Kamalani Academy Admission Policy

Commission Approved 11/10/2016

Application and Enrollment Policy

Applications for each school year's initial open enrollment periods will be determined by the board and posted on the Kamalani Academy webpage. Application form is available online from the school website, www.KamalaniAcademy.org . Parents unable to access application should contact school for assistance.

IMPORTANT ADMISSION INFORMATION FOR PARENTS

Thank you for your interest in our charter school. As a school of choice, prospective families will want to explore our website to learn about Kamalani Academy's philosophy and instructional program. Information learned about the school will help parents understand the level of participation expected from parents and know if the Kamalani Academy program meets their child's learning style and needs.

The following summary outlines how children are admitted to our school. For further information and/or questions, send an email to info@Kamalaniacademy.org.   Include your contact information (email, phone number, and best time to call).

Who Can Apply: Kamalani Academy has an open admission policy regarding all who wish to attend. It does not target any particular student population. It is intended that all students be admitted in compliance with state and federal mandates. The only eligibility requirement for all students is that families must agree to and support the Kamalani Academy Vision, Mission, and Student Code of Conduct.

Minimum Age Requirement: Kamalani Academy follows the age requirements as set forth in Hawaii Revised Statutes Section 302A-411. Children must be five years of age by July 31st to attend Kindergarten. Children entering sixth grade who are new to the Hawaii school system must be eleven (11) years old on or before July 31st of their entry year. Children who are younger may be developmentally unprepared to enter our program.

Parent Volunteers: Kamalani Academy is a school of choice open to all. Parents determine if enrollment at Kamalani Academy will provide an appropriate learning environment for their child based on educational setting, expectations for students, and services available. Parents also must determine if they are willing to commit to parent participation expectations. Parent volunteers are valued at Kamalani Academy. Parent volunteers help Kamalani Academy meet the vision and goals of the school. There are many ways for parents to help. By submitting an application for your child, you are committing to active participation in the school through volunteering.

Lottery: During open enrollment all applications will be time stamped. A public lottery will take place if more applications are received than there are seats available. The lottery will be held   on a date to be determined by the Kamalani Academy Board. Applicants do not need to be present, as Kamalani Academy will use a proprietary electronic lottery system. The lottery system was developed and will be maintained by an outside programmer and will be operated by a 3rd party. Results of the Lottery will be immediately available to all parents via the school website. Additional lotteries will be run as needed to fill any available seats after the initial lottery run.

Each completed application will be drawn in the lottery in random order to fill the available open slots. Once the openings are filled, the subsequent applicants will be assigned a wait list number. Wait list numbers are assigned using the electronic database programed randomizer. In the event that more than one child from a single family has applied to the same grade level (twins), one child will be placed in the lottery and one number will be assigned to both children.

Application and Lottery Dates / Notification of Results: Based upon the results of the initial lottery, students whose names are drawn will be offered enrollment on the day of lottery determination via email and/or phone call. Upon acceptance, a parent/guardian will be allowed 5 business days from the date of notification to complete student registration. If additional time is needed to complete student registration, parents/guardians must contact the school to request the additional time, prior to the expiration of the 5 business days. If a parent/guardian does not complete registration, request additional time, or respond to the notification of available seat, the school will release the students' seat and offer this seat to the next student on the waitlist. Students not selected in the initial lottery draw will be assigned wait list numbers by the electronic database system. The database system uses a randomizer program to randomly assign wait list numbers to applications. These applicants will be notified via email of their waitlist status.

Lottery Priority and Order: The only students exempt from the lottery are students returning to Kamalani Academy. Priority seating will be offered to siblings of Kamalani Academy students, children of staff, board members, and founding board members. The order in which priorities will be awarded are as follows:

- *Children of Kamalani Academy staff and board members and
- Younger siblings (including stepsiblings) of currently registered students.

    *Not to exceed 10% of school total enrollment

Documents:

Parents/guardians will be asked to provide the following documents/forms to complete student registration with Kamalani Academy:

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- Student Immunization Record or Exemption Letter;
- Proof of physical examination;
- Birth Certificate;
- Proof of residency (copy of current utility bill, i.e. power bill, water bill, etc.);
- Documents from a previous school (report card, etc.); and
- Legal documents (consent of caregiver if applicable, most recent guardianship/custody agreement, student name change)

1.   Student Health Record

Kamalani Academy works in conjunction with the Department of Health to ensure that students meet key health and immunization requirements. By the first day of school, all students entering school in Hawaii for the first time must have:

- Tuberculosis (TB) clearance, AND
- A completed student health record that includes:
    - Physical examination (PE)
    - All required immunizations or exemption letter
      OR,
    - a signed statement or a medical appointment card from your child's doctor to prove that your child is in the process of completing missing immunizations or the PE

Students who have not completed these requirements by the first day of school will not be allowed to attend school until these requirements are met.

If your child requires emergency rescue medications or other daily/routine medications, please fill out this form and take to the school.

2.   Birth certificate

If a student is from a foreign country, the student's passport or student visa is acceptable.

3.   Proof of current address

- Documentation by the parent or legal guardian of the child's legal residence.
- Children experiencing homelessness are covered by enrollment guidelines provided in the McKinney-Vento Act.

4.   Documents from a previous school

For students in grades other than Kindergarten, the following documents are needed:

- **School Documents**
    - release packet with an unofficial transcript or latest report card, and

- o   Individualized Education Plan for students in special education
- Legal Documents (if applicable):
  - o   Power of Attorney if the child is not living with the parents
  - o   Temporary Restraining Order
  - o   Guardianship documents
  - o   Legal name change
  - o   Court orders

Parents will be asked to sign a release allowing Kamalani Academy to request these items from the student's previous school.

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