children of staff were provided, however, as the school revised its policy, it was decided that the staff preference would be removed. As a result, for the upcoming school year, children of staff will need to go through the admissions lottery, if needed.

The school has developed its own admissions application which contains only basic contact information on the applicant and parents. There is a question regarding gender in the application which the school has agreed to remove from the admissions application.

### Decision-Making Statement

The school is requesting the Commission to approve its admissions policy and procedures, which provide no enrollment preferences.

### Staff Recommendation

Staff recommends approval of Kanu's admissions policy and procedures. The school does provide an enrollment preference for returning students who are not required to re-enroll and go through the admissions process. Also, the school, on its own, discontinued the use of an enrollment preference for children of staff. School administrators have also willingly removed the gender question from its admissions application going forward.

## RECOMMENDATION

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka 'Āina New Century Public Charter School; Ka'u Learning Academy; Ke Ana La'ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai'i Explorations Academy, as provided in Exhibit A of this submittal.**

## 2. Ka’u Learning Academy

### Student Enrollment

Scheduled to open in July 2015, Ka’u Learning Academy (“KLA”) will be located in Naalehu on the southern end of the island of Hawaii, will serve grades 3-6, and anticipates a total student enrollment of 118. The projected student population, broken down by grade level, is as follows:

Grade	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	27	27	27	27

### Admission Policy and Application

The school seeks approval for its admissions policy and procedures, which is found in **Exhibit A**. KLA has been collecting applications since mid-January and anticipates holding its admissions lottery on March 13. If spaces are available after the lottery date, the school will continue accepting students until October 15, the enrollment count date.

The school’s admission policy will utilize the following enrollment preferences, in priority order:

- A. Returning students from the current school year (will not be in effect until next school year);
- B. Siblings of currently enrolled students; and
- C. Children of full time staff, not to exceed 10% of the student population.

The school will be using the modified DOE enrollment form the Commission provided to charter schools, which separates the admissions process into two distinct periods: an admissions phase and a post-acceptance/enrollment phase.

### Decision-Making Statement

The school is requesting the Commission to approve its admissions policy and procedures, which include only enrollment preferences that are either allowed in statute or already approved by the Commission.

### Staff Recommendation

Staff recommends approval of KLA’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission.

## RECOMMENDATION

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka ‘Āina New Century Public Charter School; Ka’u Learning Academy; Ke Ana La’ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai’i Explorations Academy, as provided in Exhibit A of this submittal.**

**3. Ke Ana La’ahana PCS**

**Student Enrollment**

Located in Hilo on the island of Hawaii, Ke Ana La’ahana PCS (Ke Ana Laahana) serves grades 7-12 and has a total student enrollment of 43 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

<b>Grade</b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
<b># of Students</b>	9	12	8	5	6	3

**Admission Policy and Application**

Ke Ana Laahana seeks approval for its admissions policy and application, which is found in **Exhibit A**. The school begins its admission cycle in January and accepts applications until the school is at capacity

The school’s admission policy does not provide for any enrollment preferences; the policy explicitly states that there are no preferences for siblings, children of staff, and children of governing board members. According to the school registrar, the school has not needed to conduct an admissions lottery in the past few years.

The school has developed its own admissions application which currently contains only basic contact information on the applicant and parents. The school’s previous application contained questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant. School administrators worked with Commission staff to revise the application to remove the questions from the admissions application to its post-acceptance/enrollment process.

**Decision-Making Statement**

The school is requesting the Commission approve its admissions policy and procedures, which provide no enrollment preferences.

**Staff Recommendation**

Staff recommends approval of Ke Ana Laahana’s admissions policy and procedures. The school has revised the admissions application it had developed in order to follow the guidance provided by the Commission.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka ‘Āina New Century Public Charter School; Ka’u Learning Academy; Ke Ana La’ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai’i Explorations Academy, as provided in Exhibit A of this submittal.**

#### 4. Myron B. Thompson Academy

##### Student Enrollment

Based in Honolulu, but with students on Oahu, Kauai, Maui, Molokai, and Hawaii Island, Myron B. Thompson Academy (“MBTA”) serves grades K-12 and has a total student enrollment of 567 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	50	78	80	53	61	59	39

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	23	25	32	25	20	22

##### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit A**. The school’s admission cycle begins when applications are first accepted on February 1<sup>st</sup> and runs through March 31<sup>st</sup>. The admission lottery is conducted a week following the close of the school’s admission cycle. According to the school registrar, the school has not needed to conduct an admissions lottery within the last three years as it has accepted all interested students.

The school’s admission policy states that the school provides an enrollment preference only for returning students, who are not required to re-enroll and go through the admissions process once accepted.

The admission application is an online form that was developed by the school that includes complete enrollment information such as McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant. According to the school director, the admissions process is a two-step process in which applicants receive notification of acceptance and are then instructed to select an orientation session and to complete enrollment information on the online form.

The email sent to applicants informing them of this is provided along with the school’s admission policy and application in **Exhibit A**. According to the school registrar, the letter is sent via email and snail mail as soon as the online application is completed and a copy of the student's Birth Certificate and Form 14 (Health Records/TB Clearance) is received. This concludes the application (admissions) process and starts the registration (enrollment) process

##### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which 1) does not provide enrollment preferences and 2) use of its online admission application.

##### Staff Recommendation

Staff recommends approval of MBTA’s admissions policy and procedures. The school’s policy provides an enrollment preference only to returning students, which is a preference provided for in statute. The school has also provided verification that its online application process does not collect information on McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant until the applicant has received notification of acceptance into MBTA.



## **RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka 'Āina New Century Public Charter School; Ka'u Learning Academy; Ke Ana La'ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai'i Explorations Academy, as provided in Exhibit A of this submittal.**

## 5. Volcano School of Arts & Sciences

### Student Enrollment

Based in Volcano on the island of Hawaii, Volcano School of Arts & Sciences (“Volcano”) serves grades K-8 and has a total student enrollment of 188 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
# of Students	18	18	18	36	19

Grade	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
# of Students	19	21	18	21

### Admission Policy and Application

Volcano seeks approval for its admissions policy and application, which is found in **Exhibit A**. The school accepts applications through March 31<sup>st</sup> for the upcoming school year. If needed, an admissions lottery is conducted within two weeks following the close of the school’s admission cycle on March 31<sup>st</sup>. The school’s policy specifies that no new students are accepted after October 15<sup>th</sup>, with the exception of siblings of currently enrolled students and children of staff or the governing board.

The school’s admission policy utilizes the following enrollment preferences, in priority order:

- A. Returning students from the current school year;
- B. Children of fulltime staff, not to exceed 10% of the student population;
- C. Children of governing board members-not to exceed 10% of the student population;
- D. Siblings of currently enrolled students; and
- E. Applicants who previously were on the waitlist from the previous year’s lottery.

In addition, the school utilizes a weighted admission lottery premised on a geographic preference for the Volcano and Hawaii National Park area. Applicants who are residents of Volcano or Hawaii National Park, defined as residents of the 96785 or 96818 zip code area, receive four priority points in the school’s admission lottery. A point is equivalent to one lottery. Those who claim residency will be required to provide a utility bill or may be subject to a home visit.

The school has agreed to use the modified version of the DOE enrollment form as its admission application. As the school has already begun its admission cycle, the school director will be using the modified form going forward for the remainder of its admission cycle.

### Decision-Making Statement

The school is requesting the Commission to approve its admissions policy and procedures, which include: 1) an enrollment preference for applicants who were previously on the wait list from the previous year’s lottery; 2) an enrollment cut-off date of October 15, after which no new students are accepted; and 3) a weighted admissions lottery that gives preference to residents of Volcano or Hawaii National Park.

### **Staff Recommendation**

Staff recommends approval of Volcano’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. The Commission has already approved the preference for applicants who previously were on the waitlist from the previous year’s lottery in the admissions policy of Innovations Public Charter School; for more detail on this decision, see the submittal from the Commission’s February 12, 2015 general business meeting [here](#). The Commission has also already approved admission policies that set the cut-off date of October 15 for SEEQS: The School for Examining Essential Questions of Sustainability; see the submittal from the Commission’s February 12, 2015 general business meeting (link provided in the preceding sentence) for additional information on this.

In regards to the weighted lottery, the Commission has previously approved similar provisions for other charter schools. For clarification, additional points in a weighted lottery do not function as a “true” enrollment preference, as applicants who receive the additional points are not guaranteed a seat at the school, only additional chances in the selection lottery. The Commission approved earlier requests for weighted lotteries, contingent on the fact that the locations/zip codes chosen by the schools did not equate to an inadvertent advantage to a particular ethnic group. Staff examined data from the 2010 U.S. Census and confirmed that the zip codes chosen by Volcano do not favor any one ethnic group. The census data is included in **Exhibit A**, along with the school’s admission policy.

The school director has also confirmed that Volcano will be using the modified version of the DOE enrollment form as it goes forward in its admission cycle.

### **RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka ‘Āina New Century Public Charter School; Ka’u Learning Academy; Ke Ana La’ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai’i Explorations Academy, as provided in Exhibit A of this submittal.**

## 6. West Hawai'i Explorations Academy

### Student Enrollment

Located in Kona on the island of Hawaii, West Hawai'i Explorations Academy ("WHEA") serves grades 6-12 and has a total student enrollment of 257 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	33	33	35	49	50	31	26

### Admission Policy and Application

WHEA seeks approval for its admissions policy and application, which is found in **Exhibit A**. The school began its admission cycle in February. Applications are collected each month and an admissions lottery is conducted on the first of the month for all the applications turned in the previous month.

The school's admission policy utilizes the following enrollment preferences:

- A. Returning students from the current school year;
- B. Children of fulltime staff, not to exceed 10% of the student population; and
- C. Siblings of currently enrolled students.

The admission application is an online form that is provided on the school website during its admissions period. Standard background and family contact information is requested on the application. The application does not contain any questions regarding McKinney-Vento eligibility, ethnicity, or the language spoken by applicant. The application previously did include a gender question, but this was removed from the online form in early March by school administrators.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which include only enrollment preferences that are either allowed in statute or already approved by the Commission.

### Staff Recommendation

Staff recommends approval of WHEA's admissions policy and procedures. The school's policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. The school also willingly removed a question on gender from its admission application to the post-acceptance process, in line with Commission guidance.

## RECOMMENDATION

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kanu o ka 'Āina New Century Public Charter School; Ka'u Learning Academy; Ke Ana La'ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai'i Explorations Academy, as provided in Exhibit A of this submittal.**

## 7. Kawaikini New Century Public Charter School

### Student Enrollment

Located in Lihue on Kauai, Kawaikini New Century Public Charter School (“Kawaikini”) serves grades K-12 and has a total student enrollment of 135 (as of the October 15, 2014 enrollment count). The school is a Hawaiian cultural-based immersion program, in which all instruction is provided in the Hawaiian language. The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	24	20	15	17	12	10	13

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	9	3	4	3	1	4

### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit B**. The school’s admission cycle when applications are first accepted on February 1<sup>st</sup> and runs through the end of the month. The admission lottery is conducted as needed.

The school’s admission policy utilizes the following enrollment preferences:

- A. Returning students from the current school year;
- B. Siblings of currently enrolled students;
- C. Children of staff, not to exceed 10% of the student population; and
- D. Students entering with grade level proficiency in Hawaiian.

The school has developed its own admissions application which contains only basic contact information on the applicant and parents. The application does include questions about whether the student and the family speak Hawaiian. There is a question regarding gender in the application, which the school has agreed to remove from its admission application and move to its enrollment process.

### Decision-Making Statement

The school is requesting the Commission to approve its admissions policy and application, including: 1) enrollment preferences that are either allowed in statute or already approved by the Commission; and 2) an enrollment preference for the students entering with grade level proficiency in Hawaiian.

The preference for students entering with grade level proficiency in Hawaiian is similar to the preference for Hawaiian speaking persons, which the Commission has already approved for Ke Kula ‘o Samuel M. Kamakau, LPCS, as it is premised on speaking the Hawaiian language. Kawaikini’s requested enrollment is similarly premised on speaking the Hawaiian language, but specifies the individual speaking the language is the student. As such, the questions in the school’s application regarding whether the student and the family speak Hawaiian are allowable and necessary, in order for school administrators to utilize the preference.

The school's policy mentions interviews are conducted for applicants of grades 3-6 to determine whether the students have a background supportive of Hawaiian language development. The school director confirmed this interview is conducted in the post-acceptance/enrollment phase of the admissions process to ensure that new students have grade level proficiency.

**Staff Recommendation**

Staff recommends approval of Kawaikini's admissions policy and procedures. The school's policy does not include any enrollment preferences that are not specified in statute or have already been approved by the Commission.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kawaikini New Century Public Charter School, as provided in Exhibit B of this submittal.**



## 8. Kamaile Academy, PCS

### Student Enrollment

Located in Waianae, Kamaile Academy, PCS (“Kamaile”) serves grades preK-12 and is one of the largest charter schools in the state, with a total student enrollment of 969 as of the October 15, 2014 official enrollment count. The school’s pre-K program is specifically for special education students and not a general education program. The student population, broken down by grade level, is as follows:

Grade	PreK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
# of Students	10	66	116	122	124	104	101

Grade	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	104	55	40	39	30	36	22

The school is a conversion charter school; however, it only serves as the district geographic home school for grades preK-6, which were the grades the school served upon conversion. The secondary school, grades 7-12, is a school of choice with open enrollment.

### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school’s admission policy states that all children who live in the school’s geographic service area are entitled to enroll in the school. Students who live outside of the geographic area served are required apply to the school through the geographic exemption (GE) process.

Kamaile’s admission policy does not provide for any enrollment preferences. The school’s policy also specifies that once an out-of-area student receives a geographic exception, that student has the same continuing enrollment rights as students in the district until they leave the school voluntarily. The school’s admission policy does not provide for any enrollment preferences for the children of out-of-area staff members and governing board members, as they would be required to go through the usual geographic exception process.

Grades 7-12 at Kamaile function as a start-up charter school for enrollment purposes, as the school did not serve those grades when it became a conversion charter school. Applications for those grades are accepted year-round. An admission lottery is conducted if the number of applicants exceeds the number of available spaces.

The admission application for out-of-area students in grades K-6 (the conversion school grades) is the department’s geographic exception form, which is provided in **Exhibit C**. Once accepted, the student then completes the standard DOE enrollment form. Kamaile uses the modified version of the DOE’s enrollment form as the admissions application for grades 7-12.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which include: 1) the school’s statutorily established responsibility as a conversion school to serve students



that live within the school's geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

While the school states that it does not follow any enrollment preferences, staff considers the policy providing enrollment rights to returning out-of-area students who received a geographic exception to be an enrollment preference. These preferences are already provided in statute and do not require Commission approval.

After consultation with the school director and Commission staff, Kamaile has agreed to use a modified version of the DOE enrollment form for grades 7-12, as the admissions process and procedures for a conversion school differ from the procedures a start-up charter school may utilize. The use of the geographic exception form for the conversion grades is a practice set in statute for conversion schools that Kamaile cannot utilize for its 7-12 grade applicants.

### **Staff Recommendation**

Staff recommends approval of Kamaile's admissions policy and procedures. The school's policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. The school plans to utilize the revised DOE enrollment form for its 7-12 grade applicants, which addresses any concerns that the admission application contains questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant.

### **RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu'u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

## 9. Kualapuʻu School: A Public Conversion Charter

### Student Enrollment

Located on the island of Molokai, Kualapuʻu School: A Public Conversion Charter (“Kualapuu”) serves grades preK-6 and has a total student enrollment of 325 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	PreK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	21	28	50	43	40	50	50	43

The school is a conversion school that serves as the district geographic area school for all grades, K-6. In addition to serving as a district geographic area school as a conversion school, Kualapuu offers the only Hawaiian immersion program for elementary grades on the island of Molokai.

### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school’s admission policy states that all children who live in the school’s geographic service area are entitled to enroll in the school. Students who live outside of the geographic area served are required apply to the school through the geographic exemption (GE) process. As the only Hawaiian immersion program elementary grades on Molokai, Kualapu`u is also the district school for Hawaiian Language Immersion Program students from all areas of Molokai.

The school’s admission policy does not provide for any enrollment preferences; children of out-of-area staff members and governing board members would be required to go through the geographic exception process. According to the school director, once an out-of-area student receives a geographic exception, that student has the same continuing enrollment rights as students in the district until they leave the school voluntarily.

The admission application for out-of-area students is the DOE’s geographic exception form, which is provided in **Exhibit C**.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which include: 1) the school’s statutorily established responsibility as a conversion school to serve students that live within the school’s geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

While the school states that it does not follow any enrollment preferences, staff considers the policy providing enrollment rights to returning out-of-area students and siblings of students who received a geographic exception as an enrollment preference. These preferences are already provided in statute and do not require Commission approval.

Also, according to the school director, Kualapuu accepts any student interested in attending the school and does not turn any student away. Accordingly, the school does not have a separate admission and enrollment process for out-of-area students; students would complete both the GE form and the enrollment form together. For the 2014-2015 school year, there were approximately

56 geographic exceptions at Kualapuu, 28 of which were for enrollment into the Hawaiian immersion program.

**Staff Recommendation**

Staff recommends approval of Kualapuu’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu’u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

## 10. Lanikai Elementary Public Charter School

### Student Enrollment

Located in Kailua on the east side of Oahu, Lanikai Elementary Public Charter School (“Lanikai”) serves grades K-6 and has a total student enrollment of 329 (as of the October 15, 2014 enrollment count). The school is a conversion school that serves as the district geographic area school for all grades, K-6. The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	42	52	47	49	50	45	44

### Admission Policy and Application

Lanikai seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school’s admission policy states that all children who live within the school’s geographic service area are entitled to enroll in the school. Students who live outside of the geographic area served are required apply to the school through the geographic exemption (GE) process. Lanikai begins accepting GE forms from out-of-area students on January 1<sup>st</sup> and continues until March 1<sup>st</sup>.

The school’s admission policy utilizes the following enrollment preferences for students that live outside of the school’s geographic area, in priority order:

- A. Children of full and part-time staff-not to exceed 10% of the student population; and
- B. Siblings of currently enrolled students.

The school’s policy also specifies that once a geographic exception has been granted, the exception is granted through the student’s terminal year unless the student voluntarily withdraws or the GE status is revoked.

The policy also details the lottery process that is conducted for students who reside outside of the geographic area, which occurs following the March 1<sup>st</sup> deadline for GE applicants.

The admission application for out-of-area students is the DOE’s geographic exception form, which is provided in **Exhibit C**. Once accepted, the student then completes the standard DOE enrollment form.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which includes: 1) the school’s statutorily established responsibility as a conversion school to serve students that live within the school’s geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

### Staff Recommendation

Staff recommends approval of Lanikai’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been

approved by the Commission. In addition, the school's admissions process for out-of-area students is comprised of a distinct admissions process and an enrollment/post-acceptance process.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu'u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

## 11. Laupahoehoe Community Public Charter School

### Student Enrollment

Located on island of Hawaii, Laupahoehoe Community Public Charter School (“Laupahoehoe”) serves grades pre-K-12 and has a total student enrollment of 256 (as of the October 15, 2014 enrollment count). The school is a conversion school that serves as the district geographic area school for all grades, K-12. The school’s pre-K program is specifically for special education students and not a general education program. The student population, broken down by grade level, is as follows:

Grade	PreK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	6	21	25	18	17	27	22	24

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	12	23	13	25	14	9

### Admission Policy and Application

Laupahoehoe seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school has an admission policy that states that all children who live in the Laupahoehoe geographic area are entitled to enroll in the school. Students who live outside of the geographic area served are allowed to participate in an early enrollment period, which begins on February 15. Open enrollment begins on March 1 and continues through May 31 of each year.

The school has specified that grades K-6 are considered “full” once a class size of 20 has been reached. Once a class is “full,” no students outside of the geographic area will be enrolled for that grade. The admission policy provides for some contingency plans if class sizes exceed 20 students, such as requiring school administration to submit staffing plans to the school’s governing board or providing teachers with additional support. According to the school registrar, there were 12 GE (out-of-area) students this school year.

The school’s admission policy utilizes the following enrollment preferences for students that live outside of the school’s geographic area, in priority order:

- A. Siblings of currently enrolled students;
- B. Children of full and part-time staff, not to exceed 10% of the student population; and
- C. Children of current governing board members, not to exceed 10% of the student population.

