

# **THE SEASIDE SCHOOL, INC. APPLICATION AND ADMITTANCE POLICY**

***PLEASE READ THE POLICY BELOW BEFORE BEGINNING THE APPLICATION PROCESS. FOR PURPOSE OF THIS POLICY, "SEASIDE SCHOOL" SHALL MEAN THE SEASIDE SCHOOL, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION, LOCATED AT THE SEASIDE NEIGHBORHOOD SCHOOL CAMPUS AND SEACOAST COLLEGIATE HIGH SCHOOL CAMPUS.***

***Para la traducción al español, óngase en contacto con [lotteryinfo@seasideschools.net](mailto:lotteryinfo@seasideschools.net)***

## **1. General Admission Guidelines**

Application for admission is open to any student entering grades five (5) through twelve (12) in accordance with this Application and Admittance Policy. Applicants must be eligible for admittance to the grade for which they apply pursuant to the then-current policy of the Walton County School District. Students who reside in Walton County, Florida at the time of application are granted an admission preference over non-Walton County residents. Students currently enrolled in a boarding school located outside of Walton County, whose parent or legal guardian resides in Walton County at the time of application, are considered Walton County residents. Other admission preferences authorized by statute are stated below. Students residing outside Walton County at the time of application will be admitted only after vacancies have been filled by Walton County resident applicants and other applicants subject to a preference unless otherwise set forth herein. All applicants must provide all application materials required by this Policy including but not limited to proof of Walton County, Florida residency and/or other preferences, if applicable, as set forth in paragraph 4.

Seaside School complies with the Florida Educational Equity Act (Section 1000.05, Florida Statutes) which, among other things, requires that students be considered for admission without regard to race, ethnicity, national origin, sex, disability, or marital status. Students with disabilities and students served in English for Speakers of Other

Languages programs shall have an equal opportunity of being selected for enrollment (Section 1002.33(10)(f), Florida Statutes).

Seaside School also complies with Florida's controlled open enrollment policy as set forth in Section 1002.31, Florida Statutes, which requires a charter school allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to such charter school provided the school has not reached capacity, subject to the admission preferences set forth in Section 1002.33(10)(d), Florida Statutes, and the Seaside School's Charter. As required by the statute, The Seaside School, Inc. Board of Directors will determine the student capacity and state the capacity on the school website.

## **2. Special Admission Criteria for High School Grades**

**Applicants for grades 9<sup>th</sup> – 12<sup>th</sup> must meet requirements for a collegiate program. The Seaside School follows eligibility requirements as stated in Section 1007.271 Florida Statutes for dual enrollment.**

**Link:** [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#)

Seacoast Collegiate High School has an articulation agreement with Northwest Florida State College ("NWFSC"). As such, Applicants entering grades eleven (11) and twelve (12) must also meet the applicable NWFSC entrance requirements which are subject to change without notice by NWFSC. Applicants entering grades 9<sup>th</sup> – 12<sup>th</sup> must submit a current official transcript that includes all courses taken for high school credit as part of his or her application. Applicant must have a minimum unweighted high school GPA of 3.00 for all credits earned as of the date of application. Please be advised that applicants selected must maintain the unweighted high school GPA of 3.00 through the remainder of the year to be enrolled for the following school year. To the extent available, applicants should submit any ACT, SAT, or PERT test scores taken within the previous two years. Applicants must make qualifying test scores in reading, writing, and math as required by NWFSC.

