

## **WHEA Enrollment Policies and Procedures**

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 the available physical space, budget restrictions and staffing needs. The Governing Board reserves the right to increase, or cap enrollments as it sees fit, with the approval of the Hawaii Public Charter School Commission.

### **Application Process**

**Preferred Applications** for the following school year for those students who are either a sibling of a current student, children of bona fide employees including staff and Governing Board members in good standing and having served at least 1 year prior to enrollment year are available on the first day of school in the 2<sup>nd</sup> Semester of the current school year. Returning students and their siblings domiciled in the same house are accepted on a space available basis, as are employees' children, only when applications are submitted by 3pm on the last working day of February. **Regular applications** are released via the school website February 1<sup>st</sup>.

### **Lottery Policy**

A lottery system for enrollment shall be implemented that assures a transparent, unbiased, non-discriminatory process, provided that:

- Offspring and wards of bona fide WHEA employees shall be given first preference in the first lottery draw;
- Age-appropriate siblings of students who would be concurrently enrolled in good standing at WHEA shall be given second enrollment preference in the first lottery draw contingent on space availability;
- 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.
- The lottery drawing occurs on the first working day of March, April, May, June, July and August, the public is welcome to witness the enrollment lottery draw, which shall begin no earlier than noon, but no later than 2pm.
- The lottery will be held at a publicly accessible place on the WHEA campus.
- Names shall be drawn in random fashion, from a non-transparent container, by a disinterested third party.
- The order of the names as drawn shall be the order of enrollment.
- The order of the names as drawn beyond enrollment capacity shall be the order for wait-listed students.
- The number of enrollment seats per grade level shall be set by the Administration, and shall be divided equally as is practicable 30 days before the lottery commences.
- After the first lottery draw, if demand and space availability warrant, the Administration may move open seat space to other grade levels to accommodate wait listed students.
- 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> and finally grade 9.

- Any special needs student with a current Individual Educational Plan may apply, however an IEP team determination is required before a special needs student may be officially enrolled at WHEA.
- Students may only apply individually. The practice of allowing two or more students/twins to apply together is not accepted.
- The lottery wait list shall be durable only to the end of the First Quarter of the school year, and will be expunged thereafter. Wait-listed students wishing to enroll in subsequent school years must reapply.

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.

### **Sibling Preferred Application Policy**

WHEA offers a priority consideration for siblings of currently enrolled students. Applications are released to siblings in January and must be turned in prior to 3pm on the last working day of February to qualify for sibling consideration. Siblings are not guaranteed a position. Siblings are granted priority in the lottery of all applicants. A sibling is defined as a child that is biologically related, an adopted sibling, or related to the sibling by a legal current marriage. Documentation may be required.

### **Children of Bona fide Employee Preferred Application Policy**

WHEA offers a priority consideration for children of current employees or bona fide volunteers of the WHEA governing board. **Employees and volunteers must have served at least the school calendar year of the application period.** Preferred applications are released in January and must be turned in prior to 3pm on the last working day of February to qualify for preferred application consideration. Children of employees are not guaranteed a position. Children of employees are granted priority in the lottery of all applicants. A child of an employee is defined as a biological child, adopted child or related to the employee by a legal current marriage. Documentation may be required.

Approved by WHEA Governing Board: Sept. 15, 2021