The school’s policy also specifies that once a student, including an out-of-area student, is enrolled at Laupahoehoe, that student has the same continuing enrollment rights as students in the district until he or she leaves the school voluntarily.

If needed, lotteries are held at the end of the open enrollment period for the out-of-area students. Students not selected in the lottery are placed on a waiting list; the school policy states that if more

than 15 students are on a grade specific waitlist, the administration shall propose a plan to the governing board to open another class for that grade level.

For out-of-area students, the school uses the DOE GE form and the modified version of the DOE admission form that was provided on the Commission website.

**Decision-Making Statement**

The school is requesting the Commission approve its admissions policy and procedures, which include: 1) the school’s statutorily established responsibility as a conversion school to serve students that live within the school’s geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

**Staff Recommendation**

Staff recommends approval of Laupahoehoe’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. In addition, the school’s admissions process for out-of-area students is comprised of a distinct admissions process and an enrollment/post-acceptance process. The school willingly modified its admission process by adopting the modified DOE form.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu’u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waiālae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

## 12. Waialae Elementary Public Charter School

### Student Enrollment

Waialae Elementary Public Charter School (“Waialae”) is located in East Honolulu, serves grades pre-K-5, and has a total student enrollment of 504 (as of the October 15, 2014 enrollment count). The school’s pre-K program is specifically for special education students and not a general education program. The student population, broken down by grade level, is as follows:

Grade	PreK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
# of Students	7	73	82	85	82	84	90

The school is a conversion school with an attendance area comprising parts of the Kaimuki and Kahala area.

### Admission Policy and Application

Waialae seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school’s admission policy states that all children who live within the school’s geographic service area are entitled to enroll in the school. Students who live outside of the geographic area served are required apply to the school through the geographic exemption (GE) process. Waialae begins accepting GE forms from out-of-area students on January 1<sup>st</sup> and continues until March 1<sup>st</sup>.

The school’s admission policy utilizes the following enrollment preferences for students that live outside of the school’s geographic area, in priority order:

- A. Students with existing GE status at the school;
- B. Siblings of currently enrolled students; and
- C. Children of full and part-time staff, not to exceed 10% of the student population.

The policy also provides for a lottery process that is conducted for students who reside outside of the geographic area.

The admission application for out-of-area students is the DOE’s geographic exception form. Once accepted, parents and students complete the DOE enrollment form.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which includes: 1) the school’s statutorily established responsibility as a conversion school to serve students that live within the school’s geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

The school’s current policy states that out-of-area students must complete a GE form and the McKinney-Vento form for homeless status. The school CEO has agreed to move completion of the McKinney-Vento form to the post-acceptance/enrollment process in order to follow Commission guidance. As this is an operational issue, the CEO said the change would be made immediately and that he would inform the governing board of the change.



**Staff Recommendation**

Staff recommends approval of Waialae’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. In addition, the school’s CEO will alter the school’s admissions process by moving completion of the McKinney-Vento form to the post-acceptance process, in line with Commission guidance.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu’u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

### 13. Waimea Middle Public Conversion Charter School

#### Student Enrollment

Waimea Middle Public Conversion Charter School (“Waimea”) is located in Waimea on Hawaii Island, serves grades 6-8, and has a total student enrollment of 296 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
# of Students	96	108	92

The school is a conversion school that serves as the district geographic area school for children in grades 6-8 who reside in the Waimea, Kawaihae, and Puako communities.

#### Admission Policy and Application

Waimea seeks approval for its admissions policy and application, which is found in **Exhibit C**. As a conversion charter school, the school’s admission policy states that all children who live in the school’s geographic service area are entitled to enroll in the school. Students who live outside of the geographic area served are required apply to the school through the geographic exemption (GE) process.

The school’s admission policy does not provide for any enrollment preferences. The school’s policy also specifies that once an out-of-area student receives a geographic exception, that student has the same continuing enrollment rights as students in the district until he or she leaves the school voluntarily. Siblings of students on a geographic exception are also provided with enrollment rights.

Waimea’s admission policy states the school does not use any type of lottery process.

#### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which include: 1) the school’s statutorily established responsibility as a conversion school to serve students that live within the school’s geographic service area; and 2) enrollment preferences that are either allowed in statute or already approved by the Commission.

While the school states that it does not follow any enrollment preferences, staff considers the policy providing enrollment rights to returning out-of-area students and siblings of students who received a geographic exception as an enrollment preference. These preferences are already provided in statute and do not require Commission approval.

Also, according to the school director, Waimea accepts any student interested in attending the school and does not turn any student away. Accordingly, the school does not have a separate admission and enrollment process for out-of-area students; students would complete both the GE form and the enrollment form together.

**Staff Recommendation**

Staff recommends approval of Waimea’s admissions policy and procedures. The school’s policy does not include any enrollment preferences that are not specified in statute or has already been approved by the Commission. In addition, the school’s admissions practice is to accept every student interested in coming to school, a practice that has been followed since the school was established as a charter school.

**RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission approve the admissions policy and procedures of Kamaile Academy, PCS; Kualapu’u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School, as provided in Exhibit C of this submittal.**

## 14. Connections Public Charter School

### Student Enrollment

Located in Hilo town on the island of Hawaii, Connections Public Charter School (“Connections”) serves grades K-12 and has a total student enrollment of 351 (as of the October 15, 2014 enrollment count). The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	16	20	20	23	27	29	29

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	34	39	30	29	32	23

### Admission Policy and Application

Connections seeks approval for its admissions policy and application, which is found in **Exhibit D**. The school utilizes a rolling admissions process, in which lotteries are held three times each school year. The first lottery is held prior to the start of the school year; the next two lotteries are scheduled later in the school year, such as in October and January, and are still for admission in the current school year. Applications for those not selected in one of the school lotteries make up the wait list for the next lottery. Applications can be submitted year round, and applications received after a lottery date are filed by the school and entered into the next upcoming lottery.

The school’s admission policy utilizes the following enrollment preferences:

- A. Currently enrolled students;
- B. Siblings of currently enrolled students; and
- C. Children of currently employed full-time and part-time school employees, not to exceed 10% of the total student population.

The admission application is the unmodified DOE enrollment form (SIS-10W), which includes the questionnaire to determine eligibility under the McKinney-Vento Homeless Improvements Act, ethnicity, gender, and language spoken by applicant.

### Decision-Making Statement

The school is requesting the Commission to approve its admissions policy and application, including: 1) an enrollment preference for part-time school employees; and 2) allowing the school to continue to utilize the unmodified DOE form due to the administrative hardships that it says using an alternative application would cause.

In regards to the enrollment preference for part-time staff, the Commission approved the staff enrollment preference for full time employees, with no mention of part-time employees. However, the Commission has allowed schools to provide an enrollment preference to part-time employees, provided that the 10% limit established by the Commission for children of full-time staff and governing board members also applies to this preference.

At its General Business Meeting on February 12, 2015, the Commission adopted guidelines to charter schools that were using the DOE enrollment form as an application form and required schools to remove questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant, unless the school has an immersion or language medium program, as well any other questions unrelated to the school's approved enrollment preference(s). In keeping with the Commission's other guidance, such questions were to be moved to the school's enrollment process after the applicant has been selected for admission.

The rationale behind the Commission's decision was that, unlike schools in the DOE that are obligated to enroll all students subject only to place of residence, charter schools may limit enrollment based on other factors and may provide for enrollment preferences. For this reason, the Commission's adopted the position that any information that is not relevant to a charter school's admissions policy or an approved enrollment preference should be removed from the application and obtained instead during the enrollment process after the student is admitted. This will avoid any confusion as to how students are selected, protecting the school as well. The Commission has provided schools with a sample admissions application and enrollment form that was developed by a charter school principal which incorporates the other information provided on the DOE form. Schools can obtain this sample form on the Commission website [here](#).

At the Performance and Accountability Committee meeting on February 26, 2015, the school director stated that he would be seeking legal guidance from the charter school deputy attorney general regarding the use of the DOE enrollment form for the admissions process. In the meantime, the director also stated that Connections would continue to use the unmodified DOE form in its admission process; Committee members responded that, if the practice were to continue, the Commission would not be able to approve the school's admission process going forward.

#### **Committee Recommendation**

The Committee passed the following motion:

**Move to recommend that the Committee recommend conditional approval of Connections' admissions policy and practices, provided that the school agrees to use as its application form a modified version of the DOE enrollment form that removes the questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant.**

As previously noted, the school director of Connections has stated the school will continue to use the DOE enrollment form, despite the Commission's guidance and action on requesting schools to use a modified version of the DOE form which removes the questions associated with the prohibited areas described in the statute pertaining to charter school admissions, Section 302D-34(a).

Members of the Performance and Accountability Committee meeting, though passing out the motion recommending conditional approval of the school's admission policy, informed the director of Connections that should the school continue to use the DOE enrollment form, the Commission would not be able to approve the school's admission policy and procedures.

The Charter School Contract states that charter schools must comply with admission policies and procedures as approved by the Commission. Should the Commission not approve the school's

admission policy, the school would be in violation of the Charter Contract and subject to the Intervention Protocol.

## **RECOMMENDATION**

Proposed Motion:

**Move to recommend that the Commission:**

- 1) Recommend conditional approval of Connections' admissions policy and practices, provided in Exhibit D of this submittal, contingent on the school's use of a modified version of the DOE enrollment form that removes the questions regarding McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant; and**
- 2) Direct staff to work with the school to ensure that the modified form will be used for its summer admissions cycle and report on this to the Commission no later than its June 2015 general business meeting.**

## 15. Hakipu'u Learning Center

### Student Enrollment

Hakipu'u Learning Center ("Hakipu'u") is a Hawaiian-focused program that serves grades 4- 12 and is based in Kaneohe, Oahu. As of the October 15, 2014 enrollment count, the total school population is 62. The student population breakdown by grade level is as follows:

Grade	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
# of Students	2	2	3	7	5

Grade	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	16	11	9	7

### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit E**. Hakipu'u's admission period begins at the start of the second semester (early January) with completed applications due by March 31<sup>st</sup>. The school has a general orientation session for interested parents, which is then followed by a "talk story" session which is a one-on-one meeting with parents, the child (or children), and 1 or 2 school staff.

In its admission policy, the school has adopted the enrollment preferences provided for in statute and by the Commission: returning students, siblings of returning students, and children of full-time employees and governing board members. The school amended its policy to include the provision that the enrollment preference for staff and governing board members capped at to 10% of the total student enrollment.

The admission policy states that should the school receive more applications than available openings, a lottery will be conducted. According to school administrators, the school has not yet needed to conduct a lottery.

The school application (or informational packet) is found in **Exhibit E**.

In its September 11, 2014 General Meeting, the Commission adopted a motion that informed charter schools that admission and enrollment policies requiring any demonstration of academic ability as a pre-cursor to admission will be disapproved, as this practice may deter or discourage some students and their families from applying. Hakipu'u believes that its project-based focus requires that they seek voluntary participation of the student applicant in writing responses to 19 questions, and that of his or her parent or guardian in writing responses to nine questions, as part of its application (See **Exhibit E**, Information Packet for SY 2015-16, page 9 of 18). The school states that the information gleaned from these essays assist the school in planning for those new students and their families.

### Decision-Making Statement:

Even if the application describes these 28 questions as "optional," this practice could still pose a deterrent to prospective applicants. In addition, the practice can appear to be a means for a school to assess the student's and parent's abilities and can be perceived as being used to screen

students.

The school has stated that it does not require these essays to be filled out before processing this application but will work with or talk to the families and applicant to get this information. If so, this makes the point that the information is not needed for the application process. If the school needs the information only to learn more about the applicant and it is not relevant to the admission decision, then it is more appropriate for this information to be obtained after admission and during the enrollment stage.

At the January 22, 2015 Performance and Accountability Committee meeting, Commissioners engaged in a vigorous discussion with staff from the school on its use of essays in the admissions process. Hakipu'u staff stated that the intention of the essays and questionnaires was to educate families about the school's project-based learning curriculum and that they were a necessary part of the school's admission process. The Committee's message was that requiring prospective students and parents to complete a questionnaire and essay questions could be viewed as a barrier to admissions and could discourage applicants from applying to the school.

#### **Committee Recommendation**

The Committee unanimously passed the following motion:

**Moved to recommend that the Committee recommend that the Commission approve the admissions policy of Hakipu'u Learning Center, provided that the school remove essays from the application process.**

Following the Committee meeting, staff was informed by administrators from the school that they preferred to continue questionnaires and essays in their admissions process despite the Committee recommendation from the committee. Staff informed the administrators that the school had the option to take this issue before the full Commission, but that the recommendation of the Committee would still stand.

#### **RECOMMENDATION**

Proposed Motion:

**Moved to:**

- 1) Recommend that the Commission conditionally approve the admissions policy of Hakipu'u Learning Center, provided in Exhibit E of this submittal, contingent on the removal of the essays from the application and include them, if the school deems them necessary, in the school's post-admission enrollment process.; and**
- 2) Direct staff to work with the school to ensure that the essay questions have been removed and report on this to the Commission no later than its next general business meeting.**



## 16. Hawaii Academy of Arts and Science Public Charter School (HAAS)

### Student Enrollment

Located in Pahoia on the island of Hawaii, Hawaii Academy of Arts and Science Public Charter School (HAAS) serves grades K-12 and has a total student enrollment of 578 as of the October 15, 2014 enrollment count. The student population, broken down by grade level, is as follows:

Grade	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
# of Students	21	27	32	33	33	46	52

Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
# of Students	58	60	64	62	51	39

### Admission Policy and Application

The school seeks approval for its admissions policy and application, which is found in **Exhibit F**. The school's admission cycle begins in February 1<sup>st</sup> and runs through the end of the month. The admission lottery is usually conducted on the first Friday of March; the school's policy specifies that a governing board member conducts the lottery with a school administrator and the registrar as witnesses. Students selected in the lottery are notified by May 1<sup>st</sup>.

The school's admission policy utilizes the following enrollment preferences, in priority order:

- A. Children of full and part-time staff, not to exceed 10% of the student population;
- B. Distance students;
- C. Siblings of currently enrolled students; and
- D. Returning students from the current school year.

The school has developed its own admissions application, which contains only basic contact information on the applicant and parents. The school's application does not request information associated with McKinney-Vento eligibility, ethnicity, gender, and language spoken by applicant. The application does contain questions asking whether the prospective student received special education and English Language Learners (ELL) services.

### Decision-Making Statement

The school is requesting the Commission approve its admissions policy and procedures, which include 1) an enrollment preference for distance students; and 2) an admissions application which requires applicants to disclose whether they have received special education and ELL services.

### Staff Recommendation

Staff recommends conditional approval of the admissions policy and procedures of HAAS, contingent on the removal of special education and ELL questions from the application.

The enrollment preference for distance students applies to HAAS students who are currently in the school's distance learning program but want to enter into the school's "regular" education program (the brick-and-mortar school). The school's governing board has determined these students should enter the admissions lottery rather than receive an automatic seat. The distance students do not lose their place in the distance program and can return to the program if they do not receive a seat

in the physical school. The other enrollment preferences are preferences allowed in statute or have already been approved by the Commission.

In regards to the admission application, school administrators want to keep the special education and ELL questions to assist in their information-gathering to ensure minimal disruption to students that require those services. As of this writing, the school director's position is that the questions will remain in the school's admission application.

The Charter School Contract states that charter schools must comply with admission policies and procedures as approved by the Commission. Should the Commission not approve the school's admission policy, the school would be in violation of the Charter Contract and subject to the Intervention Protocol.

## **RECOMMENDATION**

Proposed Motion:

**Moved to:**

- 1. Recommend that the Commission conditionally approve the admissions policy of Hawaii Academy of Arts and Science Public Charter School (HAAS), provided in Exhibit F of this submittal, contingent on the removal of the questions pertaining to special education and English Language Learners (ELL) from the school's admissions application and include them in the school's post-admission enrollment process; and**
- 2. Direct staff to work with the school to ensure that the questions have been removed and report on this to the Commission no later than its next general business meeting.**

Exhibit A

**Admission Policies for Kanu o ka 'Āina New Century Public Charter School; Ka'u Learning Academy; Ke Ana La'ahana PCS; Myron B. Thompson Academy; Volcano School of Arts & Sciences; and West Hawai'i Explorations Academy**

## Kanu o ka 'Āina NCPCS Admissions Policy

KANU is open to all students who choose to apply. Guided by our vision and mission, KANU is steadfast in cultivating compassionate, empowered, highly competent learners of all ages. KANU seeks enthusiastic, motivated haumāna without regard to race, color, ethnicity, national origin, religion, sex, disability or other criteria protected by law, who wish to join its intergenerational Hawaiian model of education with Aloha.

Student admissions are open to all students in grades kindergarten through grade 12 during our open enrollment period from January 1<sup>st</sup> to March 1<sup>st</sup>. Kindergarteners must turn 5 by July 31<sup>st</sup> of the application school year. We welcome and encourage all interested persons to complete and submit an Admissions application by the imposed deadline. Admissions applications are available on the school website or at the school office.

Admissions are determined on space available for any given grade. If interest exceeds space availability, a lottery will be held for that grade. Applications received after the admissions deadlines are considered on a space available basis after the lottery process is completed and keiki/haumāna not selected in the lottery process have been placed.

Students offered spaces will be notified in writing and have until April 2<sup>nd</sup> to notify the office that they are accepting the space. Anyone who does not reply by April 2<sup>nd</sup> will forfeit his or her space and the next person on the wait list will be offered the space.

Upon acceptance into the educational program, keiki, haumāna and their 'ohana become active members of our unique KANU Learning 'Ohana. Once accepted, students do not have to reapply and are not required to go through the admissions process again.

January 2015

Aloha mai e:

Mahalo for your interest in Kanu o ka 'Aina New Century Public Charter School (KANU). KANU is open to all students who choose to apply. Guided by our vision and mission, KANU is steadfast in cultivating compassionate, empowered, highly competent learners of all ages. KANU seeks enthusiastic, motivated students of all ethnicities who wish to join its intergenerational Hawaiian model of education with Aloha.

Student admissions are open to all students in grades kindergarten through grade 9 during our open enrollment period from January 1<sup>st</sup> to March 1<sup>st</sup>. Students interested in other grade levels are considered on a space available basis. Kindergarteners must turn 5 by July 31, 2015. Pre-kindergarteners attending the Mālamapōki'i Early Childhood Education Program must submit a new application for KANU kindergarten. In accordance with Hawai'i Department of Education practice, a birth certificate or other legal documentation is required for kindergarten applicants.

Admissions are determined on space available for any given grade. If interest exceeds space availability, a random selection process (lottery) will be used to enroll students in school. Admissions applications received after the open enrollment period will be placed on a waitlist and are considered on a space available basis after the lottery process is completed and keiki and haumāna not selected in the lottery process have been placed.

We welcome and encourage all interested persons to complete and submit an Admissions application during the open enrollment period. Applications are available on our school website or at the school office.

### **Required Documents**

- Student Admissions Application
- Birth Certificate (kindergarten applicants)

Completed applications may be submitted to the following locations.

**Hand Delivered**  
64-1043 Hi'iaka St.  
Kamuela, Hi. 96743

**Mail**  
P.O. Box 398  
Kamuela, Hi. 96743

**eMail**  
[kanuprincipal@kalo.org](mailto:kanuprincipal@kalo.org)

Questions or inquiries should be addressed to Margo Kawamoto, Kanu o ka 'Aina NCPCS Daily Operations Manager, at 890-8144.

KANU affords equal opportunity to all individuals without regard to race, color, religion, national origin, sex, disability or other criteria protected by law in its educational practices, admission process or access to programs and activities.



ADMISSIONS INFORMATION

School Year Applying For: 2015-2016

Grade Level Applying For: \_\_\_\_\_

Student's Legal Name: \_\_\_\_\_  
(As it appears on Birth Certificate) Last First Middle

Birthdate: / / Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Number & Street or P.O. Box) City State Zip Code

Home Address: \_\_\_\_\_  
(If Different From Above)

School student currently attends: \_\_\_\_\_

Number of years at current school: \_\_\_\_\_ Current grade: \_\_\_\_\_ Grade applying for: \_\_\_\_\_

**Family Information**

Check Appropriate Box:  Birth Father  Stepfather  Adoptive Father  Legal Guardian

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check Appropriate Box:  Birth Mother  Stepmother  Adoptive Mother  Legal Guardian

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that all information I have supplied on this entire application is true and correct to the best of my knowledge and I agree to furnish further information if required.

