



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Enrollment Policy

Category: Student	Policy Description: Student Enrollment
Approved Date: 03/17/15	Replaces Policy Dated: 01/22/2013, 12/16/2014, 01/20/2015
Effective Date: 03/17/15	Created By: Po'okumu, Revisions by Policy Committee

PURPOSE:

We welcome new 'ohana into Ka 'Umeke Kā'eo every year from Papa Mālaa'o to Papa 12, however, like all other public schools space is limited to the size of our school therefore this policy addresses enrollment to fit this growing and ever present concern.

DEFINITIONS:

POLICY:

This enrollment policy pertains to those not currently enrolled at Ka 'Umeke Kā'eo. Returning students do not need to go through the admissions process again.

Enrollment in Papa Mālaa'o

- 1) Families seeking enrollment during the open enrollment period must
 - a. Attend an enrollment orientation, usually held the first Wednesday of each month
 - b. Complete all required forms in the enrollment packet by the 15 of the month
 - c. Attend an enrollment conference by the end of the month
 - i. In rare cases, scheduling conflicts prohibit the ability of the applicant to complete a conference prior to the end of the month. In these cases, the Po'okumu has the right to schedule the conference soon after the end of the month and still consider the applicant as having met the end of the month deadline.
 - d. Agree to sign the 'Ohana Agreement



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- 2) At the open enrollment deadline*, if there are not enough seats for every child that has completed all the requirements for enrollment, then the children who are offered spots at Ka 'Umeke Kā'eo shall be determined by lottery.
- 3) If at the enrollment deadline, there are exactly enough seats available for the children who have completed all the requirements for enrollment, then all students will be offered seats and one additional month of enrollment will be held. The purpose of the additional month will be to establish a waitlist for any seats that become available in the future.

*The enrollment deadline changes yearly. Please contact the Ka 'Umeke Kā'eo office for the current enrollment deadline.

Papa Mālaa'o Lottery

- 1) If a lottery must be used to determine which students will be offered seats at Ka 'Umeke Kā'eo, then the following process shall be used:
 - a. Each student will receive a "weight" which determines the number of entries they receive into the lottery. The weight is determined by the following chart:

CRITERIA	WEIGHT
Sibling of existing student or past graduate	3
Children of current staff member	3
Children of existing board member, past board member that served at least one calendar year, or a school founder	3
Children who previously attended a Hawaiian Immersion school	2
Children/families who reside in the Keaukaha or Panaewa communities	2
Any child that does not qualify for any of the above criteria	1

* provided not more than 10% of the school's student body is made up of children of staff, school founders, or past and present board members.

- b. By adding up all of the child's points, the child's total weight shall be determined. The total weight determines how many times the child's name is entered into the lottery.



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- i. So, if the child is the sibling of a current student and also the child of a current staff member, then they receive points for both criteria.
- c. Once all the weights have been determined, all of the entries shall be placed in a container from which all the names will be pulled. The Po'okumu or their representative shall pull names from the container in the presence of two witnesses. The names shall be pulled in a manner that ensures that no one could select certain specific entries over others.
- d. The order in which the names are pulled will determine the order in which families are offered enrollment at Ka 'Umeke Kā'eo. Once all the seats have been filled, the remaining children shall be placed on a waitlist in the order in which they were pulled in the lottery.
- e. Once a child's name has been pulled, their remaining entries in the lottery become null and void.
- f. Families may not trade, sell, swap, or otherwise give away their entries into the lottery.
- g. Once the lottery has been conducted, families may not trade, sell, swap, or otherwise give away their place in the order. They may only accept or decline an offer of enrollment or their place on the waitlist.

Enrollment After Capacity

- 1) Once the Papa Mālaa'ō sections have been filled, and a waitlist of at least three students for each Papa Mālaa'ō section has been established, a new process will be followed for those families interested in enrollment called "Enrollment After Capacity".
- 2) Families interested in enrolling after capacity must attend a school orientation.
- 3) After attending the orientation, families must submit an "Interested In Enrollment Form" to document their interest in seeking enrollment even though the classroom is full. This form will be time/date stamped upon receipt.



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- 4) If a seat or seats become available to serve students who sought enrollment after capacity, students will be offered enrollment based on the order in which the Interested In Enrollment Form was submitted.
- 5) Those families who are offered enrollment after capacity must complete the enrollment process as outlined above (submit required forms, attend enrollment conference, sign 'ohana agreement, etc.) to be considered.
- 6) If a family does not respond to communications regarding the possibility of enrollment, or if they do not turn in the required material in a timely manner, the Po'okumu has the right to remove their name from the eligible list and take the next child in line.

Enrollment in Papa 'Ekahi or Above

Availability

- 1) Applications for enrollment in Papa 'Ekahi or above shall only be considered in this priority order:
 - a. To accommodate sibling of existing students.
 - b. When the classroom being considered has less than 21 students.
 - c. For students who are transferring from another Hawaiian Immersion school.
 - d. To accommodate Hawaiian speaking students who are moving to East Hawai'i.

Hawaiian Language Experienced Students

- 1) Families seeking enrollment for a Hawaiian speaking/Hawaiian immersion child in Papa 'Ekahi or higher must:
 - a. Seek enrollment prior to the student count date or
 - b. Attend a late entry orientation to:
 - i. Get an overview of Ka 'Umeke Kā'eo (regular orientation)
 - ii. Provide information on the child's past academic experiences

Non-Hawaiian Language Experience Students

- 1) Families seeking enrollment for a non-Hawaiian speaking/non-Hawaiian immersion child in Papa 'Ekahi or higher must:



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- a. Seek enrollment prior to the start of the school year
- b. Attend a late entry orientation to:
 - i. Get an overview of Ka 'Umeke Kā'eo (regular orientation)
 - ii. Discuss the challenges of enrolling into immersion late
 - iii. Provide information on the child's past academic experiences
- c. Have child and family sit in on a class if at all possible
- d. Enroll in and attend summer school at Ka 'Umeke Kā'eo if at all possible
- e. Complete all the normal requirements for enrollment

Enrollment in Papa 7-12

The academic deficiency of enrolling a non-Hawaiian speaking student into Ka 'Umeke Kā'eo has been experienced many more times than needed. Although our kumu are dedicated to academic rigor and committed to the nurturing of all of our students, they have also judged this enrollment deficiency be detrimental to a non-Hawaiian language speaking student. At the time of enrollment of a new student into grades 7-12 the Po'okumu will evaluate the language skill of the student. If the language skill is not at a level of flowing conversation then they will be recommended to our outreach language instruction to obtain a sufficient level of Hawaiian Language skill.

Other Considerations

Classroom Size

- 1) Classrooms may not go beyond 21 except for the following reasons
 - a. To accommodate the retention, demotion, or early promotion of students.
 - b. To accommodate students who are transferring from another Hawaiian Immersion school.
 - c. To accommodate Hawaiian speaking students who are transferring from another school.
 - d. To accommodate siblings of existing students



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- 2) When classroom size goes beyond 21, the Local School Board shall provide the kumu with support to accommodate the additional students.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION:

Approved by the Hawai'i State Public Charter School Commission on April 9, 2015.