



*'A'ohē pau ka 'ike i ka hālau ho'okahi*

# **Connections Public Charter School**

*A Community, Business & Education Learning 'Ohana*

## **Enrollment Policy**

### **Overview**

Connections Public Charter School is committed to enrolling a diverse student population and shall abide by the provisions in Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended, Section 5201 – 5211; and Hawaii Revised Statutes (§302D-34) that forbid discrimination on the basis of 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.

The school will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Connections Public Charter School shall enroll eligible students who submit a timely application unless the number of applications exceeds the capacity of a class, grade level or building. In such cases, all applicants shall have a chance of being admitted through a random selection process and weighted lottery. Enrollment will also follow §302D-34 as amended by ACT 114 (2015) allowing the school to give an enrollment preference through a weighted lottery to educationally disadvantaged students: defined as students who are economically disadvantaged, students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students.

Applications will be accepted continuously each year to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a weighted, random public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. Parents will be notified of their child's acceptance. If an accepted applicant decides not to attend the school, the slot will be given to the next applicant on the waiting list.

Enrollment applications are submitted to the school's 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. One week 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,



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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".

The lottery will use weighted preferences for students whose application form indicates that they are educationally disadvantaged (students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students). In accordance with Connections' Vision and Mission to foster a learning environment that encourages participation of 'ohana, preference shall also 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.

### **Lottery Rules and Procedures**

#### **Rules: General**

1. For the purposes of these rules, the following terms are defined below:
  - Lottery is for new students only. Students currently enrolled in the school will maintain their enrollment status and DO NOT participate in the lottery.
  - All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
  - Lottery refers to the process whereby all eligible applicants are assigned a random number and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to a pool for the subsequent lottery.
5. A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade.
6. **ALL** offers of registration shall be made in the order of the lottery results.



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### **Rules: Preferences**

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. All preferences shall be considered in the following hierarchy with a maximum of three (3) preferences assigned to any applicant:
  - Educationally disadvantaged applicant.
  - Applicant sibling of a currently enrolled student.
  - Applicant children of an employee of the school.
5. Siblings who are applying for the first time will receive preference only if their siblings are currently enrolled in the school.

### **Process:**

Applications will be made available online through the school's website, and in paper form at the school's main office. Upon submission of an application the information is reviewed and weighted preference(s) assigned if applicable. Age requirements for kindergarten are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant family. The data will be monitored to determine the need for a lottery and wait lists. If there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements. Documentation required by the school is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Social security card (optional)
- Birth certificate
- Report card, transcript
- Current immunization/medical history



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### **Procedure:**

Once all current students are registered and classes have been assigned, maximum class size will be determined in accordance with applicable collective bargaining agreements. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with prospective students' families is generated as appropriate.

Prior to the School's opening, staff may host informative meetings. These meetings will not only focus on informing the community about Connections Public Charter School, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). Parents will be notified of acceptance to the school or assigned a lottery number (and applicable preferences) in the event that applications exceed capacity. If capacity is not reached, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Each applicant selected in the lottery will be notified. Families will have an opportunity to affirm their plans for their child(ren)'s attendance at the school, by either accepting or declining the offer. If the applicant's family fails to respond, in either the affirmative or the negative, the offered seat will be rescinded and offered to the next applicant on the waiting list.

Should the applicant's family decide to accept the offered seat, additional required registration paperwork will need to be completed.