\_\_\_\_\_  
Father/Legal Guardian Signature Date

\_\_\_\_\_  
Mother/Legal Guardian Signature Date

**Ka'u Learning Academy Enrollment Policy**

**PURPOSE:**

To outline the process by which students will be admitted to Ka'u Learning Academy, A Public Charter School Authorized by the Hawaii State Public Charter School Commission (School).

**POLICY:**

A. Enrollment maximum will be determined based on Ka'u Learning Academy's current facility's capacity, class sizes, current staffing allocations and other factors. Annually, the Board will determine and approve the enrollment maximum, based on these factors. .

B. Applications to be included in the lottery will be accepted from mid January continuing through 4:00 pm on March 13 when we will hold our first lottery.

C. If there are slots available after the lottery date, applications will be accepted until the charter school enrollment count date (as established by law) or until those slots are filled, whichever comes first.

D. Admission will be granted with the following preferences:

- 1. Current Ka'u Learning Academy students who wish to return for the following school year will be returning students and do not have to reapply.
- 2. Siblings of currently enrolled students receive first preference on open slots. Siblings include children within the household wherein the caretakers have legal guardianship.
- 3. Children of full-time staff receive second preference on remaining open slots, not to exceed 10% of the total school population.
- 4. If there are more applicants by the deadline than the remaining open slots, a lottery will be held. Applicants who have a sibling who has been admitted earlier in the lottery will be automatically given preference for remaining open slots in the grade they are seeking admittance. Others will be placed on a waiting list.

E. A student is considered "enrolled" by the School when their materials/information packet is received by the school following their selection in the lottery.

F. Enrolled students are required to attend the first day of school. In rare instances, exceptions may be made by the School Director and/or their designee. If a child fails to attend by the end of the first full week of school without prior approval, the student slot will be forfeited and released to another student.

**DEFINITIONS:**

- 1. "Enrolled" means that a space has been reserved or held in a particular class or learning team for a student.
- 2. "Count Date" is the date designated by the State Department of Education that is used to determine the official student enrollment count for the school year. The student enrollment count is used as a multiplier to determine the funding allocation for the School.
- 3. "Start Date" is the first day of school for students as published on the official school calendar. For students starting after the first day of school, the start date is the date that is agreed upon and approved by the School administration.

-----  
(cut, sign & return to Front Office)

**Acknowledgement of Admission Policy**

I, \_\_\_\_\_(parent) of \_\_\_\_\_(student) have received and read the Ka'u Learning Academy PCS admissions policy. I further understand that my child will not be accepted or re-enrolled, if I choose to withdraw my child. I will be required to go through the same admissions process the following year, based on availability (open spots).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ 39 \_\_\_\_\_ Date: \_\_\_\_\_





**INSTRUCTIONS: To be completed upon acceptance only!**

Ka'u Learning Academy Date Accepted: \_\_\_\_\_ Notified via: \_\_\_\_\_

<b>STUDENT ENROLLMENT FORM</b>	2015-2016	Student ID No.	Proof of Age	Proof of Res.	Medical/TB
Name _____	Gender: M _____ F _____	FOR SCHOOL USE ONLY			

**LANGUAGE INFORMATION (For Demographic Purposes Only)**

Language Codes: (Select a letter from the list and fill in the blanks below)

_____ Student's First Acquired Language	_____ Language Most Often Spoken at Home	_____ Language Most Often Used by Student
A - English	F - Cebuno/Visayan	K - Vietnamese
B - Cantonese	G - Hawaiian	M - Chuukese
C - Mandarin	H - Japanese	N - Pohnpeian
D - Ilocano	I - Korean	O - Cambodian
E - Tagalog	J - Samoan	P - Chamorro
		Q - Fijian
		R - Hmong
		S - Lao
		T - Marshallese
		U - Pampango
		V - Pangasinan
		W - Portugese
		X - Spanish
		Y - Thai
		Z - Tongan
		L - Other (Specify): _____

**ETHNICITY INFORMATION (For Demographic Purposes Only)**

Ethnicity Code: \_\_\_\_\_ (Select up to 2 choices from the list below and fill in the blank(s) to the left)

A - American Indian	D - Filipino	G - Japanese	J - Span, Cuba, Mex, Puerto Rican	M - Other (Specify): _____
B - Black	E - Hawaiian	H - Korean	K - Samoan	N - Indo-Chinese (Camb, Viet, Lao)
C - Chinese	F - Part Hawaiian	I - Portuguese	L - White	

**OTHER INFORMATION**

(Person to Notify In Case Of Emergency if First or Second Contact cannot be reached)

Check One: \_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Other (specify) \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Employer's Name \_\_\_\_\_

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Cellular Phone # \_\_\_\_\_ Work Phone # (include ext.) \_\_\_\_\_ Email Address \_\_\_\_\_

**PHYSICIAN INFORMATION**

\_\_\_\_\_ Doctor's Name or Clinic Name \_\_\_\_\_ Office Phone # \_\_\_\_\_ Medical Insurance \_\_\_\_\_

**PRIOR SCHOOL ATTENDED**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**ADDITIONAL INFORMATION**

- A. Does this student have a current IEP, 504, or related services? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please describe and/or provide documentation.
- B. Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Is student's father, mother, or guardian a member of the Armed Services, National Guard, or Reserves? Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Ke Ana La’ahana PCS

V. Recruitment and Admission Procedures

The Ke Ana La’ahana Public Charter School will comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Protection Clause of the Constitution in the selection and admittance of students into the school.

The Ke Ana La’ahana Public Charter School is a “choice” school for families and students with the desire to participate in an educational program geared for high performance, standards and expectations in a learning environment driven by its culture, family, and community. Both community and non-community members understanding clearly the vision, mission, and general goals of the school are welcome to apply for admission into the school.

All students and their families desiring admittance will be given equal opportunity in the application process. There will be a broad distribution of information in the recruitment of applicants through local public media services such as newspaper, radio, and public notices. Stated deadlines for completion of application and supporting documents will be consistent and fair for all applicants. The application review by an Application Review Board will uphold all federal and state laws regarding discrimination. At-Risk and Special Needs Students will be allowed the same and equal opportunity for admission into the Ke Ana La’ahana Public Charter School following the same application, review and interview process. The administration, board, staff and faculty will work with the Department of Education and the Department of Health in providing needed services upon request by the student’s family or the school for those students requesting admittance.

All student applications and supporting documentation will be reviewed by the Application Review Board. Student admission will be based on the submission of all required documents by the suggested application deadline. Should the school be oversubscribed where the number of students exceed the capacity limits of the facilities, all applications received before application deadline will be put into a single pool and a lottery will be used to select students for admission. A waiting list will then be maintained according to the order from which the names of students were pulled from the lottery pool. A weighted lottery will not be employed as a means for student selection into the program such as genealogical and historical ties to a specific community.

Ke Ana La’ahana PCS does not give preference to its admission to siblings, children of staff or governing board members. The same considerations are given to each application and are aligned with the United States Civil Acts of 1967.

*Hawaii Public Charter School Progress Report, Section II, Subsection V. Recruitment and Admission Procedures, P. 8 and 9.*

# Ke Ana La'ahana Student Application for Enrollment

## School Year 2014-2015

Complex Area: Hawai'i

**1) PLEASE INITIAL BEFORE THE BOX ALL THAT IS APPLICABLE:**

- The student successfully completed sixth (6<sup>th</sup>) grade level requirements.  
 The student and family adhere to the mission, vision and general goals of Ke Ana La'ahana.

How did you hear of Ke Ana La'ahana PCS?  KAL parent  KAL staff member  Family/friend  
 EKF website  Advertisement  Staff from current school

<b>STUDENT ENROLLMENT FORM: SIS - 10W</b> (Revised) <b>INSTRUCTIONS: PRINT YOUR ENTRIES LEGIBLY</b>	Student ID No.	Entry Date	Entry Code	Room #
--	----------------	------------	------------	--------

**2) STUDENT PERSONAL DATA**

**Student's Legal Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Last Name** **First Name** **MI** **Current school attending:** \_\_\_\_\_  
**Grade Entering:**  7<sup>th</sup>  8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup> **Last grade level successfully completed:** \_\_\_\_\_

**3) STUDENT CITIZENSHIP/SCHOOL INFORMATION**

If place of birth is other than U.S. indicate year of arrival: \_\_\_\_\_  
 Student's place of birth: \_\_\_\_\_  
 If not, please complete the following: Alien No.: \_\_\_\_\_  
 7<sup>th</sup> grade immunization records complete?  Yes  No  
 School immunizations up to date?  Yes  No  
 Attach copies if completed \_\_\_\_\_  
 \*\*\*\*\*  
 Is student a U.S. citizen?  Yes  No  Refugee  
 Immigrant  Non-immigrant

**4) FAMILY/RESIDENTIAL INFORMATION**

**Student lives with: (Check Applicable)**  
 Parents  Guardian (If guardian, check one of the following):  
 Mother  Father  Other (Aunt, Grandparent, foster parent, etc)

**Student Current Residence Address:**  
 Name \_\_\_\_\_  
 Street \_\_\_\_\_ Apt/Suite \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

**5) MAILING INFORMATION**

**Mail to ONE of the following (check one):**  
 Parents  Guardian (If guardian, check one of the following):  
 Mother  Father  Other (Aunt, Grandparent, foster parent, etc)

Enter Mailing Address only if DIFFERENT from #5:  
 Name \_\_\_\_\_  
 Street \_\_\_\_\_ Apt/Suite \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

**6) FATHER/GUARDIAN**

Name of Father/Guardian: \_\_\_\_\_ Ph. # \_\_\_\_\_

Employer: \_\_\_\_\_ Ph. # \_\_\_\_\_

**7) MOTHER/GUARDIAN**

Name of Mother/Guardian: \_\_\_\_\_ Ph.# \_\_\_\_\_

Employer: \_\_\_\_\_ Ph. # \_\_\_\_\_

**8) TELEPHONE INFORMATION**

Contact Person: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Unlisted?  Yes  No  
 Work #: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_ Pager # \_\_\_\_\_  
 E-mail address (opt) \_\_\_\_\_

*I certify that the information that I have provided on this student application for Ke Ana La'ahana Public Charter School is accurate and true to the best of my knowledge. I also agree that providing false or incomplete information may be cause for non-acceptance.*

\_\_\_\_\_  
**Name of Father/Guardian (Print)** **Signature** **Date**

\_\_\_\_\_  
**Name of Mother/Guardian (Print)** **Signature** **Date**

\_\_\_\_\_  
**Name of Student (Print)** **Signature** **Date**

**1) STUDENT PERSONAL DATA**

Student's Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Last Name First Name MI Student's primary language \_\_\_\_\_  
 Male  Female

Grade Entering:  7th  8th  9th  10th  11th  12th Language spoken at home \_\_\_\_\_  
 Current lunch status:  Free  Reduced  Paid  
 The student lives in the community of Keaukaha at the time of request of admission.  
 The student and family show genealogical and historical linkage to the community of Keaukaha.

**2) ETHNICITY DATA**

Student Ethnic Background Percentage (Show percentage):  
 \_\_\_ Am. Indian \_\_\_ Black \_\_\_ Chinese \_\_\_ Filipino \_\_\_ Hawaiian \_\_\_ Indo-Chinese \_\_\_ Japanese \_\_\_ Korean  
 \_\_\_ Portuguese \_\_\_ Puerto Rican \_\_\_ Samoan \_\_\_ Spanish \_\_\_ Tongan \_\_\_ White \_\_\_ Other (Specify): \_\_\_\_\_

**3 EMERGENCY PHONE NUMBERS**

Emergency Phone #1: _____	Emergency Phone #2: _____
Name of contact #1: _____	Name of contact #2: _____
Relationship to student: _____	Relationship to student: _____

**4) MEDICAL EMERGENCY INFORMATION**

Name of physician/clinic: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Person to notify in case of emergency other than parent or guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_

**5) PARENT INFORMATION - FATHER/GUARDIAN****6) PARENT INFORMATION MOTHER/GUARDIAN**

(If parents are divorced, separated or single, please name custodial parent )

**Father/Guardian Information:** \_\_\_\_\_  
**Marital Status:**  Married  Divorced  Separated  Single  
**Address (if different from student):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Occupation** \_\_\_\_\_  
**Education**  Did not complete High School  Some college  
 High School Graduate  College graduate

**Mother/Guardian Information:** \_\_\_\_\_  
**Marital Status:**  Married  Divorced  Separated  Single  
**Address (if different from student):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Occupation** \_\_\_\_\_  
**Education**  Did not complete High School  Some college  
 High School Graduate  College graduate

**Birthplace** \_\_\_\_\_ **Naturalization Date** \_\_\_\_\_  
**Ethnic Background (Show Percentage)**  
 \_\_\_ Am. Indian \_\_\_ Black \_\_\_ Chinese \_\_\_ Filipino  
 \_\_\_ Hawaiian \_\_\_ Indo-Chinese \_\_\_ Japanese \_\_\_ Korean  
 \_\_\_ Portuguese \_\_\_ Puerto Rican \_\_\_ Samoan \_\_\_ Spanish  
 \_\_\_ Tongan \_\_\_ White \_\_\_ Other (Specify): \_\_\_\_\_

Are you an active member of the armed services?  Yes  No  
 If yes, enter member's Serial No. \_\_\_\_\_  
 Do you work for the Federal Government or work on Federal property?  Yes  No

**Birthplace** \_\_\_\_\_ **Naturalization Date** \_\_\_\_\_  
**Ethnic Background (Show Percentage)**  
 \_\_\_ Am. Indian \_\_\_ Black \_\_\_ Chinese \_\_\_ Filipino  
 \_\_\_ Hawaiian \_\_\_ Indo-Chinese \_\_\_ Japanese \_\_\_ Korean  
 \_\_\_ Portuguese \_\_\_ Puerto Rican \_\_\_ Samoan \_\_\_ Spanish  
 \_\_\_ Tongan \_\_\_ White \_\_\_ Other (Specify): \_\_\_\_\_

Are you an active member of the armed services?  Yes  No  
 If yes, enter member's Serial No. \_\_\_\_\_  
 Do you work for the Federal Government or work on Federal property?  Yes  No

**7) MCKINNEY - VENTO ACT**

Not homeless  Homeless \*  Completed MVA packet

\_\_\_\_\_ **KAL PCS Principal Signature** \_\_\_\_\_ **Parent/Legal Guardian Signature**

\*\*\*Homeless means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS -11302 (a)(1) and  
 Includes:

- i. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- ii. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS 11302 (a)(2)(C));
- iii. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Act of 1965) who qualify as homeless for the purpose of this substitute

If you have questions regarding the above, please call 1-800-927-7095

**8) Student Special Interests and Hobbies**

**9) Other Children in the Family (Name and age)**

- 1) \_\_\_\_\_ 4) \_\_\_\_\_  
2) \_\_\_\_\_ 5) \_\_\_\_\_  
3) \_\_\_\_\_ 6) \_\_\_\_\_

**CERTIFICATION OF RELEASE (Please complete both sides of this application before signing) Mahalo.**

*I certify that the information that I have provided on this student application for Ke Ana La'ahana Public Charter School is accurate and true to the best of my knowledge. I also agree that providing false or incomplete information may be cause for non-acceptance.*

\_\_\_\_\_  
**Name of Father/Guardian (Print)      Signature      Date      Name of Mother/Guardian (Print)      Signature      Date**

\_\_\_\_\_  
**Name of Student (Print)      Signature      Date**

Date application sent \_\_\_\_\_  
Date application rec'd \_\_\_\_\_ Completed?  Yes  No  
Missing Info (MI): \_\_\_\_\_  
Date MI rec'd: \_\_\_\_\_  
\*\*\*\*\*  
Student ID# \_\_\_\_\_ CLASS OF \_\_\_\_\_  
Date file requested: \_\_\_\_\_ Date file rec'd \_\_\_\_\_  
Date of enrollment \_\_\_\_\_ Date of WD \_\_\_\_\_  
Receiving school \_\_\_\_\_ Date files sent: \_\_\_\_\_

Please forward all completed and signed applications to:  
**Ke Ana La'ahana PCS**  
**PO Box 4997**  
**Hilo, HI 967620**  
  
For more information, please contact our office @ 961-6228 or  
920-6060  
Mahalo

## **STUDENT ADMISSIONS AND ENROLLMENT POLICY**

Myron B. Thompson Academy (MBTA) subscribes to the principles and laws of the State of Hawaii and the Federal Government pertaining to civil rights and equal opportunity.

This MBTA policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, disability or need for special education services. MBTA does not limit admission based on race, ethnicity, national origin, disability, gender, income level, academic or athletic ability or proficiency in the English language.

In the event there are more applicants than there are spaces available, students will be selected for enrollment using a random selection process that shall be publicly announced and open to the public. No enrollment preferences are used in current admissions processes except for returning students. Returning students are not required to go through the admissions process once accepted at MBTA.

For MBTA's K-6 program, instruction delivery of the curriculum is a shared responsibility between parent(s) and the elementary teacher. Subsequently, at least one parent/legal guardian is responsible for the delivery of curriculum instruction in the home environment, dedicating an undivided, unconditional academic focus on the MBTA student without interruption from external factors.

Parents must submit a completed application by the school's enrollment deadline in order for the application to be processed. Applications received after the deadline will be placed on the new enrollment waitlist. Applications that remain incomplete once the deadline expires will also be placed on the new enrollment waitlist.

# SY 2015-2016 Myron B. Thompson Academy New Student Application Form (Secondary).

Please complete the form below and submit supporting documents to Myron B. Thompson Academy, 1040 Richards Street, Honolulu HI 96813.

Students will not be able to attend school without

- 1) Tuberculosis (TB) clearance, AND
- 2) A completed Department of Education Student Health Record (Form 14) including a physical examination and all required immunizations OR a signed statement or appointment card from your child's doctor.

\* Required

1. Student's DOE ID Number (if known)

.....

2. Student's First Name \*

.....

3. Student's Middle Name

.....

4. Student's Last Name \*

.....

5. Student's Lineage

e.g. Jr, III, IV

.....

6. Date of Birth \*

Enter in the form \*\*/\*\*/\*\*\*\*

.....

**7. SY14-15 Grade Level \***

Please indicate current year's grade level.  
*Mark only one oval.*

- 6
- 7
- 8
- 9
- 10
- 11

**8. SY15-16 Grade Level \***

Please indicate grade level applying for next school year.  
*Mark only one oval.*

- 7
- 8
- 9
- 10
- 11
- 12

**9. Home Phone \***

Please include area code if other than 808

.....

**Enter Student's Physical Address (no P.O. Box Addresses)**

**10. Physical street address \***

.....

**11. City \***

.....

**12. Zipcode \***

.....



13. **Island \***

Mark only one oval.

- Hawaii-Kona
- Hawaii-Hilo
- Kauai
- Maui
- Molokai
- Oahu

14. **Does child live or parent work on federal property? \***

Mark only one oval.

- Yes
- No

## Enter Student's Mailing Address

---

15. **Address School Correspondence to: \***

e.g. Mr. and Mrs. Myron B. Thompson

.....

16. **Mailing Address \***

.....

17. **City \***

.....

18. **Zipcode \***

.....

## Parent/Guardian #1 Contact Information

---

This parent/guardian will be the primary contact for staff and faculty when communicating about your child.

19. **Parent/Guardian #1 Name \***

e.g. Mr. Myron B. Thompson

.....

**20. Parent/Guardian #1 Relationship to child \***

e.g. Father, Mother, Guardian, Grandparent

.....

**21. Parent/Guardian #1 Daytime phone number \***

\*

.....

**22. Parent/Guardian #1 Home phone number \***

.....

**23. Parent/Guardian #1 Email Address \***enter in the form [user@domain.com](#)

.....

**24. Parent/Guardian #1 Employer \***

.....

**25. Is this parent/guardian a member of the Armed Services, National Guard or Reserves? \***

\*

*Mark only one oval.* Yes No**26. If so, please explain. Deployed? Status?  
Branch of service?**

.....

**27. Is there a second parent/guardian with physical or legal custody of this child? \****Mark only one oval.* Yes No *Skip to question 37.***Parent/Guardian #2 Contact Information****28. Parent/Guardian #2 Name \***

e.g. Mr. Myron B. Thompson

.....