## **3. Application and Lottery Process (2024-2025)**

Applications for admission for the 2024– 2025 school year will be accepted from **January 5, 2024, through 5:00PM (Central Time) through February 15, 2024** (to be received no later than 5:00 PM Central Time) for enrollment in the following school year through the lottery process. **Only those applicants who submit complete and accurate applications by the February 15 deadline will be eligible for the enrollment lottery.** Applications may be submitted after the open enrollment lottery date through the end of the calendar year (February 16, 2024 – September 30, 2024) for those wishing to join the waiting list for the 2024 – 2025 school year. Applicants submitting applications after the February 15 deadline will be placed on the waiting list behind those applicants who were eligible for the enrollment lottery but were not selected in the order of their submission by grade level. Parents or legal guardians of a child who desire to attend Seaside School must complete an application and provide all required documentation through the online Student Application & Lottery Management System (“Application Portal”) available on the Seaside School’s website. If the parent or legal guardian does not have access to a computer, he or she may complete the application at either the Seaside Neighborhood School campus or Seacoast Collegiate High School campus by scheduling an appointment. Appointments may be scheduled by sending an email to [lotteryinfo@seasideschools.net](mailto:lotteryinfo@seasideschools.net). No student will be considered for admission through the lottery process unless his or her application and all required documentation is accurately completed and properly submitted prior to the end of the lottery application period. The Seaside School, Inc., acting through its Executive Director or the Governance Committee of the Board of Directors, may, in its sole and absolute discretion: (1) accept or reject documents provided by applicants in accordance with this Policy; or (2) request additional documentation or information from applicants in order to reasonably evaluate and ensure compliance with this Policy. INTENTIONALLY MAKING A FALSE STATEMENT IN CONNECTION WITH AN APPLICATION VIOLATES FLORIDA LAW (§837.06, F.S.). IF A STUDENT IS ADMITTED ON AN ADMISSION PREFERENCE BASED ON FALSE REPRESENTATIONS OR INFORMATION, INCLUDING COUNTERFEIT, ALTERED OR FALSE SUBMITTED DOCUMENTATION, THE STUDENT MAY BE ASKED TO WITHDRAW FROM THE SEASIDE SCHOOL.

#### **4. Admission Preferences**

Pursuant to Section 1002.33(10)(d), Florida Statutes, and the Seaside School's Charter, Seaside School gives preference in admission for certain categories of applicants. Each preference category, along with the qualifying criteria, is described below in order of priority. If there are more applicants with preferences than available openings, applicants with preferences will be randomly chosen in the preference order presented below. While an applicant may have a preference for admission, that preference does not guarantee admission. In order for the administration to determine and/or verify how many students with a preference are expecting to attend Seaside School, those students that may qualify for a preference must complete and submit an application along with all required accurate documentation by the end of the application period to be considered for admission.

**A. Children of Seaside School Employees:** Legal children and wards of Eligible Employees of the Seaside School (as defined below) at the time of the application lottery have preference with respect to admissions, regardless of whether the child resides in Walton County or resides with the Eligible Employee. Step-children of Eligible Employees are also entitled to this preference if the step-child resides with the Eligible Employee. A step-child is defined as the legal child or ward of the Eligible Employee's legal spouse. Other relatives are not eligible for this preference. If an Eligible Employee is hired after the application lottery and the child of the Eligible Employee has submitted an application, such child will have priority over other applicants on the waiting list. If an Eligible Employee resigns or is terminated, it is at the Board of Directors' discretion as to whether or not his or her enrolled child or children will be asked to withdraw from the Seaside School. For purposes of this paragraph, an Eligible Employee is defined as: (A) an employee who is currently salaried or an employee currently working hourly at least 20 hours per week; (B) is directly paid by The Seaside School, Inc.; and (C) directly reports to the school's administration. Individuals, such as coaches, independent contractors, employees working less than 20 hours per week, or those paid only a stipend are not eligible for this preference.

**B. Children of Seaside School Board Members:** Legal children and wards of board members of The Seaside School, Inc. who have completed a full term of office, who are currently serving on the Board of Directors, or have been elected to serve for the upcoming school year, or who have filled or who are currently filling a vacancy term equal to or in excess of two years, at the time of application lottery have preference with respect to admissions, regardless of whether the child resides in Walton County or resides with the current or former board member. Step-children of current or past board members are also entitled to this preference if the step-child resides with the current or past board member. For purposes of this paragraph, a step-child is defined as the legal child or ward of the current or past board member's legal spouse. Other relatives are not eligible for this preference. If a new board member is elected after the application lottery has taken place and the child of the new board member has submitted an application, such child will have priority over other applicants on the waiting list except for the children, wards, and step-children of Eligible Employees on the waiting list. If a board member resigns or is asked to leave The Seaside School, Inc., Board of Directors before his or her term has been completed, it is at the Board of Directors' discretion as to whether or not such board member's enrolled child or children will be asked to withdraw from the Seaside School.

