



**LCPCS**

## **Enrollment Policy & Procedures**

### **LCPCS Campus 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-5 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 may be granted “in district” enrollment status, if the class is full. In order to support the families of LCPCS employees and board members, children of staff and board members may be given in district enrollment status, if the class is full. At no time may the students enrolled at LCPCS via these preferences exceed ten percent of the total student population.
6. If more than 22 students are enrolled in a grade level class in grades Kindergarten through 5, 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.
7. 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 Enrollment***

1. Early enrollment is provided for students in the district and those with in district status. This includes:
  1. Students residing within district
  2. Siblings of current students
  3. Children of staff members
  4. 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.

### ***Continuing Enrollment***

1. Unless otherwise provided for in this policy, once a student is enrolled at LCPCS they will remain continuously enrolled. As referenced above, this includes out of district students that become enrolled at LCPCS via our out of district procedures

### ***Open Enrollment***

1. 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.

### ***Kaupe‘a Program General Policies***

1. Every school age child on the island of Hawai‘i entering grades K-12, shall be entitled to enroll in LCPCS’s virtual learning program, Kaupe‘a, as allowed by the Charter School Contract between LCPCS and the Hawaii Charter School Commission.
2. Students located outside of Hawai‘i Island are not currently eligible for enrollment in Kaupe‘a
3. In order to ensure that LCPCS can maintain a standard of quality teaching and learning for students in a virtual environment, LCPCS will partner with an educational services organization that has proven efficacy in delivering virtual curriculum, providing remote academic support for families and fostering student achievement.
4. Once a student is enrolled at LCPCS in Kaupe‘a, they shall be considered part of the LCPCS family and shall be provided the same continuing enrollment rights as students enrolled on campus until they leave the school, voluntarily or for disciplinary reasons.
5. Due to the nature of the program, LCPCS will not offer enrollment in Kaupe‘a after the enrollment deadline. Families interested in enrolling in Kaupe‘a after the deadline may go through the process of getting on the waiting list for the following school year.
6. If total enrollment in Kaupe‘a (grades K-12) increases significantly, the administration shall present a staffing plan to the Board that will provide high quality educational support services to students and their families. 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 Enrollment***

1. Kaupe‘a does not have an Early Enrollment option. Families interested in enrolling after the enrollment deadline and before the Open Enrollment date for the following school year may go through the process of submitting their documentation to be put on the wait list.

***Continuing Enrollment***

1. Unless otherwise provided for in this policy, once a student is enrolled at LCPCS in Kaupe'a they will remain continuously enrolled until they leave the school, voluntarily or for disciplinary reasons.

***Open Enrollment***

1. Open enrollment for Kaupe'a begins on March 1 of each year.
2. The deadline for open enrollment shall be June 30<sup>th</sup>. Students completing the enrollment process after June 30<sup>th</sup> may be enrolled on a case-by-case basis until the week prior to the first day of the new school year that students are required to report.
3. Once Open Enrollment closes, a waitlist shall be established. Students on the waitlist shall be offered enrollment for the following school year.