**29. Parent/Guardian #2 Relationship to child \***

e.g. Father, Mother, Guardian, Grandparent

.....

**30. Parent/Guardian #2 Daytime phone number \***

\*

.....

**31. Parent/Guardian #2 Home phone number \***

.....

**32. Parent/Guardian #2 Email Address \***no [yahoo.com](http://yahoo.com) addresses, enter in the form  
[user@domain.com](mailto:user@domain.com)

.....

**33. Parent/Guardian #2 Employer \***

.....

**34. Address (if different from student's)**

.....

**35. Is this parent/guardian a member of the Armed Services, National Guard or Reserves? \***

\*

*Mark only one oval.* Yes No**36. If so, please explain. Deployed? Status?  
Branch of service?**

.....

## Prior School Experience

---

**37. Does your child have pre-school experience? \****Mark only one oval.* No Yes, less than 6 months Yes, between 6 and 12 months Yes, more than one year

**38. Prior School Attended**

.....

**39. Last Grade Level Attended**

.....

**40. Address of Prior School (if not a Hawaii Public School)**

.....

**Citizenship**

---

**41. Country of Birth \***

.....

**42. U.S. Citizen? \***

*Mark only one oval.*

Yes

No

**Emergency Contact Information**

**43. Emergency Contact #1 Name \***

.....

**44. Emergency Contact #1 Phone \***

.....

**45. Emergency Contact #1 Relationship \***

e.g. Grandparent, Aunt, Uncle, Family Friend

.....

**46. Emergency Contact #2 Name \***

.....

**47. Emergency Contact #2 Phone \***

.....

**48. Emergency Contact #2 Relationship \***

e.g. Grandparent, Aunt, Uncle, Family Friend

---

*Skip to question 49.*

**Verification of information**

By entering my name and clicking on submit I affirm that I am the parent or legal guardian of this child and that the information submitted in this enrollment form is correct.

**Special Education**

If your child has an Individualized Education Program (IEP) or 504 Plan, please inform the school upon acceptance so a transitional meeting can be scheduled as soon as possible.

**49. Name of Parent or Legal Guardian \***

In addition, please read the confirmation message for further instructions and click on the link provided to complete the enrollment process. Thank you very much.

---

**50. Relationship to Child \***

*Mark only one oval.*

- Mother
- Father
- Legal Guardian
- 

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**Primary Ethnicity \***

Please indicate your child's primary ethnicity by selecting one choice from the list below.

- American Indian or Alaska Native
- Black
- Chinese
- Filipino
- Native Hawaiian
- Japanese
- Korean
- Portuguese
- Samoan
- White
- Indo-Chinese (Ex. Cambodian, Laotian, Vietnamese)
- Other

*Note: "Go to page" selections will override this navigation. [Learn more.](#)*

**Emergency Contact Information**

**Emergency Contact #1 Name \***

**Emergency Contact #1 Phone \***

**Emergency Contact #1 Relationship \***

e.g. Grandparent, Aunt, Uncle, Family Friend

**Emergency Contact #2 Name \***

**Emergency Contact #2 Phone \***

**Emergency Contact #2 Relationship \***

e.g. Grandparent, Aunt, Uncle, Family Friend

## Verification of information

By entering my name and clicking on submit I affirm that I am the parent or legal guardian of this child and that the information submitted in this enrollment form is correct.

**Name of Parent or Legal Guardian \***

**Relationship to Child \***

- Mother
- Father
- Legal Guardian
-



## MYRON B. THOMPSON ACADEMY

1040 Richards Street, Suite 220  
Honolulu, Hawaii 96813  
Phone: (808) 441-8000  
[www.ethompson.org](http://www.ethompson.org)

February 2015

Dear Parents/Guardians/Students,

We are pleased to inform you that your child has been admitted to Myron B. Thompson Academy for the 2015-2016 school year. We are well underway with our planning for next year and request your assistance with our Registration process by attending an Orientation meeting on **Wednesday March 11, 2015 at 2:30pm here on our campus.**

The Orientation will include a brief overview of Myron B. Thompson Academy as well as provide an opportunity for questions. In addition, you will be completing additional forms to help complete the registration process. Please RSVP your attendance by emailing Mr. Sumiye at [mrsumiye@ethompson.org](mailto:mrsumiye@ethompson.org). We are located in the YWCA building at the following address:

Myron B. Thompson Academy  
1040 Richards St., Ste. 220  
Honolulu, HI 96813

Your child's registration will be complete once you submit a final transcript and, if needed, a release from your child's current school at the end of this school year. We look forward to working with you and your child.

Thank you,

Diana Oshiro, Principal

### GRADES 7 – 12 REGISTRATION FORMS CHECKLIST

---

**Instructions:** Please download the forms from the school's website:  
[http://mbta.me/web/static/media/1516\\_online\\_forms\\_inclMVI.pdf](http://mbta.me/web/static/media/1516_online_forms_inclMVI.pdf)

Oahu Families- The following forms will be collected at the face to face Orientation Meeting.

Neighbor Island Families- Please mail in the following forms to the address below after attending the online Orientation Meeting.

Myron B. Thompson Academy  
1040 Richards St., Ste. 220  
Honolulu, Hi 96813

- Questionnaire to Determine Eligibility McKinney-Vento Homeless Assistance Improvements Act Form
- Student Permissions Form
- School-Parent Compact
- Notice of State Testing
- Elective Course Selection Form (mandatory for grades 9 to 12)
- Equipment Loan Agreement Form
- \$45 Equipment Administrative Fee – *Checks made payable to "MYRON B. THOMPSON ACADEMY"*

### GRADES 7 – 12 FINAL REGISTRATION CHECKLIST

---

Your child will be enrolled in courses after these documents are submitted to Myron B. Thompson Academy (no later than June 19th, 2015).

- Submit Current School Final Transcript
- Submit Current School Release



# Volcano School of Arts and Sciences Admissions Policy

(Revised 2/19/15)

The Volcano School of Arts & Sciences (VSAS) is open to any student in the State of Hawaii who is eligible for the grade levels we serve. Potential students will be considered for admission without regard to race, color, ethnicity, national origin, religion, gender, sexual orientation, marital status, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

## Application Process and Timeline

Applications will be accepted through March 31<sup>st</sup> prior to the start of a new school year. After guaranteeing space for currently enrolled students intending to return to VSAS, applicants will be placed by grade. If there are more applicants than space available for any given grade, VSAS will hold an enrollment lottery within two weeks after March 31<sup>st</sup>.

Students offered spaces in the lottery have until May 10<sup>th</sup> to notify the school that they are accepting the space and complete the enrollment documents. Failure to respond by May 10<sup>th</sup> will result in forfeiture of the space and the next person on the wait list will be offered the space. If that student would still like to be considered for enrollment at a later date, they may re-activate their application and be added to the bottom of the wait list. After all applicants on the lottery waitlist have been offered enrollment, new applications are accepted and admission is offered on a "first come first serve" basis if space is available.

No new students will be enrolled after October 15<sup>th</sup>, with the exception of siblings of currently enrolled students or children of VSAS staff, unless approved in writing by the VSAS Education Director.

## Admission Lottery

If there are more students seeking enrollment into a particular grade than can be accommodated, then the school will employ a public, double blind lottery within two weeks after March 31<sup>st</sup> (specific date, time and location will be posted on the school's website no later than March 31<sup>st</sup>). Each applicant will be assigned a randomly generated number and a ticket with the applicant's number will be drawn randomly within each grade level. Applicants that are residents of Volcano or Hawaii National Park will receive four priority points; each priority point is equivalent to one lottery ticket. The definition of a Volcano or Hawaii National Park resident is any student residing in USPS zip code 96785 or 96718. The applicant may be required to provide a utility bill in the name of the parent or guardian(s) and/or a home visit may be conducted to verify residency.

## 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. Returning students from current school year (exempt from lottery)
2. Children of VSAS full-time staff and Governing Board members (not to exceed 10% of the school's student enrollment)
3. Siblings of currently enrolled students (siblings are defined as having one or more parent(s) or legal guardian(s) in common)
4. New student applicants on wait list from previous year's lottery
5. New student applicants not in previous year's lottery

Applicants will be placed on a list within each enrollment priority category in the order in which their ticket is drawn. When an opening occurs, applicants will be notified via electronic mail (followed by hard-copy notification through USPS) to complete the enrollment process. Applicants not admitted as a result of the lottery process will be placed on a wait list, ranked by their position in the lottery. As applicants are notified and offered enrollment, students move up the waitlist.

## Wait List Policies

If a student applied for enrollment in a class that is at full capacity, that student will be placed next in order on a wait list. Students offered spaces are given three calendar weeks to notify the office of their intent to accept or decline the space. After July 15<sup>th</sup>, this notice period may be shorted as required. Applicants are notified of admission by electronic mail (followed by hard-copy notification through USPS).

If a family declines a space or does not reply to the offer of admissions, and then changes their mind, they must request that their application be reactivated. The application will be then be placed on the end of the priority waitlist. If an applicant who has declined admission would like to be considered for admission the following school year, they must reactive their application prior to March 31<sup>st</sup> and enter the lottery for the next school year.

#### Attendance Requirement During the First Month of School

If a student does not attend school prior to the DOE's official enrollment count date without a doctor's note or prior written consent from the school, the student will be dis-enrolled and the vacancy will be offered to the next applicant on the waiting list.

#### Withdrawal after October 15<sup>th</sup>

Any student that withdraws after October 15<sup>th</sup> who wishes to re-enroll at VSAS will need to reapply for admission for the following school year unless approved in writing by the VSAS Education Director. 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

Families of students with an Individualized Education Plan (IEP) or section 504 plan must inform the school upon selection in the lottery and provide timely access to relevant documents. Parents will meet with the VSAS team to determine the services needed for their child and what services VSAS is able to provide. VSAS uses a full inclusion model for students with special needs.

In order to ensure that appropriate services are provided, for all incoming students, VSAS will review student records (including a search of the ECSSS) in order to determine whether the student is receiving or has received supplemental, special education or 504 services. A transition meeting may be requested prior to the child's entrance to determine how free and appropriate education services may be provided at VSAS.

#### Admission After Dismissal from VSAS or Other School

If a student applies who has previously been dismissed or suspended for a Class A offense under Chapter 19 from VSAS or another school, the student will be offered admission only after it is determined that VSAS can provide the services required to ensure the student's safety and success in the school environment, as well as the safety of all VSAS students.



QT-P3

Race and Hispanic or Latino Origin: 2010

2010 Census Summary File 1

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/sf1.pdf>.

**Geography: ZCTA5 96785**

Subject	Number	Percent
<b>RACE</b>		
Total population	2,646	100.0
One race	1,963	74.2
White	1,353	51.1
Black or African American	20	0.8
American Indian and Alaska Native	10	0.4
American Indian, specified [1]	4	0.2
Alaska Native, specified [1]	2	0.1
Both American Indian and Alaska Native, specified	0	0.0
[1] American Indian or Alaska Native, not specified	4	0.2
Asian	307	11.6
Native Hawaiian and Other Pacific Islander	261	9.9
Some Other Race	12	0.5
Two or More Races	683	25.8
Two races with Some Other Race	11	0.4
Two races without Some Other Race	393	14.9
Three or more races with Some Other Race	9	0.3
Three or more races without Some Other Race	270	10.2
<b>HISPANIC OR LATINO</b>		
Total population	2,646	100.0
Hispanic or Latino (of any race)	239	9.0
Mexican	57	2.2
Puerto Rican	125	4.7
Cuban	4	0.2
Other Hispanic or Latino [2]	53	2.0
Not Hispanic or Latino	2,407	91.0
<b>RACE AND HISPANIC OR LATINO</b>		
Total population	2,646	100.0
One race	1,963	74.2
Hispanic or Latino	115	4.3
Not Hispanic or Latino	1,848	69.8
Two or More Races	683	25.8
Hispanic or Latino	124	4.7
Not Hispanic or Latino	559	21.1

X Not applicable.

[1] "American Indian, specified" includes people who provided a specific American Indian tribe, such as Navajo or Blackfeet. "Alaska Native, specified" includes people who provided a specific Alaska Native group, such as Inupiat or Yup'ik.

[2] This category is comprised of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

Source: U.S. Census Bureau, 2010 Census.

Summary File 1, Tables P5, P8, PCT4, PCT5, PCT8, and PCT11.



QT-P3

Race and Hispanic or Latino Origin: 2010

2010 Census Summary File 1

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/sf1.pdf>.

**Geography: ZCTA5 96818**

Subject	Number	Percent
<b>RACE</b>		
Total population	50,586	100.0
One race	42,960	84.9
White	15,878	31.4
Black or African American	2,933	5.8
American Indian and Alaska Native	218	0.4
American Indian, specified [1]	138	0.3
Alaska Native, specified [1]	14	0.0
Both American Indian and Alaska Native, specified	0	0.0
[1] American Indian or Alaska Native, not specified	66	0.1
Asian	20,033	39.6
Native Hawaiian and Other Pacific Islander	2,892	5.7
Some Other Race	1,006	2.0
Two or More Races	7,626	15.1
Two races with Some Other Race	483	1.0
Two races without Some Other Race	5,084	10.1
Three or more races with Some Other Race	148	0.3
Three or more races without Some Other Race	1,911	3.8
<b>HISPANIC OR LATINO</b>		
Total population	50,586	100.0
Hispanic or Latino (of any race)	4,775	9.4
Mexican	2,027	4.0
Puerto Rican	1,238	2.4
Cuban	87	0.2
Other Hispanic or Latino [2]	1,423	2.8
Not Hispanic or Latino	45,811	90.6
<b>RACE AND HISPANIC OR LATINO</b>		
Total population	50,586	100.0
One race	42,960	84.9
Hispanic or Latino	3,359	6.6
Not Hispanic or Latino	39,601	78.3
Two or More Races	7,626	15.1
Hispanic or Latino	1,416	2.8
Not Hispanic or Latino	6,210	12.3

X Not applicable.

[1] "American Indian, specified" includes people who provided a specific American Indian tribe, such as Navajo or Blackfoot. "Alaska Native, specified" includes people who provided a specific Alaska Native group, such as Inupiat or Yup'ik.

[2] This category is comprised of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

Source: U.S. Census Bureau, 2010 Census.

Summary File 1, Tables P5, P8, PCT4, PCT5, PCT8, and PCT11.

# West Hawaii Explorations Academy Public Charter School

[Home](#) [Foreign Language Online Semester Course](#) [GB Agendas and Minutes](#) [Parent Resources](#) [Policies](#) [PTO](#) [A "WHEA" Life...](#)

[Accreditation](#) [Admissions](#) [Middle School](#) [High School](#) [News](#) [Emergency & Response Plan](#) [Campus Relocation Project](#)

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## WHEA News

- [Twenty Years Later, Bright Times at New Charter School Campus](#)
- [WHEA Students Excel in Sports with Kealakehe High](#)
- [On Site at the FIRST Robotics Hawaii Regionals Competition](#)
- [WHEA Radio News: Robotics Update](#)
- [Project Profile: Opihi](#)

## Marine Biology News

[Blue blood on ice: How an Antarctic octopus survives the cold](#)  
[Extracting useful raw materials from fish and plant waste](#)  
[Is the tasty blue crab's natural range creeping north?](#)  
[New tool aids US conservation, management of whales, dolphins and porpoises](#)  
[Stuck-in-the-mud plankton reveal ancient temperatures](#)

## Robotics News

[Netradar: World's fastest mobile Internet in Denmark, Singapore and Switzerland](#)  
[Bio-inspired eye stabilizes robot's flight](#)  
[Security in a smart world](#)  
[Energy-generating cloth could replace batteries in wearable devices](#)  
[Kids and robots learn to write together](#)

## Apply to WHEA

### Applications for 2015-16 school year

#### Application Lottery Process

*Enrollment for West Hawaii Explorations Academy Public Charter School is on a **scheduled lottery basis**. Available slots may vary from year-to-year based on available physical space, budget restrictions and staffing needs. The Governing Board reserves the right to increase, or cap enrollments as it sees fit, with approval of the Hawaii Public Charter School Commission. The **Lottery Process** for the following school year begins on the first day of school in the 2<sup>nd</sup> Semester of the current school year with the release of preferred applications for returning students, siblings of returning students, and children of bona fide employees, including volunteer GB members in good standing. Returning students and their siblings domiciled in the same house are accepted automatically, as are employees' children, if applications are returned by the last day of February, timestamped by 11:59pm, on a space available basis. The first lottery drawing occurs on the first working day of March. Regular applications are released via the school website, or in hard copy by request on February 1<sup>st</sup>. Spaces to accommodate returning students, their siblings, and children of bona fide employees (with this final category not to exceed 10% of total enrollment), are subtracted, space available, from each grade level as appropriate, with the resulting pool of slots then filled via public lottery drawings on the first working day in the months of March, April, May, June and July. When the available pool in a given grade level is exhausted, a perishable waitlist based on the lottery draws shall be created, and shall expire on the last working day of October in the second quarter of the school year for which the lottery is held. For grades 6-8, each grade level will maintain its own wait list. For high school, beginning on the first working day in July, any students on the high school wait list shall be enrolled in any open slot available, with priority given to students in good standing entering 12<sup>th</sup> grade, then 11<sup>th</sup> grade, and then 10<sup>th</sup>. WHEA Administrators and GB reserve the right to make final determinations related to eligibility, process, hardships, and to remedy any and all disputes or inconsistencies. Determinations are final and binding. No appeals are afforded.*

Please consider the following before completing the application on this page:

#### Characteristics of Successful Students

West Hawaii Explorations Academy is a unique public educational facility which offers students a challenging curriculum in a project-based setting. While WHEA is project-based, and offers numerous hands-on learning

## Advisor Links

- [eSIS – Hawaii Dept of Education](#)
- [Portfolio Sitemap](#)
- [Webmail Access](#)

## College/Education Resources

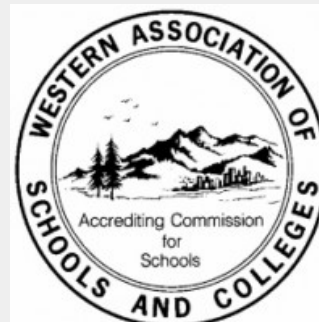
- [ACT: Test Takers \(WHEA Code: 120140\)](#)
- [Career College & Scholarships](#)
- [Community School Diplomas](#)
- [E-School classes](#)
- [Graduation Requirements for 2015](#)
- [Graduation Requirements for 2016 and Beyond](#)
- [Hawaii State Department of Education](#)
- [Home Schooling](#)
- [My Future Hawaii](#)
- [Myron B. Thompson Academy](#)
- [Running Start](#)
- [SAT: College Admission Exam \(WHEA Code: 120140\)](#)

## Links

- [Disaster Day Photos](#)
- [Privacy Rights](#)

## Recognition

- 



WASC

Sign our Funding Petition

Make a Difference

MORE THAN ZERO

experiences, there is also **focus on expository (non-fiction) writing and organizational skills**. So called “First-year” high school students primarily join teacher-directed projects, while experienced WHEA high schoolers propose self-select projects in their second to fourth years. Middle School students actively investigate hands-on research projects and compose project-related documents, and also have opportunities to propose group projects based on their ideas.