**C. Siblings of Currently Enrolled Students:** Siblings of students enrolled in the Seaside School at the time of the sibling's application and the application lottery have preference with respect to admissions. In order to qualify for this preference, the sibling must either: (i) be related to the enrolled sibling by sharing a common legal parent or legal guardian; or (ii) reside at the same residence as the enrolled sibling and have a legal parent or legal guardian who is the legal spouse of the legal parent or legal guardian of the enrolled sibling. If there are two or more siblings that are all applying to the earliest grade offered by the Seaside School, they will be entered in the application lottery separately, and if one is selected for admittance, the other(s) will be moved up to next on the waiting list for selection.

**D. Walton County Residents:** Students who are Walton County residents at the time of application have preference with respect to admissions over non-Walton County residents. Proof of the student's Walton County residency must be submitted with a student's application and consist of the following:

**i. FOR STUDENTS CURRENTLY ENROLLED IN A WALTON COUNTY PUBLIC SCHOOL (Does not include Home Education or Walton Virtual School)**

- a. A current school report card; and
- b. One (1) item from paragraph vi below.

**ii. FOR STUDENTS CURRENTLY ENROLLED IN A NON-WALTON COUNTY PUBLIC SCHOOL**

- a. A current school report card or enrollment papers showing current address; and
- b. Two (2) items from paragraph vi below.

**iii. FOR STUDENTS CURRENTLY HOMESCHOOLED**

- a. Walton County Notification of Intent to Establish a Home Education Program showing current address; and
- b. Two (2) other items from paragraph vi below.

**iv. FOR STUDENTS CURRENTLY ENROLLED IN A PRIVATE SCHOOL OR BOARDING SCHOOL**

- a. A current school report card or current school enrollment papers showing current address; and
- b. Two (2) other items from paragraph vi below.

**v. FOR STUDENTS CURRENTLY ENROLLED IN A VIRTUAL SCHOOL**

- a. A current school report card or enrollment papers from virtual school showing current address; and
- b. Two (2) other items from paragraph vi below.

**vi.** Each of the following options provided by the child's parent or legal guardian in accordance with the above sections must contain the same Walton County, Florida residential address reflected on the criteria set forth in paragraphs i through v above:

- a. Florida driver's license;
- b. Florida voter registration card;
- c. Florida issued identification card;
- d. Florida homestead exemption certification;
- e. Florida declaration of domicile recorded with the Walton County Clerk of Court;
- f. Executed lease agreement current as of the date of enrollment application;
- g. Written orders from any branch of the United States Armed Forces showing a duty to report to a base located within 50 miles of Walton County prior to the beginning of the upcoming academic year for a period of not less than one (1) year, established no later than July 31st of the upcoming academic year, or
- h. Any other proof accepted in the discretion of the Governance Committee of The Seaside School, Inc. Board of Directors ("Governance Committee").

## **5. Application Lottery Process & Acceptance of Admission**

If there are more applications than openings for the upcoming school year after the lottery application deadline passes, an application lottery will be conducted on or about March 15th, unless otherwise scheduled by the Board of Directors, to randomly select applicants for admission using third-party lottery selection software. Prior to the lottery, parents and legal guardians will have the opportunity to verify the status of their child's application through an online personal account with a secure username and password via the Application Portal. The lottery will be conducted using the lottery selection software in the presence of and verified by a representative of the Walton County School District, a Seaside School Board Member, and a principal of the Seaside School. Applicants will be selected in the following preference order as set forth elsewhere in this policy:

- A. Children of Current Eligible Employees of the Seaside School
- B. Children of Seaside School Board Members

- C. Siblings of Currently Enrolled Students at the Seaside School
- D. Walton County Residents
- E. Non-Walton County Residents

Available openings will be filled in the manner stated above following the lottery, provided that up to three (3) openings per grade year may remain temporarily unfilled to account for additional enrollment by qualifying persons with preferences. Such unfilled openings shall otherwise be filled in the manner and according to the preferences set forth above. After all available openings have been filled, applicants will continue to be randomly selected and placed in numerical order by grade level to create the waiting list for each grade.