**SIGN PETITION**

**1486** people signed

Petition by iPetitions

In order to attain personal success, students at WHEA must therefore make good day-to-day decisions, and be able to function on both a team and independent level. Students must also be ready and willing to put significant energy into writing, revising their writings, and organizing written work. WHEA is a challenging school for two main reasons: **1) The curriculum is writing intensive, and 2) Students are required to work at an independent level** without the traditional classroom structures. Although many students benefit from this curriculum, some students may struggle with the independent learning environment. Please consider the following before completing an application:

#### **Characteristics of Success**

- Motivated, self-directed and takes initiative and responsibility
- Interested in Hands-On Science
- Accepts challenges; enthusiastic about new skills and knowledge
- Takes responsibility for personal planning and learning
- Able to monitor and regulate their own time and productivity

#### **Characteristics of Students Who Struggle at WHEA**

- Enroll to avoid another school; not sincerely interested in WHEA
- Enrollment based on family's desire to attend rather than student's desire
- Expect the school to be easy
- Have little interest in Science, technology, engineering and math (STEM)
- Does not take responsibility for learning beyond the school day (i.e. homework)
- Need to be told what, when and how to do particular tasks

*Keep this page for your records.*

[2015-2016 School Year Application](#)

# 2015-2016 WHEA Application

\* Required

## Student Information

**First Name \***

**Last Name \***

**Date of Birth \***

Month	Day	2015	<input type="text" value="31"/>
-------	-----	------	---------------------------------

**Gender \***

- Male
- Female

**Student lives mostly with:**

- Both Parents
- Mother
- Father
- Other:

[Continue »](#)

25% completed

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# 2015-2016 WHEA Application

\* Required

## Parent/Guardian Information

**Mother's Last Name \***

**Mother's First Name \***

**Father's Last Name \***

**Father's First Name**

## Mailing Address of Parent/Guardian

**Mother's Street Address \***

**Address Line Two**

**City \***

**State \***

- HI
- Other:

**Zip Code \***



**Primary Phone Number \***

XXX-XXX-XXXX

**Secondary Phone Number**

XXX-XXX-XXXX

**Email Address**

**Father's Street Address (If different from mother)**

**Address Line Two**

**City**

**State**

**Zip Code**

**Primary Phone Number \***

XXX-XXX-XXXX

**Secondary Phone Number**

XXX-XXX-XXXX

**Email Address**

« Back

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50% completed

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# 2015-2016 WHEA Application

\* Required

## Disclaimer

WHEA, its employees, associates, and governing board are not responsible for unforeseen technical problems or difficulties experienced with this website, including but not limited to application processes, information updates, or policies.

Material presented on WHEA's website is intended for information purposes only. Any unauthorized use of material contained herein is at the user's own risk. Transmission of the information and material herein is not intended to create, and receipt does not constitute, an agreement to create any relationship or agreement with any employee, governing board member, or associated person or organization thereof. Some links within this website may lead to other sites. By this website and its contents, WHEA makes no binding assurances or guarantees beyond obligations stated via it's performance, fiscal, and accountability frameworks in it's contract with the Hawai'i Charter School Commission.

Unless expressly stated, WHEA does not sponsor, endorse or otherwise approve of the materials appearing in such sites:

Print the confirmation for your records. A unique number will be assigned to your child's application. Submitting multiple applications for the same child is prohibited, and may void all applications.

NOTE: The student waitlist expires after the current enrollment period, and does not carry over to subsequent years. Students who do not gain acceptance must reapply to be considered for the next school year.

\*

I have read, understood and agree with the preceding section.

\*

The Agreement to Participate can be found at <http://whea.net/planetwhea/wp-content/uploads/2013/02/agreement-to-participate-2015-2016-online.pdf>

I certify that we (the parent/guardian and student) have both read and agree to abide fully by the provisions and guidelines contained in the WHEA PCS Agreement to Participate.

**Application process is by lottery, all application received in February will be entered into the 1st school day in the March lottery. Each application will be drawn and be given a number. Families will be notified by email within the next two week after the lottery is held. No Phone calls please. \***

I Agree

**Your first and last name \***

Parent/Guardian who filled out this form

« Back

Submit

*Never submit passwords through Google Forms.*

100%: You made it.

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Exhibit B

Admission Policies for Kawaikini New Century Public Charter School

## Kawaikini New Century Public Charter School Enrollment/Student Selection Policy

Kawaikini Charter School will serve children who are Kaua'i residents in grades K-12. The school invites students of families who have a strong desire to live and speak the Hawaiian language and who support Kawaikini activities and initiatives to be part of this educational system. Registration is open to all students in a particular grade range on a space-available basis and students will be eligible for admission regardless of race, cultural background, intellectual ability or physical impairment.

Admission requires completion of an application. In grades K-2, no Hawaiian language background is required. In grades 3-6, students must have a background supportive of Hawaiian language development, determined by an interview process.

Preference in admission will be given in accordance with law to the following applicants:

- Siblings of students who are already enrolled in the program
- Children of teachers and/or employees of the school
- Students entering with grade level proficiency in Hawaiian

A public lottery will be used to determine the order of applicants beyond preference requirements.

Approved at GB Mtg on 2/19/15.



K A W A I K I N I

## Palapala Noi Komo

*Student Application*

**Informational  
Meeting**  
February 12, 2015;  
5-6p

*Please mail applications to:*

Kawaikini NCPCS  
3-1821 J Kaumuali'i Hwy  
Līhu'e, Kaua'i 96766  
*Phone: 632-2032*

*Applications received after Feb. 27, 2015, will be reviewed on a  
space available basis*

Kawaikini New Century Public Charter School is a unique Hawaiian learning experience for the entire family with an emphasis on Hawaiian values and language immersion. For this reason, participation in Kawaikini requires a commitment from everyone involved in order to realize the full benefit of this Hawaiian-based learning environment.

Proficiency in both English and Hawaiian is a very important goal at Kawaikini. Therefore, students in Kindergarten – Grade 6 are immersed in the Hawaiian language. In grades 7-12, some courses are taught exclusively in Hawaiian, while others are taught through the medium of English. This provides a special opportunity for students entering in younger grades, while presenting unique challenges for students applying in the older grade levels.

Please read this entire packet carefully and return required forms to the address above by Feb. 27, 2015. If more qualified students have applied than space allows, applicants over and above the enrollment limit will be placed on a waitlist. The order of qualified applicants on the waitlist will be determined by a public lottery. As space becomes available, waitlist applicants will be contacted.

*Mahalo for your dedication to your child's education  
and the Hawaiian language and culture*

# KAWAIKINI

## Expected Schoolwide Learning Results



**Walewaha nā haumāna ma ka ‘ōlelo makuahine a me ka ‘ōlelo Pelekānia ho‘i (‘o ka ‘ōlelo, ‘o ke kākau, a me ka heluhelu nō ho‘i).**

*Kawaiikini students are proficient in both Hawaiian and English (speaking, writing, and reading) Hawai‘i State Constitution: Article XV, Sec. 4*

**Pa‘a ka ‘i‘ini e mau ai ka ‘ōlelo Hawai‘i ma ka nohona kanaka makua.**

*The desire to perpetuate the Hawaiian language remains firm into adulthood.*

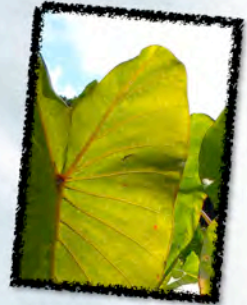


**Ma‘a nā haumāna iā Kaua‘i; mahalo a aloha ‘ia ho‘i ko kākou kulaiwi.**

*Kawaiikini students are knowledgeable about Kaua‘i and appreciate and care for our island home.*

**He maika‘i ke ola kino o ka haumāna.**

*Kawaiikini students lead healthy lives.*



**Mākaukau nō nā haumāna e ho‘okō pono i nā kuleana o ke ao holo‘oko‘a.**

*Kawaiikini students are prepared to succeed in higher education and/or career and participate in a global community.*

**Kūpono ka lawena o nā haumāna.**

*Kawaiikini students conduct themselves in a culturally appropriate manner that reflect values instilled at Kawaiikini.*







# Palapala Noi Komo

Student Application

K A W A I K I N I

Students entering Mālaa‘o (Kindergarten) MUST be 5 years old on or before July 31

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: M / F Grade Applying for: \_\_\_\_\_

Can student maintain a conversation in Hawaiian? Y / N

Does he/she speak any other languages? \_\_\_\_\_ If so, which languages? \_\_\_\_\_

Please provide a school history for your child (pre-school to present).

May we contact your child’s previous schools for additional information, if necessary? yes / no

Name of School	Grades Attended	Years Attended

Mother’s Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-mail: \_\_\_\_\_ Does mother speak Hawaiian? Y / N

Father’s Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-mail: \_\_\_\_\_ Does father speak Hawaiian? Y / N

What is the primary language of the home? \_\_\_\_\_

What other languages, if any, are spoken at home? \_\_\_\_\_

Does anyone else in your ‘ohana speak Hawaiian? \_\_\_\_\_

Does this child have siblings also applying to and/or already attending Kawaikini?

Name: \_\_\_\_\_ Grade (upcoming): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HAUMĀNA

‘OHANA

Exhibit C

**Admission Policies for Kamaile Academy, PCS; Kualapu'u School: A Public Conversion Charter; Lanikai Elementary Public Charter School; Laupahoehoe Community Public Charter School; Waialae Elementary Public Charter School; and Waimea Middle Public Conversion Charter School**

## **Kamaile Academy PCS Admission and Enrollment Policies**

*Kamaile Academy PCS is a conversion public charter school and serves PK-12 students. Our PK-6 elementary school is the home school which serves the districted geographic area. Our secondary school, grades 7<sup>th</sup>-12<sup>th</sup> is a choice school. Please see our Student Handbook regarding registration requirements.*

*Families who have PK-6 students who live outside the districted geographic area and want their children to attend Kamaile Academy must apply for a geographical exception (GE). If there is space available in the grade level requested, the student will be accepted. Once the student is accepted, there is no need to reapply as a GE each year while the student is in the elementary grades. Once Kamaile accepts a GE, the student is ours and does not belong to their “home school.” Kamaile is following DOE practice with geographical exceptions; therefore, there is no form parents need to submit letting Kamaile know their children will return the following year.*

*There are no preferential enrollment procedures for staff or governing board members’ children.*

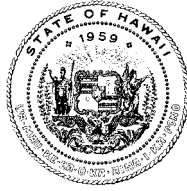
### **MS/HS New Kamaile Applicant Grades 7-12**

#### **Process, Requirements & Procedures**

- Student applications to Kamaile Academy PCS will be accepted year round in the registration office.
- For students entering 7th grade, a lottery will take place if there are more than 50 students applying. This takes place in early spring each year. All parents that indicate in writing that they are interested in grade 7 placement at Kamaile will be entered into a lottery. Names will be pulled by administration and parent/guardian will be notified of the results. Remaining students will be on a wait list.
- For 8 -12<sup>th</sup> grade students, Enrollment Applications will be on-going throughout the school year. Students will be placed on a wait list if the grade level the student is applying for is at capacity.
- The Associate Principal/Secondary Counselor will schedule a student / parent informational meeting.
- All registration paperwork will need to be completed prior to starting school . Once all paperwork is completed and submitted to the registration office, student will be able to start classes.
- The GLC and secondary counselor are responsible for placing the student into appropriate classes/ PODS. If testing is required for any subject-level placements, these

will take place prior to the student being given a formal schedule.

Should you have any questions please contact the registration office @808-697-7114  
~ Mahalo for considering Kamaile Academy PCS as a Choice School for MS/HS ~



**STATE OF HAWAII  
Kualapu'u School  
Public Conversion Charter**

P O Box 260  
Kualapu'u, Molokai, Hawaii 96757  
Phone: (808) 567-6900, Fax: (808) 567-6906

**Admissions Policy**

As a public school, there are no special requirements to enroll in the school. Priority enrollment is for students who live in the local attendance area (Manila Camp to Mahana Strip). Also, students interested in the Hawaiian Language Immersion Program regardless of geography also have priority enrollment. Students who live outside the local attendance area may be accepted for enrollment on a space available basis, and must fill out the Request for Geographic Exception.

To enroll at Kualapu'u School, the following documents are required:

1. Student Health Record Form 14 -- This document shows proof of 1) a physical exam conducted by a doctor in the last twelve months; 2) current immunizations; and 3) tuberculous clearance taken within the last twelve months.
2. Birth Certificate-- A birth certificate. If the student is from a foreign country, a passport or student visa is also needed.
3. Legal Documents -- Power of Attorney if the student is not living with parents.
4. Documents from previous school-- Release packet from the previous school with includes a transcript or latest report card, and if applicable, the child's special education records.
5. Other--information on student medication (inhaler and EpiPen); information on race and ethnicity.

## **I. General Enrollment Information**

**I. A. Obligation as the “Home School”** - Lanikai School will serve as the home school for students whose primary residence lies within the boundary of the geographic attendance area designated by the Department of Education to be served by this school. A map of the Lanikai School geographic attendance area, including names of all roads, is posted in the school office to provide information and accuracy for applicants and office staff. Confirmation of in-district residency shall be the responsibility of the applicant in the manner described below.

### **I. B. In-District Residency**

1. Parents/guardians of new students registering from the Lanikai School geographic attendance area must verify the child’s primary physical residency within that geographic area. Primary physical residence is defined as the place and address where the student actually lives.

Parents/Guardians must provide school officials with a utility bill or verification of deposit in parent’s or legal guardian’s name for water, electric, propane gas or residential telephone for location of student’s primary physical residence, unless the rental/lease agreement states that utilities are included in the rental/lease fees. In these cases, any other original copy of official mail shall be accepted.

2. In addition, In-District families must present either:

- a. **Home Owners – Additional Proof of In-District Residence**

A mortgage document or current real property assessment in the parent/legal guardian’s name for the student’s primary physical residence

OR

- b. **Renters – Additional Proof of In-District Residence**

A current signed rental or lease agreement in the parent/legal guardian’s name covering a period of at least six months starting on March 1st, indicating student’s primary physical residence and within the school’s geographic district.

In the event that a renter is here with a lease of less than six months or with a month-to-month lease, the child may be accepted as an in-district registration through the end of the current school year. If the family residence is moved outside the Lanikai School district, the family must submit a geographic exception application and participate in that process for the following year.

3. Proof of In-District Residence in Other Situations

- a. In the case that the renter or home owner is not the child's parent or legal guardian but the child does reside in that place with his/her parent /legal guardian or resides there by some other legally sanctioned arrangement, a signed rental/lease or mortgage/real property assessment and a third- party notarized statement co-signed by both the renter or owner and the child's parent/legal guardian that this is in fact the child's primary physical residence will be required.
- b. All relevant Administrative Rules will remove barriers to the McKinney-Vento Act (MVA) requirement that homeless students be permitted to continue attending their school of origin. (Parents/guardians whose children attended Lanikai School, and who lose their in-district or GE status by reason of becoming homeless, will be allowed to continue their children's enrollment at Lanikai School as long as the family is homeless. This school is considered the home school for any child living in the district, even if the family lives on the beach, in a park, or in an automobile located within the district. )

4. Questionable Applications

The administration may refer any questionable In-District applications to the enrollment committee for review.

**I. C. Confirmation of Residency** – Investigations may be conducted to confirm residency. Misrepresentation of in-district residency may result in the student being dropped from enrollment at any time.

**I. D. Residency Issues** - Applications that raise issues as to physical residence, requests for exceptions, or other residential issues may be reviewed by the administration and subsequently referred to the enrollment committee for review at any time.

**I. E. Enrollment During School Year**

1. Parent/guardian of a new student entering the classroom after the school year has started is subject to all the same proofs for in-district residence as described above. As a general rule, GE students will not be accepted after the October-count date. See Section III.D.4, below, for information on late applications for GE status.

2. New 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. The student has received clearance from the health aide verifying that the student has met State health requirements for entering public school children.
  - c. The receiving teacher has been provided with written notice at least two school days prior to the new student entering the class.

**I. F. Kindergarten Enrollment Packets**

Parents/guardians registering kindergarten students are requested to pick up an enrollment packet at the school office early in the summer. The completed packet must be returned to the office no later than two weeks prior to student start date so teachers may process the forms and be prepared for student arrival.

**II. Re-enrollment for All Current Students**

**II. A. Annual January Re-Enrollment Survey - Grades K-6**

The Re-Enrollment Survey Form, is distributed to all students enrolled in K through grade 6 in January of each year. Parents/guardians must fill out the forms and return them by mid-February. The same form includes spaces for the names of any siblings whom parents/guardians intend to enroll for the first time at Lanikai School for the next school year.

**II. B. In-District to GE Classification**

Parents or guardians of in-district students who move outside the school district must notify the school administration of the change of address immediately for purposes of maintaining accurate emergency information. Such students will automatically be re-classified as geographic exceptions (GEs) and will continue their attendance at Lanikai School.

In the event that a renter is here with a lease of less than six months or with a month-to-month lease, the child may be accepted as an in-district registration through the end of the current school year. If the family residence is moved outside the Lanikai School district, the family must submit a geographic exception application and participate in that process for the following year.



### **II. C. Current Geographic Exception (GE) Students**

Parents/guardians of all returning GE students are required to return the Re-enrollment Survey Form by mid-February. If they fail to return the re-enrollment survey by this time, the school will assume that the student will NOT be returning to Lanikai School for the following year. Final responsibility for turning in the Re-enrollment Survey Form rests with the parent/guardian. Parents/guardians of GE students for whom the Re-enrollment Survey Form has not been turned in by mid-February will be required to re-apply for a geographic exception and go through the lottery or whatever process is in place if they wish to return.

### **III. Enrolling New Geographic Exception Students with Form CHP13-1**

**III. A. Form CHP13-1** - Parents/guardians of children who do not live in the Lanikai School district may apply for enrollment for their child as a geographic exception on Geographic Exception Request Form CHP13-1.

1. Copies of Form CHP13-1 are available at the home school after January 1 and must be date-stamped by the home school by March 1 and also submitted to Lanikai Elementary School by March 1 to be included in the Lanikai School GE lottery.
2. If GE applicants for any grade level outnumber the spaces available for that grade level, GE applicants' names will be placed in a lottery. The lottery will be held after April 1<sup>st</sup>.

**III. B. Eligibility for a Geographic Exception** – GE applicants must be residents of Hawaii or have a home in the state. GE forms need to be signed off by a home school before being processed for the lottery. GEs are accepted as applicants in the following prioritized categories, based on space availability.

1. Children & wards of employees of Lanikai School (17 or more hours per week) for the following school year; employee children may be enrolled mid-year on a case by case basis with approval of school director in consultation with the enrollment committee. Children and Wards of employees will not exceed 10% of the total student enrollment; if the total exceeds 10% Lanikai School will seek approval from the Hawaii State Charter School Commission.
2. Siblings of students with geographic exceptions who attended Lanikai School in the preceding school year, provided:
  - a. The sibling is entering either kindergarten, or the grade-level of the entering sibling has openings for geographic exceptions, and

- b. The sibling has been pre-registered during the registration period for the coming school year (sibling's name was included on the Re-enrollment Survey Form by mid-February)
  - c. If the number of new siblings at any grade level exceeds the number of openings, a lottery for placement will be held.
3. All other geographic exception reasons:
    - a. In the event that there are more applicants than spaces available at any grade level, a lottery will be held.

### **III. C. Qualifying for the GE Lottery**

1. Names of GE applicants submitting a completed application form after March 1 will not be included in the lottery and will instead be placed on the waiting list in the order they are received.
2. Counting twins and triplets: Twins, triplets, etc. will be counted as one number for lottery purposes only.

### **III. D. Other Consideration**

1. Parents/guardians of GE applicants may attend the lottery drawing but are not required to do so. Parents/guardians who do not attend the lottery drawing will be informed of their place on the GE waiting list at the close of the lottery or within a few days.
2. When enrollment numbers permit, parents of GE applicants for grades 1 through 6 whose lottery number has a strong chance of being accepted may be notified of that possibility, but depending upon numbers of openings and applicants, final notice of GE acceptance might not be communicated to applicants until the close of the first five days of school.
3. Parents/guardians of an enrolled GE student who withdraws from the school must notify the office in writing by filling out a release form. If the student wishes to return to Lanikai School at any time after withdrawal, parents/guardians must reapply and seek new GE status.
4. GE students may be accepted after final count date with approval by the enrollment committee. These exceptions will be considered in order to sustain student enrollment for future years. Sixth grade GE applications received after count date will normally be considered only if the student has a sibling approved for enrollment at a lower grade level or if the enrollment committee finds another compelling reason to admit the child.

5. Geographic Exceptions shall be granted through the student's terminal year at the school unless the GE student withdraws (See III.D.3. and II.C. above) or unless GE status is revoked (See section V. below.).

#### **IV. Notice and Appeal of Denial of Geographic Exception**

**IV. A.** Written notification of denial of a Geographic Exception and the right to appeal will be provided to the parent/guardian.

**IV. B.** A parent/guardian who wishes to appeal the denial of a GE may, within five school days of receiving the denial, file a written appeal or telephone the school and schedule a conference with the principal or designee.

**IV. C.** The principal shall review the appeal and mail a written decision (certified or return receipt) within ten school days of either the receipt of the written appeal or the conference with the parent/guardian. The decision of the principal is final.

#### **V. Revocation of a Geographic Exception**

**V.A.** Reasons for GE Revocation:

1. Tardies: The parents/guardians of any student who has more than five (5) tardies per quarter will receive a letter advising them of administrative policies regarding excessive tardies.
  - If a student accrues 3 additional tardies after the first letter is sent out, parents/guardians will be asked to meet with the school director to discuss revocation of G.E.
    - 5 tardies = letter of warning
    - 8 tardies = conference with administrator
2. Safety: A student's failure to comply with health, safety, and discipline regulations or any actions detrimental to the health and safety of others may result in GE revocation.
3. Misrepresentation: Deliberate misrepresentation of information relating to in-district residence or to granting a geographic exception may result in revocation.

**V. B.** Process for GE Revocation:

1. Principal shall initiate revocation proceedings by providing written notification by mail (certified or return receipt requested) to the parents/guardians of the student in question. The notice shall contain the following:
  - a. The reasons for revoking the geographic exception,

- b. A statement regarding the effective date of the revocation,
  - c. A statement that the parent/guardian of the applicant has a right to make a request within a specified number or five (5) school days after the notice is received for a conference with the principal to appeal the revocation.
  - d. A statement that unless a conference is requested by the date specified in the notice or not more than five (5) school days after the notice is received, the revocation recommended by the principal shall be implemented without a conference.
2. If there is a conference, the administrator's final decision regarding revocation will be made within five (5) days after the conference.

**V. C. Appeal of GE Revocation to the Lanikai School Board of Directors:**

1. Parent/guardian may make a written appeal to the Board of Directors after the conference with the principal and within five (5) days of the principal's decision.
2. The board will conduct its investigation of the circumstances in a timely manner. The decision of the Board shall be final.

**V. D. Notification of GE Student's Home School:**

Administration shall provide written notice of a revocation to the principal of the affected home school. A copy of the written notification that was sent to the applicant shall be included with this notice.

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## Suggested schedule for enrollment procedures

January 1	<ul style="list-style-type: none"> <li>• Application period begins for geographic exceptions</li> </ul>
Mid-January	<ul style="list-style-type: none"> <li>• Re-enrollment Survey Form sent home with students</li> </ul>
Mid-February	<ul style="list-style-type: none"> <li>• Final date for returning Re-enrollment Survey Forms for all in-district and GE students and new siblings of current in-district and GE students</li> </ul>
March 1	<ul style="list-style-type: none"> <li>• GE lottery list closes at end of business day</li> </ul>
By mid-April	<ul style="list-style-type: none"> <li>• GE Lottery held on the 1<sup>st</sup> Friday in April</li> <li>• Determination of projected school enrollment <ul style="list-style-type: none"> <li>- Finalize count for returning students &amp; siblings</li> <li>- Estimate grade-level openings</li> <li>- Hold sibling lottery, if needed</li> </ul> </li> </ul>
By mid-May	<ul style="list-style-type: none"> <li>• Determine the number of geographic exceptions being allowed for each grade level for the coming year</li> <li>• Finalize projected school enrollment</li> <li>• Deadline for projected school enrollment to CSAO</li> </ul>
May - July	<ul style="list-style-type: none"> <li>• To be determined</li> </ul>
First day of school	<ul style="list-style-type: none"> <li>• Assess late in-district registration</li> <li>• Determine final geographic exception count</li> </ul>
First day for teachers	<ul style="list-style-type: none"> <li>• Held slots for in-district children that are still open are filled by GE applicants</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• Report final enrollment for fiscal purposes</li> </ul>



# LCPCS

## Enrollment Policy & Procedures

### *General Policies*

- 1) Every child in Laupāhoehoe’s school district, as defined by the Hawaii Department of Education, shall be entitled to enroll at Laupāhoehoe Community Public Charter School (LCPCS) as required by the Charter School Contract between LCPCS and the Hawaii Charter School Commission.
- 2) In order to ensure that LCPCS can maintain grade level class sizes that are conducive to quality teaching and learning, grades K-6 shall be considered “full” once they have 20 or more students enrolled.
- 3) Students outside of the Laupāhoehoe school district may not be enrolled in a class once it is full, except where noted in this policy.
- 4) Once a student is enrolled at LCPCS, they shall be considered part of the LCPCS family and shall be provided the same continuing enrollment rights as students in the district until they leave the school, voluntarily or for disciplinary reasons.
- 5) In order to support families, siblings of enrolled students that live outside of the school district will be granted “in district” enrollment status.
- 6) In order to support the families of LCPCS employees and board members, children of staff and board members shall be given in district enrollment status.
- 7) If more than 22 students are enrolled in a grade level class in grades Kindergarten through 6, the administration shall present a plan to the board to provide that teacher with adequate supports. That plan shall include actions that will occur if the class size continues to rise. The Board shall consider that plan and may approve it, amend it, or replace it with a plan of their own. If the Board cannot agree on an action the administration plan shall be considered approved.
- 8) If a class reaches more than 30 students, the administration shall present a staffing plan to the Board that will provide high quality teaching and learning opportunities for students. The Board shall consider that plan and may approve it, amend it, or replace it with a different plan. If the Board cannot agree on an action the administration plan shall be considered approved.

## ***Early and Continuing Enrollment***

### ***Early Enrollment Procedures***

- 1) Early enrollment is provided for students in the district and those with in district status. This includes:
  - a. Students residing within district
  - b. Siblings of current students
  - c. Children of staff members
  - d. Children of current Board members
- 2) Students residing outside the district may apply for early space available consideration by meeting the early enrollment deadline and requirements.
- 3) The deadline for early enrollment shall be February 15 of each year.
- 4) In district students that have submitted completed admissions forms by the early enrollment deadline shall be enrolled.
- 5) Out of district students that are applying for admission for grades 1-12 and that have submitted completed admissions forms by the early enrollment deadline shall be enrolled if seats are available. If seats are not available, they will receive the first wait list spots via a lottery process held on the first school day following the February 15 deadline.
- 6) Out of district students applying for admission to Kindergarten, and that have submitted completed admissions forms by the early enrollment deadline, shall receive the first wait list spots following the open enrollment deadline. The order for this priority wait list shall be determined by lottery.

### ***Open Enrollment Procedures***

- 1) For those students that do not live in the district and for students with in district status, open enrollment for LCPCS begins on March 1 of each year.
- 2) The deadline for open enrollment shall be May 31<sup>st</sup>. If all seats are not filled by the May 31<sup>st</sup> deadline, then students completing the enrollment process shall be enrolled and a new deadline set for the end of June. This cycle will continue, with each new deadline set for the following month, until all seats are filled.
- 3) Once a class is full, a waitlist shall be established. Students on the waitlist shall be offered enrollment as seats become available based on the order drawn in a lottery. At each open enrollment deadline, if there are not enough seats for every child that has completed the requirements for enrollment, then the children who are offered spots at LCPCS shall be determined by a lottery held at the next regularly scheduled Governing Board Meeting after the deadline has passed. Each student will be assigned a reference number printed on identical pieces of paper, folded to ensure no student identity can be connected to the lottery process until numbers are drawn. The papers representing each

student will be placed in a container and drawn at random by the Governing Board Chair, or acting Chair during an open session of the Board. The Secretary will read the name associated with each number as it is drawn. The first student drawn will be the first name on the waiting list, the second name drawn, the second on the waiting list, and so forth.

- 4) Once there are fifteen (15) or more students on a grade specific waitlist the administration shall propose a plan to the Board to open another class for that grade level.



## Admissions Policy

- As a conversion charter school, Wai'alaie School first admits all students living within the school's geographic boundaries as determined by the State Department of Education practice.
- Wai'alaie School fills any excess capacity by granting geographic exception status (GE) to applicants in order of the following priorities:
  1. Students with existing GE status at Wai'alaie School
  2. Siblings of current students and children of faculty and staff members. For children of faculty and staff, preference is given up to 10% of the total student enrollment
  3. All other applicants
- When applications within a particular group exceed the number of spaces available, students are admitted by random selection.

Amended by Waialae School Board on 2/25/2015

## Wai`alae Elementary Public Charter School Admissions and Enrollment

**Here is a summary/overview of our enrollment procedure.**

### IN DISTRICT ENROLLMENT

**If your residence is within Wai`alae School's "district", we are your "home school". The registration process for "in-district" students are as follows:**

If you would like to enroll your child in KINDERGARTEN for the 2015-2016 school year:

Registration Packets will be available beginning in mid February 2015 – call the Wai`alae School Office at 733-4880 in January to confirm date. To obtain a Registration Packet, please bring:

- Student's *ORIGINAL* State-certified birth certificate
- Two proofs of residency: examples include deed, property tax assessment, renter's agreement, current utility bill – such as electric, gas, water – that shows your residence address; cellular phone service bills are not acceptable.
- Parent's *valid* photo identification

***Children with birthdates from January 1, 2010 to July 31, 2010 are eligible for Kindergarten in the 2015-2016 school year.***

Children with birthdates from August 1, 2010 to December 31, 2010 may enroll in Kindergarten in the 2016-2017 school year.

If you would like to enroll your child in GRADE 1,2,3,4, or 5 for the 2015-2016 school year:

Registration Packets will be available beginning in June 2015. To obtain a Registration Packet, please bring:

- A "release" from the school that your child is attending in the 2014-2015 school year
- Student's *ORIGINAL* State-certified birth certificate
- Two proofs of residency: examples include deed, property tax assessment, renter's agreement, current utility bill – such as electric, gas, water – that shows your residence address; cellular phone service bills are not acceptable.
- Parent's *valid* photo identification

*TO VERIFY WHETHER OR NOT YOU LIVE WITHIN OUR DISTRICT, PLEASE CALL OUR SCHOOL AT 733-4880.  
Please be prepared to provide the specific address of your residence (house number and street name).*

**Wai`alae Elementary Public Charter School  
Admissions and Enrollment**

**GEOGRAPGHIC EXCEPTION**

**If your residence is not within Wai`alae School's "district", you must first apply for a Geographic Exception by following the process described below.**

- Obtain, complete, and submit a Geographic Exception (G.E.) application form.
  - G.E. application forms are available at State of Hawaii public schools, or you can download a form from the State of Hawaii Department of Education website:  
  
<http://www.hawaiipublicschools.org/DOE%20Forms/Geographic%20Exception/GEandMVAforms.pdf>
  - Please be sure to fully complete the form, including the "Questionnaire to Determine Eligibility" form. (This MV-1 form relates to the McKinney-Vento Homeless Assistance Improvements Act.)
  - Submit the G.E. application form to your "home school". Please remember to attach a self-addressed, stamped envelope. Your home school will assign your child a Student I.D. number and will then forward your G.E. application form to us. Wai`alae School accepts G.E. application forms from January 1 through March 1, for the following school year, so please submit your G.E. application form to your home school in sufficient time for them to send the form to us by the March 1<sup>st</sup> deadline.
- Attend one of our Wai`alae School Orientations
  - Visit our website ([www.waialae.edu](http://www.waialae.edu)) in December 2014 for a link to the registration page. If you are unable to register online, please call the Wai`alae School Office at 733-4880.

After March 1<sup>st</sup>, a waitlist is established by randomly pulling names from among all of the **qualified** G.E. applications, and after considering priority applications\*.

- If there are more qualified G.E. applicants than we have enrollment spaces available, acceptance to Wai`alae will be based on the waitlist, after priorities\* are considered. Families will be accepted (and notified) in the order of their position on the waitlist, until all enrollment spaces are filled.
- If there are more enrollment spaces available than we have G.E. applicants, all qualified applicants will be notified of their acceptance.

*\*Based on current policies, priority is given to G.E. applicants who have a sibling enrolled at Wai`alae School in the current (2014-2015) school year.*



**67-1229 Mamalahoa Highway  
Kamuela, Hawaii 96743  
Ph: (808) 887-6090  
Fax: (808) 887-6087**

## **Admissions and Enrollment Policy**

### **Student Selection Process**

Waimea Middle School is a Conversion Charter School, the only public middle school serving the district geographic area for children in grades 6-8 who reside in the Waimea, Kawaihae and Puako communities.

### **Admission Policy and Application**

- Waimea Middle’s admission policy does not provide for any enrollment preferences.
- The policy states that enrollment will not be limited to children who live in the geographic area served and that a geographic exception process is utilized. For children who live outside of the area, admission is provided on a space available basis. All students enrolling in Waimea Middle School must provide proof of residency. Proof may include, Rental agreement, utility bill, etc.
- Once a geographic exception has been approved for a student, it will remain in effect until the student leaves the school voluntarily or due to disciplinary actions. Siblings of students on a geographic exception will also have enrollment rights. A geographic exception will need to be filled out for each sibling.
- Waimea Middle School’s employees and board members children will have enrollment rights. A geographic exception form will need to be filled out upon enrollment.
- Waimea Middle School does not use any type of lottery process.
- The admission application is based on the DOE’s admission form (SIS-10W) and includes the questionnaire to determine eligibility under the Mc-Kinney-Vento Homeless Improvements Act. The application does not contain any questions regarding special education. A geographic exception form (“GE”) form and information on the GE process is provided upon request.



**THE GEOGRAPHIC EXCEPTION FORM DOES NOT APPLY TO HOMELESS STUDENTS UNLESS the request is for a student to attend a school other than the school of origin or home school.**

**SECTION I – To be completed by parent/legal guardian of student and submitted to the Home School if the student is new to the D.O.E. or to the current school where the student is currently enrolled. Submit to the Principal with a self-addressed, stamped envelope attached to each Geographic Exception Request Form.**

Requesting Geographic Exception to Attend: \_\_\_\_\_ For School Year \_\_\_\_\_ - \_\_\_\_\_  
Name of School \_\_\_\_\_ For Grade Level \_\_\_\_\_

1. Student's Legal Name \_\_\_\_\_  
Last First Middle Initial

2. Birth Date      /      /      Gender  Male  Female  
mm dd yy

3. Current School \_\_\_\_\_ Current Grade Level \_\_\_\_\_

4. Residential Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Requester's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (Bus) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email \_\_\_\_\_

FOR SCHOOL USE ONLY	
Student ID# (10 Digits)	_____
Home School Code	_____
Current School Code	_____
Receiving School Code	_____
Date of Approval or Denial	_____
	mm / dd / yy

Parent  Guardian  18-year-old student

6. Indicate reason for requesting a Geographic Exception (Check 1 item and/or briefly explain)  
a.  Physical residence b.  Sibling at same school c.  Child of school staff member  
d.  Program of study (describe) \_\_\_\_\_  
e.  Other (describe) \_\_\_\_\_

*I understand that falsification of information will be grounds for denial and/or rescinding of this Geographic Exception Request (Hawaii Revised Statutes (HRS) §710-1063).*

Signature \_\_\_\_\_ Date      /      /       
mm dd yy

**SECTION II – To be completed by the public school the child is currently attending OR the Home School for the incoming kindergarten and new students to the HDOE system.**

School \_\_\_\_\_ Date Stamp Receipt of Application \_\_\_\_\_

Proof of Residence Document Reviewed

List of information regarding special student accommodations (if applicable) \_\_\_\_\_

Home/Current School Authorized Official Signature \_\_\_\_\_ Date      /      /       
mm dd yy

**SECTION III – To be completed by the Receiving School**

Lottery Number \_\_\_\_\_

**APPROVED G.E.** - To begin on:      /      /      School Name \_\_\_\_\_  
mm dd yy

**DENIED G.E.** - Filled to capacity

Receiving School Authorized Official Signature \_\_\_\_\_ Date      /      /       
mm dd yy

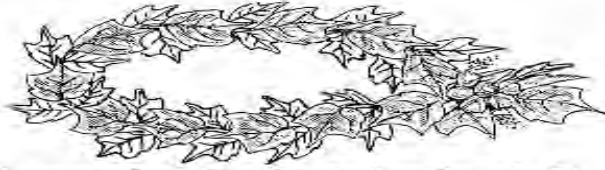
Request for Review of Denial may be made within ten (10) business days of the postmark date of this notice to the Complex Area Superintendent (CAS) by submitting Form CHP 13-2. The decision made by the CAS is final.

**DISTRIBUTION:** WHITE-(Approved) or (Denied)-Receiving School; CANARY-Requester; PINK-Receiving School Complex Area Superintendent; GOLDENROD-Home School Principal

If Form was downloaded from Website: Colored paper is **NOT** required for DISTRIBUTION copies.

Exhibit D

Admission Policies for Connections Public Charter School



*'O'ohie pau ka 'ike i ka hualau hō'ohani*

## **Connections Public Charter School**

*A Community, Business & Education Learning 'Ohana*

### **CONNECTIONS PUBLIC CHARTER SCHOOL GOVERNING BOARD ENROLLMENT POLICY**

In accordance with Act 130 or Hawai'i charter school law, effective beginning the 2013-2014 school year, Connections Public Charter School enrollment staff shall enroll students who have submitted enrollment applications, when space is available, by a random selection process.

Enrollment applications are submitted to the main office. When reviewed and determined to be complete, applications are forwarded to administration for acknowledgement signature. All applications are filed by student grade. If there is space in a grade for which there is an applicant, that application may be processed immediately.

Prior to the beginning of the school year, Connections' enrollment staff shall designate three lottery dates. Two weeks prior to those dates, public notice shall be made to notify the community of upcoming lottery selection. Applications submitted by those lottery dates shall be randomly and anonymously selected one by one, by a staff member and a staff witness, creating a "wait list" for that period, which shall be effective until the next lottery date. On the second and third lottery dates of that school year, the process shall be repeated, and a new "wait list" created. (Applications submitted after the lottery date will be added to the end of the "wait list" for that lottery period.) Applicants shall be notified of available spaces throughout that lottery period, according to their placement on the current "wait list".

*In accordance with Connections' Vision and Mission Statements, in order to foster a learning environment that encourages participation of 'ohana, preference shall be given to applicants who have a sibling currently enrolled, and to applicants who are children of currently employed staff, according to the date those applications were submitted.*

School Name: <b>CONNECTIONS PCS</b>		Complex Area: <b>CHARTER</b>		
<b>STUDENT ENROLLMENT FORM</b> SIS-10W (Revised)		Student ID No.	Entry Date	Entry Code
		For school use only		
<b>INSTRUCTIONS: PRINT YOUR ENTRIES LEGIBLY</b>		Ethnicity/Race Observed: _____ Initial _____ Date _____		
<b>STUDENT PERSONAL DATA</b>				
Last Name: _____		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Grade Level: _____	
First Name: _____		Birth Date: _____		
Middle Initial: _____	Lineage: (Jr, II, III, etc): _____		Verification of DOB: _____	
Home Phone: _____		Unlisted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Residence (Identifiable location required)			Mailing Address (if different from home address)	
Number _____	Street _____	Apt. # _____	Number/P.O. Box # _____	Street _____
City _____	State _____	Zip code _____	City _____	State _____
<input type="checkbox"/> Not Homeless		<input type="checkbox"/> Homeless*		<input type="checkbox"/> Completed MVA Packet
_____ DOE Representative Signature			_____ Parent/Legal Guardian Signature	
<p>*"Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:</p> <ul style="list-style-type: none"> <li>(i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.</li> <li>(ii) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS §11302(a)(2)(C));</li> <li>(iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and</li> <li>(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.</li> </ul> <p style="text-align: center;">If you have any questions regarding the above, please call 1-866-927-7095</p>				
<b>PRESCHOOL EXPERIENCE</b>			<b>LAST HAWAII PUBLIC SCHOOL ATTENDED</b>	
Preschool Experience <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" – attended: <input type="checkbox"/> less than 6 months <input type="checkbox"/> between 6 and 12 months <input type="checkbox"/> more than 1 year			Name: _____ Last Grade Attended: _____ Year: _____	
<b>PRIOR SCHOOL ATTENDED (If not Hawaii Public School)</b>				
Name: _____				
Address: _____				
<b>CITIZENSHIP</b>				
Country of Birth: _____		If Country of Birth is other than US, give year of arrival: _____		
US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		If not US Citizen, indicate status: Refugee _____ Immigrant _____ Non-Immigrant _____		



**LANGUAGE INFORMATION**

Language Codes: (Select a letter from the list and fill in the blanks below)

_____ Student's First Acquired Language	_____ Language Most Often Spoken at Home	_____ Language Most Often Used by Student
<b>A</b> – English	<b>F</b> – Cebuano/Visayan	<b>K</b> – Vietnamese
<b>B</b> – Cantonese	<b>G</b> – Hawaiian	<b>M</b> – Chuukese
<b>C</b> – Mandarin	<b>H</b> – Japanese	<b>N</b> – Pohnpeian
<b>D</b> – Ilocano	<b>I</b> – Korean	<b>O</b> – Cambodian
<b>E</b> – Tagalog	<b>J</b> – Samoan	<b>P</b> – Chamorro
		<b>Q</b> – Fijian
		<b>R</b> – Hmong
		<b>S</b> – Lao
		<b>T</b> – Marshallese
		<b>U</b> – Pampango
		<b>V</b> – Pangasinan
		<b>W</b> – Portuguese
		<b>X</b> – Spanish
		<b>Y</b> – Thai
		<b>Z</b> – Tongan
		<b>L</b> – Other (Specify): _____
		Refer to long list of languages

**Please complete ETHNICITY INFORMATION, RACE INFORMATION, and PRIMARY ETHNICITY/RACE INFORMATION**

**ETHNICITY INFORMATION**

Are you **(J)** Hispanic (Ex. Cuban, Mexican, Puerto Rican, Spanish, Other Hispanic)?  Yes  No

**RACE INFORMATION**

Check all that apply:

<input type="checkbox"/> <b>A</b> – American Indian or Alaska Native	<input type="checkbox"/> <b>E</b> – Native Hawaiian	<input type="checkbox"/> <b>K</b> – Samoan	<input type="checkbox"/> <b>P</b> – Tongan
<input type="checkbox"/> <b>B</b> – Black	<input type="checkbox"/> <b>G</b> – Japanese	<input type="checkbox"/> <b>L</b> – White	<input type="checkbox"/> <b>Q</b> – Guamanian/Chamorro
<input type="checkbox"/> <b>C</b> – Chinese	<input type="checkbox"/> <b>H</b> – Korean	<input type="checkbox"/> <b>N</b> – Indo-Chinese (Ex. Cambodian, Laotian, Vietnamese)	<input type="checkbox"/> <b>R</b> – Other Asian
<input type="checkbox"/> <b>D</b> – Filipino	<input type="checkbox"/> <b>I</b> – Portuguese	<input type="checkbox"/> <b>O</b> – Micronesian (Ex. Chuukese, Marshallese Pohnpeian,)	<input type="checkbox"/> <b>S</b> – Other Pacific Islander

**PRIMARY ETHNICITY/RACE INFORMATION**

What is the student's primary race? (Select only ONE letter from either the ethnicity or race list and fill in the blank) \_\_\_\_\_

I decline to provide ethnicity and race information. I understand that if I do not provide this information, a school representative will designate the ethnicity and race categories for my child.