The parents and legal guardians of applicants selected for enrollment will be notified via the Application Portal within 24 hours of the lottery. **Parents and guardians of selected applicants must accept or decline enrollment by 5:00 PM (Central Time) on the third day following the lottery via the Application Portal.** Failure to accept enrollment by the deadline will be treated as a decline and the spot will be offered to an applicant on the waiting list. The parent and legal guardian of any applicants selected for enrollment at a time other than immediately following the lottery will be required to accept or decline enrollment within 48 hours following his or her receipt of notification of the applicant's selection for enrollment, with failure to accept enrollment by such deadline being treated as a decline.

## **6. Waiting Lists**

The waiting list created through the application lottery is for the upcoming school year. If an opening occurs and needs to be filled at the discretion of the school principal, the parent or legal guardian of the applicant next on the waiting list will be contacted. If the applicant is in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade, the student must provide information to the school principal showing the student meets a preponderance of the prerequisite courses for admission. If the applicant requires prerequisite courses for admission and cannot be enrolled in the courses currently offered, the school principal may, at his or her discretion, move to the next applicant on the waiting list. The parent or legal guardian



must accept or decline admission within seven (7) days from his or her receipt of notification of selection for admission through August 1, 2024. After August 1, 2024, the parent or legal guardian must accept or decline admission within such reasonable period of time, not less than 24 hours from his or her receipt of notification of selection for admission, as is established by School Administration. Failure to do so will be treated as a decline. If the applicant declines, he or she will be removed from the waiting list. The waiting list will stay in effect until the lottery application period ends the following year and at that point will become null and void. **All applicants on the waiting list that were not admitted must reapply for the next school year through the standard application process set forth above.**

Please note when a student withdraws from the Seaside School, an applicant on the waiting list in the same grade may not always be admitted. There are times when an applicant on the waiting list in a different grade will be admitted to replace the student leaving the school. This will depend on the current numbers for each grade at the time and is at the discretion of the school principal. Applicants that wish to be admitted but did not submit an application during the lottery application period will be added to the bottom of the waiting list on a first come, first serve basis.

## **7. Disputes**

If any dispute arises regarding the application process, application lottery, or interpretation of this Application and Admittance Policy, such disputes shall be resolved by majority vote of the Governance Committee, subject to appeal by a parent or legal guardian to the Board of Directors.

To initiate an appeal to the Board of Directors, the parent or legal guardian (“Appellant”) must submit a written notice of appeal to \_\_\_\_\_ within 10 days after his or her receipt of written notice of the Governance Committee’s decision. The notice of appeal shall state with specificity the reason(s) that the Appellant believes the Governance Committee’s decision was in error. The appeal will be placed on the agenda of a regular or special meeting of the Board to be held within 30 days from the Board’s receipt of the notice of appeal, and the Appellant shall be given written notice of

the date and time of the meeting at which the appeal hearing will take place. The Appellant and a representative of the Governance Committee shall be afforded a reasonable opportunity to be heard and present evidence. Formal rules of evidence shall not apply, but fundamental due process shall apply and shall govern the proceedings. All evidence of a type commonly relied upon by reasonable, prudent persons in the conduct of their affairs shall be admissible whether or not such evidence would be admissible in a court of law; however, irrelevant, immaterial or unduly repetitious evidence shall be excluded upon motion of the opposing party or on the Board's own initiative.

An appeal hearing before the Board is appellate in nature. At the hearing, the Board will entertain a rebuttable presumption that the decision of the Governance Committee is correct. This presumption may be overcome, in the Board's sole discretion, upon the production of competent substantial evidence demonstrating that the Governance Committee's decision was in error. The Board shall grant or deny the appeal by vote at the Board meeting and thereafter notify the Owner of its decision in writing within 10 days.

Approved on January 18, 2024 by The Seaside School, Inc. Board of Directors.