**PARENT/GUARDIAN CONTACT INFORMATION**

<b>F I R S T  P A R E N T / G U A R D I A N</b>	Check one: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify): _____	Relation: _____
	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single	
	_____ Last Name	_____ First Name
	_____ Home Phone #	_____ Cellular Phone #
	_____ Pager #	_____ Work Phone # (include ext.)
	_____ Address (if different from student's)	_____ Email Address
	Custody of Child: <input type="checkbox"/> Yes <input type="checkbox"/> No	Child lives with this contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this parent/guardian a member of the Armed Services, National Guard or Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Military Status (check one): <input type="checkbox"/> Traditional Reservist / M-Day <input type="checkbox"/> Active Duty (Title 10) <input type="checkbox"/> Federal Technician (Title 32)	
	Deployed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Branch of Service (check one):		
<input type="checkbox"/> Army	<input type="checkbox"/> Marine	
<input type="checkbox"/> Air Force	<input type="checkbox"/> Coast Guard	
<input type="checkbox"/> Navy	<input type="checkbox"/> Army National Guard	
<input type="checkbox"/> Air National Guard	<input type="checkbox"/> Air Force Reserves	
<input type="checkbox"/> Navy Reserves	<input type="checkbox"/> Coast Guard Reserves	
<input type="checkbox"/> Marine Reserves		

Connections Public Charter School does 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, or academic or athletic ability.

**PARENT/GUARDIAN CONTACT INFORMATION**

**S  
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R  
D  
I  
A  
N**

Check one:  Mr.  Mrs.  Ms.  Other (specify): \_\_\_\_\_ Relation: \_\_\_\_\_

Marital Status:  Married  Divorced  Separated  Single

\_\_\_\_\_  
Last Name First Name Employer's Name

\_\_\_\_\_  
Home Phone # Cellular Phone # Pager # Work Phone # (include ext.)

\_\_\_\_\_  
Address (if different from student's) Email Address

Custody of Child:  Yes  No Child lives with this contact:  Yes  No

Is this parent/guardian a member of the Armed Services, National Guard or Reserves?  Yes  No

Military Status (check one):  Traditional Reservist / M-Day  Active Duty (Title 10)  Federal Technician (Title 32)

Deployed?  Yes  No

Branch of Service (check one):

<input type="checkbox"/> Army	<input type="checkbox"/> Marine	<input type="checkbox"/> Air National Guard	<input type="checkbox"/> Navy Reserves
<input type="checkbox"/> Air Force	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> Army Reserves	<input type="checkbox"/> Marine Reserves
<input type="checkbox"/> Navy	<input type="checkbox"/> Army National Guard	<input type="checkbox"/> Air Force Reserves	<input type="checkbox"/> Coast Guard Reserves

**MISCELLANEOUS INFORMATION**

Does student's father, mother, or guardian work for the Federal Government or work on Federal Property?  Yes  No

**EMERGENCY CONTACT INFORMATION**

**F  
I  
R  
S  
T**

(Person To Notify In Case Of Emergency Other than First or Second Parent/Guardian Contact)

Check one:  Mr.  Mrs.  Ms.  Other (specify): \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Employer's Name

\_\_\_\_\_  
Home Phone # Cellular Phone # Pager # Work Phone # (include ext.)

**S  
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D**

(Person To Notify In Case Of Emergency Other than First or Second Parent/Guardian Contact)

Check one:  Mr.  Mrs.  Ms.  Other (specify): \_\_\_\_\_ Relation: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Employer's Name

\_\_\_\_\_  
Home Phone # Cellular Phone # Pager # Work Phone # (include ext.)

\_\_\_\_\_  
Doctor's Name or Clinic Name


\_\_\_\_\_  
Office Phone #

**SCHOOL SUPPLEMENTARY INFORMATION**

	Name	Age	Name	Age
Other Children In The Family:	1. _____	_____	4. _____	_____
	2. _____	_____	5. _____	_____
	3. _____	_____	6. _____	_____

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Connections Public Charter School does 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, or academic or athletic ability.

<b>MV1</b> 	<b>State of Hawaii</b> <b>Department of Education</b> HOMELESS CONCERNS OFFICE 475 22 <sup>nd</sup> Avenue, Room 126 Honolulu, Hawaii 96816 Telephone: 808-203-5521 Toll Free: 1-866-927-7095 FAX: 808-735-8229	<p style="text-align: center;"><b>QUESTIONNAIRE TO DETERMINE ELIGIBILITY</b></p> <p style="text-align: center;">McKinney-Vento Homeless Assistance Improvements Act ("MVA")</p>	Schools are required to keep a chronological file of completed Questionnaires for each school year.
---	--	---	---

**STUDENT'S NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**Section 1. Action Requested:** (A copy of this form **must** be attached to each of the following forms.)

- Enrollment     Geographical Exception\*     Exit, Release or Transfer     Transportation (ONLY when a box in Section 3 is checked)

**Section 2.**  **Student / Parent / Guardian IS NOT in a homeless situation.**

**If Section 2 is checked, stop and complete Parent/Guardian signature below; form is complete.**

**Section 3. Does The Student / Parent / Guardian:** (Check the box that applies – you may be eligible for services)

- Live with friends or family due to economic hardship such as loss of housing or income;
- Live on the beach, at a campground, in a park, or in a hotel;
- Live in a tent, car, bus, or other non-permanent structure;
- Live in a domestic violence shelter;
- Live in an emergency or transitional shelter: (Please circle or if your shelter is not listed, please write in the name.)
  - Kaua'i:**    Manaolana, Kuapo, Other \_\_\_\_\_;
  - Hawai'i:**    Kihei Pua, Beyond Shelter, Kaloko Transitional, Other \_\_\_\_\_;
  - Maui:**    Ho`olanani, Ka Hale A Ke Ola, Ka Hale A Ke Ola - Westside, Other \_\_\_\_\_;
  - O`ahu:**    Family Promise, Institute for Human Service (IHS), Loliana, Ohana Ola O Kahumana, Maililand, Next Step, Vancouver House, Onemalu, Onelauena (Hope for a New Beginning), Pai`olu Kaiaulu (Waianae Civic Center), Weinberg Village Waimanalo, Ulu Ke Kukui (Villages of Maili), Ka Ohu Hou o Manoa, Lighthouse Shelter, Kahi Koulu Ohana Hale O Wai`anae, Other \_\_\_\_\_
- Have no regular place to stay at night.
- The student is awaiting foster care.
- The student is an unaccompanied youth.

_____ Parent / Guardian Signature	_____ Print Name	_____ Date
--------------------------------------	---------------------	---------------

When any box in **Section 3. "Does The Student / Parent / Guardian:"** is checked, the student may be eligible to receive MVA services. School personnel are to assist the parent, guardian or unaccompanied youth with the completion of the reverse side of this form and the McKinney-Vento Act (MVA) School Packet.

_____ DOE Representative's Signature	_____ Print Name	_____ Date
---	---------------------	---------------

**\* Geographical exceptions apply to MVA eligible students ONLY WHEN there is a request to have the student attend a school other than the student's school of origin or home school.**

This questionnaire is intended to address the McKinney-Vento Act (42 U.S.C. 11434a(2)).  
The answers provided help determine appropriate and comparable MVA services.

**All collected information will only be used for the purposes of providing educational services pursuant to the McKinney-Vento Act and is protected by federal and state laws.**

Exhibit E

**Admission Policies for Hakipu'u Learning Center**



## HAKIPU`U LEARNING CENTER

### Admissions/Enrollment Policy and Process

#### **Guiding Principles:**

At Hakipu`u Learning Center (HLC), our goal is to inspire students to become life-long learners grounded in the traditions and wisdom of the Hawaiian culture. We strive to motivate students to take charge of their own learning and to gain the skills, knowledge and values necessary to make informed choices for a successful future.

HLC provides a student-centered, place- and project-based, multi-faceted, hands-on instructional model that works best when students are motivated and willing to accept responsibility and accountability for their own learning. HLC staff work with students to become independent learners by annually developing personal learning plans that build on student strengths and interests to help students develop critical thinking skills, apply creative problem-solving approaches, learn how to express themselves creatively, and expand their knowledge base. Faculty and staff encourage students to connect their learning to real world application and to use their experiences to give back to their communities.

#### **Admission/Enrollment Policy**

HLC student recruitment and enrollment process is designed to honor diversity and is open to all students and families from throughout O`ahu. The school does not discriminate in its recruitment and enrollment processes on the basis of sex, race, color, creed, religion, ethnicity, or national origin. Nor will a student's opportunity for enrollment be determined by measures of achievement or aptitude, intellectual or athletic ability, status as a handicapped person, or proficiency in the English language.

The HLC program is significantly different from the conventional school environment and, thus, HLC believes it is especially important to spend time with each family prior to their selecting the program for their child(ren). To accommodate this belief, the school includes in the process opportunities for interested families to meet with the staff and/or visit the campus to better understand the HLC student-centered, place- and project-based learning model, its focus on Hawaiian culture and environmental stewardship, and the expectation for students to build a sense of personal responsibility toward independent learning. HLC also requests that interested families and students share their interests, concerns, and expectations with the school. The school encourages interested families and students to participate in all aspects of the HLC application and enrollment process. By participating in all of these opportunities, families and the student(s) have a more complete understanding of the program to better determine if it meets their needs.

#### **Recruitment Activities:**

HLC students and staff:

- Actively participate in community events and activities
- Place an ad in area newspapers
- Integrate HLC banner and communication materials in community-based activities
- Enlist existing families and students and stakeholders to share information about the HLC program.

**Admissions/Enrollment Process:**

The admission process starts with an expression of interest by the student and family. An information packet about the school’s program and a submission of interest form, to which both student and family are asked to contribute, may be down loaded from the HLC website, picked up at the school, or it can be mailed. The process continues with a “talk story” and/or visit to the campus. If the family and student then communicate an interest in attending the HLC program, the operations staff will send out the enrollment packet including all DOE required forms.

HLC continues to accept submission of interest forms until all openings are filled. If there are more submissions of interest submitted by the deadline, a lottery will be held to fill open positions. After all vacancies are filled, the school will place students not admitted on an active waiting list for the first semester only; no new students are enrolled after the first semester. Those who wish to be considered for the next academic year would notify the school prior to the start of the next year.

The HLC Governing Board has adopted the following preferences for enrollment:

- Returning Students
- Siblings of returning students
- Children of staff members and HLC Governing Board up to 10% of total enrollment
- New Students.

All new incoming students will attend an orientation when the new school year begins. This is an effort designed to support new students in their transition to HLC and its student-centered, place- and project-based learning environment. Families will also be invited to attend an orientation that will be scheduled after school starts.

Each year, the admissions/enrollment process for the subsequent year begins at the start of second semester with completed applications due by March 31<sup>st</sup>. An submission of interest form may be dropped off at the HLC office located on the road just ma uka of the Windward District Courthouse on Kea’ahala Road headed toward the Windward Community College campus or mailed and postmarked by March 24<sup>th</sup> to the following address:

Hakipu’u Learning Center, P.O. Box 1159, Kāne’ohe, HI 96744, Attn: Donna Honda.  
Office phone: (808) 235-9155 OR Fax: (808) 235-9160

**Hakipu`u  
Learning  
Center**



**Information Packet for SY 2015-16**

**MA KA HANA KA `IKE  
KNOWING IS IN THE DOING**

## **A MESSAGE FOR PROSPECTIVE PARENTS & STUDENTS**

At Hakipu`u Learning Center (HLC), our goal is to inspire students to become life-long learners grounded in the traditions and wisdom of the Hawaiian culture. We strive to motivate students to become self-initiating learners who strive for personal excellence – kūlia i ka nu`u – to take charge of their own learning and to gain the skills, knowledge and values necessary to make informed choices for a successful future.

HLC employs an experiential educational model that uses a student-centered, place and project-based learning, educational model that works best when students are willing, able and prepared to take on responsibility and accountability for their own learning. Through a personalized mix of staff and student-driven projects, students learn to become independent, self-directed learners and develop dispositions for self-monitoring, self-managing, and self-modifying to do their personal best in the learning process. Guided by HLC staff, students develop personal learning plans that build on their strengths and address areas of challenge. Students learn how to express themselves creatively and expand their skill and knowledge bases. Faculty and staff encourage students to connect their learning to real world application and to use their experiences to give back to their communities.

HLC student recruitment and enrollment process is designed to honor diversity and is open to all students and families from throughout O`ahu. The school does not discriminate in its recruitment and enrollment processes on the basis of sex, race, color, creed, religion, ethnicity, or national origin. Nor will a student's opportunity for enrollment be determined by measures of achievement or aptitude, intellectual or athletic ability, status as a handicapped person, or proficiency in the English language.

The HLC program is significantly different from the conventional school environment and, thus, HLC believes it is especially important to spend time with each family prior to their selecting the program for their child(ren). To accommodate this belief, the school includes in the process opportunities for interested families to meet with the staff and/or visit the campus and to share their interests, concerns, and expectations.

At HLC, we invite families to join us in our learning community. We thank you for your interest in our school and look forward to further conversations about our program.

Mālama Pono,

HLC Governing Board, Faculty, and Staff



## **Hakipu`u Learning Center (HLC)**

### **Frequently Asked Questions**

Q. What is a charter school?

A. A charter school is an independent, public school that operates under an autonomous Governing Board that has the freedom to determine the budgeting, staffing, and educational approach of the charter school. Charter schools are non-sectarian and publically funded with no tuition the same as other public schools. In accordance with HLC's charter with the State, HLC is accountable for improved student achievement and must meet Hawaii Content and Performance Standards. All students may apply to charter schools.

Q. In the HLC student-centered, place- and project-based instructional model, will my child(ren) earn credits that can transfer to other schools?

A. Yes. Student-driven and staff-driven projects are designed to meet criteria to earn credits toward standards that, when fully completed, meet course standards that may transfer to other schools.

Q. Will HLC prepare my child for college?

A. HLC is committed to developing a community of lifelong learners. By developing a strong sense of self and place, demanding academic excellence, and fostering mastery of technology and the learning process in each student, HLC prepares its students for any form of continued education including college.

Q. Where is HLC located?

A. The HLC campus is currently home based at Windward Community College with a network of learning labs located throughout the community.

Q. Why are you called the Hakipu`u Learning Center?

A. HLC is named in honor of the ahupua'a of Hakipu'u in which there is a rich history of teaching and learning since pre-contact times. When the opportunity to establish community-based, start-up charters was enabled by the Legislation in 1999, citizens from throughout Ko'olau came together to develop and submit a proposal for a charter that would build on the traditions of Hakipu'u and be inspired by the environment and culture of the area. From this effort, Hakipu`u Learning Center received its charter in 2001 and opened its doors to students and families in the fall of that year.

Q. Will my child be able to play sports at HLC?

A. Yes. Hakipu`u Learning Center belongs to the Hawai'i State Athletic Association (HSAA) and students can join in Castle High School's athletic program. Students also have the option of participating in community organized sports leagues.

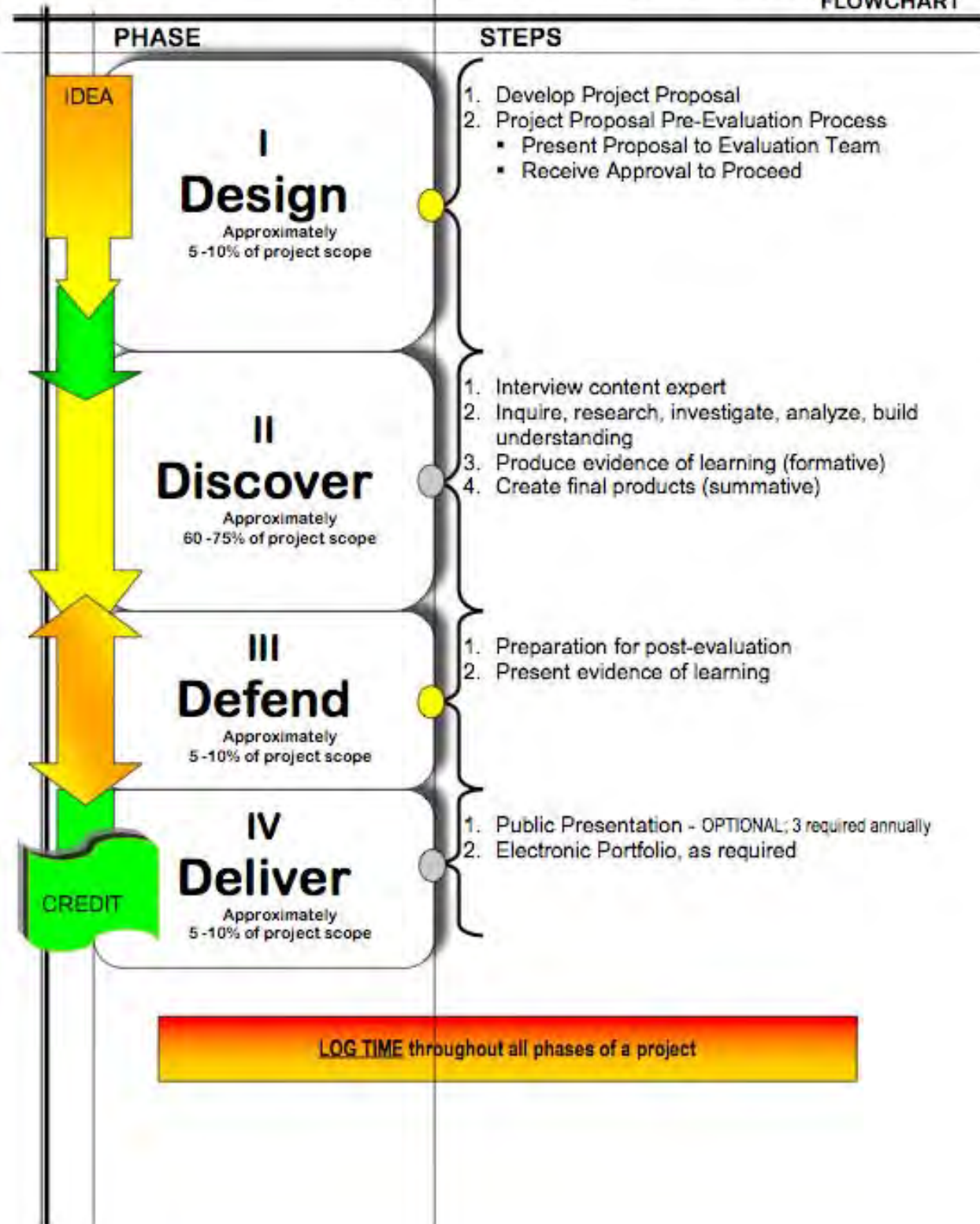
Q. How can we get involved as a family?

A. Family involvement is integral to a child's success in education and life. The collaborative partnership of school, family, and student provides the best foundation for improved student achievement. Therefore, HLC promotes family participation in the HLC learning environment; families are asked to strive to contribute 10 hours per quarter in support of their student and in contribution to the HLC learning experiences. In the effort to support this request, HLC provides many ways for families to get involved: events, community building, food preparation, site enhancement, , class contributions, assisting with rant writing, fundraising efforts, school/family PLP conferences, workshops, etc. In addition, there will be regular Hō'ike to celebrate student projects and achievement. to share pa'ina (celebration), and to support student presentations; families and community are welcome to attend with attendance added to family participation hours. Perhaps the most important way for families to remain involved is to regularly monitor and encourage their child's progress in school and to contact the school if there are questions.

Q. What is a project?

A. See following attached Flowchart and Project Type Matrix

Hakipu'u Learning Center Project-Based Learning Approach  
**FLOWCHART**



## Hakipu`u Learning Center Project Type Matrix SY 2015-16



**Students, guided by HLC education staff and family, design their own annual personal learning plan.**

Students shall meet the annual overall goal of 10 credits to move to the next level. Students may earn credits in a number of ways and each year the actual mix of ways may be different for each student.

The education team in communication with the student and his/her family will facilitate the annual mix of credits to support individual student needs, interest and capacity. It is not uncommon for a new student to have a higher percentage of staff driven projects in the first year or so; then move to about half staff driven and half student driven; and, as a junior or senior, have nearly all student-driven projects. Evidence of learning from each project earns credit and helps the student move toward becoming a life-long, self-directed learner and producer.

The annual personal learning planning process helps each student, guided by family and the HLC education staff, set his/her specific goals for the year aligned to future

aspirations.

Type	Examples	Designer	Credit Potential	Evaluation Process	Awards Credit
Staff-driven	<ul style="list-style-type: none"> <li>• Ho`oma`a</li> <li>• Math class</li> <li>• Learning labs</li> <li>• HLC camps</li> <li>• Electives</li> </ul>	Sponsoring staff member and/or community resource specialist	Determined by sponsoring kumu; range from 0.1 to 1+ credits	Established, monitored and assessed by sponsoring staff or resource specialist	Sponsoring staff member or community resource specialist
Student-driven	<ul style="list-style-type: none"> <li>• Built from interests of student</li> <li>• Align with learning target standards, benchmarks and HLC outcomes</li> <li>• One project per year meets Alapi`i requirements</li> </ul>	Student - facilitated by adviser/ education team and guided by family	Proposed by student, coached by adviser/ education team and approved by Evaluation Team at pre-evaluation review; range from 0.1 to 1+ credits possible	<ul style="list-style-type: none"> <li>• Adviser/ education team Readiness Check List</li> <li>• Pre-evaluation by Evaluation Team</li> <li>• Post Evaluation by Evaluation Team</li> <li>• Optional: Evaluation of Presentation by attending audience</li> </ul>	Evaluation Team from post-evaluation review based on evidence of learning new knowledge and skills, alignment to approved project, quality of products and validated time
Student-driven: community-based	<ul style="list-style-type: none"> <li>• Classes at WCC</li> <li>• Punahou PUEO program</li> <li>• NALU studies</li> <li>• KS Summer Enrichment</li> <li>• On-line classes</li> <li>• Internships</li> <li>• Work experiences</li> </ul>	Student-selected and arranged, guided by family, and monitored by adviser/education team; program syllabus, outline, or description	Proposed by student, affirmed by adviser/ education team; approved and assessed by program provider and HLC Evaluation Team for credit and standards award	<ul style="list-style-type: none"> <li>• Program provider completes assessment</li> <li>• Adviser/ education team affirm readiness</li> <li>• Affirm pre-evaluation by Evaluation Team</li> <li>• Post Evaluation by Evaluation Team</li> <li>• Optional: Evaluation of Presentation by attending audience</li> </ul>	Evaluation Team from post-evaluation review based on evidence of learning new knowledge and skills, alignment to approved project, quality of products and validated time
Student-driven: Alapi`i projects culminating in the Senior Project Process	Senior Project requirements: <ul style="list-style-type: none"> <li>• Built from interests of student</li> <li>• Align with target standards and HLC outcomes</li> <li>• Required 300+ hour of which 50 hours contributes to community service as well as project focus</li> </ul>	Student - facilitated by adviser/ education team, informed by content mentor(s) and community service host, and guided by family	Proposed by student, coached by adviser/ education team and approved by Senior Project Evaluation Team at pre-evaluation review; range 3+ credits	<ul style="list-style-type: none"> <li>• Adviser/ education team and Senior Committee Check List for Timeline and Readiness</li> <li>• Pre-evaluation by Senior Project Evaluation Team</li> <li>• Post Evaluation by Senior Project Evaluation Team</li> <li>• Presentation evaluation by audience at Senior Ho`ike</li> </ul>	Senior Project Evaluation Team from post-evaluation review based on evidence of learning, alignment to approved project, quality of products, completion of community service, and validated time
Student-driven: Life-long Learning Project	<ul style="list-style-type: none"> <li>• Out-of-school learning experience of at least 8 hours</li> <li>• Followed 2-3 hours on LLE reflection</li> <li>• Often family-based</li> </ul>	<ul style="list-style-type: none"> <li>• Family</li> <li>• Community resource person</li> <li>• HLC- sponsored</li> </ul>	LLE = 0.1 credit (Note: if student would like to propose more credit, required to go through Student-driven project process)	Adviser/ education team	Adviser/ education team after posting to Project Foundry and review of Final LLE Reflection

**SY2014-2015**

# Recruitment/Enrollment Process for SY 2015-2016

(Please keep a copy for your records.)

The admission process starts with an expression of interest by the student and family. An information packet about the school's program and a submission of interest form, to which both student and family are asked to contribute, may be down loaded from the HLC website, picked up at the school, or it can be mailed. The process continues with a "talk story" and/or visit to the campus. If the family and student then communicate an interest in attending the HLC program, the operations staff will send out the enrollment packet including all DOE required forms.

HLC continues to accept submission of interest forms until all openings are filled. If there are more submissions of interest submitted by the deadline, a lottery will be held to fill open positions. After all vacancies are filled, the school will place students not admitted on an active waiting list for the first semester only; no new students are enrolled after the first semester. Those who wish to be considered for the next academic year would notify the school prior to the start of the next year.

The HLC Governing Board has adopted the following preferences for enrollment:

- Returning Students
- Siblings of returning students
- Children of staff members and HLC Governing Board up to 10% of total enrollment
- New Students.

All new incoming students will receive a full orientation when the new school year begins. This is an effort designed to support new students in their transition to HLC and it's student-centered, place and project-based learning model. Families will also have the opportunity to attend orientation events that will be scheduled after school starts.

**The initial deadline for completed forms is March 31, 2015 as noted below. All submission of interest forms may be dropped off at HLC's Office on the road located just ma uka of the Windward District Courthouse on Kea'ahala Road headed toward Windward Community College or mailed to the following address:**

## **Hakipu`u Learning Center**

Mail In – Postmarked by March 24, 2015:

P.O. Box 1159  
Kāne`ohe, Hawai`i 96744  
Attn: Donna Honda

Drop Off – March 31, 2015:

Hakipu`u Learning Center Office  
See directions above

Office: (808) 235-9155

OR Fax: (808) 235-9160

**HLC will continue to accept submission of interest forms until all openings are filled.** After all vacancies are filled, we place students on an active wait list for the first semester only; no new students are enrolled after the first semester. Those who wish to be considered for the next academic year must re-apply. Please be advised that HLC is required to select students by lottery when interest exceeds the number of openings.

# Submission of Interest Form School Year 2015 - 2016

Please attach a recent photo here. Though the photo will not impact the application process, associating a face with a name does help us remember the applicant.

## Part 1: Student and Family Information

<b>Student Information</b> (Please Use Full Legal Name. Please print.)				
Last:		First:		Middle:
Preferred Name:			Applying for Grade:	
Street Address:			City:	Zip:
Mailing Address:			City:	Zip:
Gender: M ( ) F ( )	Birth Date:	U.S. Citizen: Yes ( ) No ( )		
Contact Person:			Contact Ph. No.:	
Current School & Address:				Zip:
Current Grade: <div style="display: flex; justify-content: space-between; font-size: small;"> <span>___ 4<sup>th</sup> ___ 5<sup>th</sup> ___ 6<sup>th</sup></span> <span>___ 10<sup>th</sup> ___ 11<sup>th</sup></span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>___ 7<sup>th</sup> ___ 8<sup>th</sup> ___ 9<sup>th</sup></span> </div>				
<b>Family Information</b> (Please print.)				
Applicant lives with: ___ Both parents ___ Mother ___ Father ___ Other Please Indicate _____			Does applicant have sibling(s) at HLC? ___ Yes ___ No Who?	
Please Use Full Legal Names				
(Circle) Father / Guardian Name:	Last:		First:	M. I.:
Home Address:		City:	St.:	Zip
Telephone: ( )		Cell Phone:		Email:
Occupation:			Place of Employment:	
Business Address:		City:	St.:	Zip:
(Circle) Mother / Guardian Name:	Last:		First:	M. I.:
Home Address:		City:	St.:	Zip:
Telephone: ( )		Cell Phone:		Email:
Occupation:			Place of Employment:	
Business Address:		City:	St.:	Zip:
If applicant lives with other than above, please provide contact information:				
Applicant resides with:	Last		First	M. I.:
Address:		City:	St.:	Zip:
Telephone: ( )		Cell Phone:		Email:

The Student and Family sections of this Submission of Interest Form are optional and are not required for consideration for enrollment. However, the HLC program is significantly different from the conventional public school environment and, thus, HLC believes it is especially important to spend time with each family prior to their selecting the program for their child(ren). To accommodate this belief, the school includes in the process opportunities for interested families to meet with the staff and/or visit the campus, and to share their interests, concerns, and expectations. From the student: it is helpful to HLC to know more about what makes the student the special person he/she is. One way to help us find this out is for the student to tell us about what he/she believes is important. From the family: reading your mana‘o helps us in better meeting your student’s needs. We refer to the input from both during our talk-story session as we share our program structure and support framework. We encourage you all to take the time to fill out the Essay and Thought components and we look forward to reading your responses and talking with you further about HLC.

## **Part 2: Student Essays**

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Please share your thoughts using writing, drawing, or other strategies or illustrate and describe your thoughts. **Use additional sheets of paper as needed.**

### **A. Choose one of the following questions:**

- \* Tell us about a time when you took responsibility as a leader and what you learned from that experience.
- \* If you could design the perfect school, what would it be like.
- \* Tell us about a difficult time in your life from which you learned a valuable lesson.

## Part 3: Student's Thoughts

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There are no right or wrong answers to the following questions. Your thoughts will help the faculty and staff plan for your learning experiences. Your parent(s)/guardian(s) may help by explaining the instructions without influencing your choices. NOTE: If you need additional space for any of the following questions, please use additional sheet(s) of paper. Mahalo!

**1. Please finish this thought describing you: "I learn best in an environment that is. . ."**

(Elements of an environment that you might indicate include: outdoors, indoors, space that has a great deal of freedom of movement, independent projects, structured, guided by the kumu, lectures, places that are quiet, no distraction, noisy spaces, tasks that allow collaboration and exploration, tasks that are inclusive of lots of reading, etc., etc.) **Please give at least 3 examples and explain how these elements help you learn.**

**2. Please finish this thought: "When given a challenging task, I can figure it out if I do the following. . ."**



**3. What are you really good at and what are some of things that you find difficult in the school that you currently attend? (Please list and explain at least two of each.)**

**A. Really good at:**

**B. Find difficult:**

**4. How would your classmates describe you? How would your favorite teacher describe you?**

**A. Classmates:**

**B. Favorite teacher:**

**5. What is/are your favorite thing(s) to do in general? What do you learn when you are doing this/these?**

**6. What are your favorite subjects in school? What makes them your favorite? How do you learn best in these subjects? If you were the teacher, how would you teach your favorite subject?**

**For Math**

**For Science**

**For Language Arts**

**For Social Studies**

**For Health & Fitness**

**For The Arts**

**7. Discuss what activities/hobbies you do before or after school and describe what you like best about these activities and what you learn from them?**



**8. Pick one word that describes you best and explain why.**

**9. Discuss your dreams or goals for the future:**

**A. What are your dreams and goals for your life?**

**B. What do you see yourself doing to achieve these dreams and goals?**

▪ **After you graduate from high school?**

▪ **Ten years after high school?**

▪ **How do you think your work at HLC could help you achieve these dreams and goals?**



## **Part 4: Family Essay and Thoughts**

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To be filled out by parent or guardian. NOTE: If you need additional space for any of the following questions, please use additional sheet(s) of paper. Mahalo!

**1. Please explain why you want your son/daughter to attend HLC. Please be sure to tell us why you feel HLC is a good fit for your child – learning style, interests, strengths and/or challenges, etc.**

**2. Please tell us about your child's**

- **Interests**

- **Challenges**

- **His/her special strengths.**

**2. Please tell us about your child's (cont'd)**

- **Ability to deal with challenging situations**

- **Ability to take responsibilities to become an independent learner**

**3. What things do you like about your child's current education?**

**4. How would you support your child's education at Hakipu`u Learning Center during and after school hours?**

5. To be a community-based school that truly serves the needs of our students in our learning community, family input and involvement are essential. Family involvement is instrumental to student success and to creating a healthy, vibrant learning environment. All families are asked to contribute 10 hours per quarter to their student(s) education efforts at HLC. This contribution may be met through activities such as attendance at student presentations or activities, sharing professional or personal expertise for student project work, volunteering to help with school activities or events, or any number of different ways and times that add to the learning experiences at HLC and that are feasible for you.



Exhibit F

**Admission Policies for Hawaii Academy of Arts and Science Public Charter  
School (HAAS)**

# HAAS Lottery Process

1. Reenrollment Surveys distributed out the 1<sup>st</sup> week in February. Need to be back to Registrar by the 2<sup>nd</sup> Friday in February.
2. Opening of Lottery Pool from February 1<sup>st</sup>-28<sup>th</sup>. Student Interest Form completed and returned to main office.
3. Student Interest form will be reviewed and verified in SSES by Registrar. A copy of the form for any SPED designated students will be forwarded to the SSC for further information.
4. Lottery pull first Friday of March. Lottery pull is done by a Governing Board member and witnessed by the Administrator and Registrar. All Student Interest forms are filed by grade in order of pull.
5. Any Student Interest Forms received after March 1<sup>st</sup> are filed by grade and in chronological order **after** those with an assigned Lottery Number.
6. If a student's status is disclosed or discovered, a current IEP/MP will be requested from the parent. When the document is received, the document will be submitted to the either the SSC or appropriate SPED Teacher (whichever is available) for review to ensure our ability to provide addressed services.
7. Filling of openings (for 'Ohana teachers)
  - a. Parents will be called in order of Lottery selection for the appropriate grade level.
  - b. If Lottery selection has been exhausted then begin calling students in chronological order.
8. Notification
  - a. Only selected students will be notified by April 30<sup>th</sup>.
  - b. Campus
    - i. Registrar will notify parents/guardian if the student has been drawn for an empty slot.
  - c. 'Ohana
    - i. Program teacher will notify parents/guardian of selection and schedule an initial meeting if the teacher sees it as necessary.
9. Enrollment
  - a. Current IEP or MP (for SPED) within 2 weeks of notification of possible entry. Actual enrollment will be determined by SSC.
  - b. SSC will confer on appropriate placement with Campus or 'Ohana Directors.
  - c. Enrollment packets and supporting documents are due June 30<sup>th</sup>.
    - i. Birth Certificate
    - ii. Health (Form 14 & TB)
    - iii. Release for previous school
    - iv. Transcripts (gr. 7-12 only)
    - v. Last report card (elementary)
    - vi. Standardized test scores (if available)
  - d. If completed enrollment documentation is not received by June 30<sup>th</sup>, the empty slot will be filled by the next student in line.
  - e. Parents notified after June 30<sup>th</sup> will have 1 week from date of notification to turn in completed Enrollment Packet and support documents.
10. Priority
  - a. Children of HAAS Employees.
  - b. Siblings of currently enrolled students.
  - c. Distance student in good standing. (Student does not lose Distance seat during process.)
  - d. Returning students who left the school year prior to the lottery year and are in good standing (no failing grades or disciplinary issues at time of exit).
  - e. Administration will make the final determination if priority status is disputed.

Student name: \_\_\_\_\_

Grade **Next** SY (2015-2016): \_\_\_\_\_ Birth date: \_\_\_\_\_

Current School: \_\_\_\_\_

Parent/Guardian name(s): \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

**Please indicate the program you are interested in for the 2015-2016 School Year:** If you are interested in more than one program, please prioritize your preferences using 1 for your first preference and 2 for an alternate preference. (Distance programs require students be at or near grade level and have strong parental support.)

### Elementary

\_\_\_\_\_ Kaleidoscope, Gr. K, HPP

\_\_\_\_\_ Kaleidoscope, Gr. 1 & 2 (combined), HPP

\_\_\_\_\_ New Program, Gr. 1, Pāhoa

\_\_\_\_\_ Mana'olana, Gr. 3 & 6 Pāhoa

\_\_\_\_\_ Beach Academy, Gr. 4, HPP

\_\_\_\_\_ Shady Grove, Gr. 2 & 5, HPP

\_\_\_\_\_ Paradise Hui Haumāna, Gr. 3 - 6, HPP

\_\_\_\_\_ REAL Class, Grade 5 & 6, Pāhoa Market Place (Monday-Friday) accelerated class w/ competitive admission (*see office staff for additional application forms or download from our website*)

\_\_\_\_\_ (DISTANCE) Supported Home Curriculum, Gr. K-6, Pāhoa

\_\_\_\_\_ (DISTANCE) Seaview, Gr. K-6, SPACE

### Middle School

\_\_\_\_\_ Middle Grades, Gr.7-8, HAAS upper campus

\_\_\_\_\_ (DISTANCE) HAAS InDigital, Gr.7-8 Pāhoa

### High School

\_\_\_\_\_ CAMPUS Program, Gr. 9-12, multiple teachers, HAAS site

\_\_\_\_\_ (DISTANCE) HAAS InDigital, Gr. 9 - 12, Pāhoa

Please complete and sign back page

Check any that apply to your child:

- Parent working at HAAS: \_\_\_\_\_
- Sibling enrolled at HAAS: \_\_\_\_\_
- SPED (*if your child is selected then a current copy of your child's IEP or MP will need to be submitted to ensure that needed services are available to your child*)
- ELL (*English as a Second Language Learner*)
- Other \_\_\_\_\_

### Summary Lottery Process

1. Opening of Lottery Pool from February 1<sup>st</sup>-28<sup>th</sup>. Student Interest Form completed and returned to main office.
2. Lottery pull first Friday of March.
3. Any Student Interest Forms received after March 1<sup>st</sup> are filed by grade and in chronological order **after** those with an assigned Lottery Number.
4. **Notification - Only selected students will be notified beginning May 1<sup>st</sup>.**

### Contact Information for Hawaii Academy of Arts and Science PCS

Physical Address: 15-1397 Homestead Road, Pāhoa  
Mailing Address: PO Box 1494, Pāhoa, HI 96778  
Phone: (808) 965-3730  
Fax: (808) 965-3733  
Website: [www.haaspcs.org](http://www.haaspcs.org)  
Email: [info@haaspcs.org](mailto:info@haaspcs.org)

*I have read and understand the above listed summary lottery process and that the completion of this form does not guarantee enrollment in HAAS.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date