

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” AND/OR “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

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 Florida School District. Students who reside in Walton County, Florida (“Walton County”), by the Application Deadline (as defined below) are granted an admission preference over non-Walton County residents. Students whose parent or legal guardian meets Walton County residence criteria set forth below not later than the Application Deadline and who otherwise meet the application criteria set forth herein, are eligible to be considered Walton County residents. Other admission preferences authorized by statute are stated below. Students residing outside Walton County during the Application Period 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 residency and/or other preferences, if applicable, on or before the Application Deadline 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 (hereinafter, the "Board" or the "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 9th – 12th 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 9th – 12th must submit a current official transcript that includes all courses taken for high school credit as part of his or her application. Applicants must have a minimum unweighted high school GPA of 3.00 for all credits earned as of the date of application. **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 (2)

years. Applicants must make qualifying test scores in reading, writing, and math as required by NWFSC.

3. Application and Lottery Process

A. Application Period: Prior to accepting applications for admission for the upcoming academic school year, the Board will establish an enrollment schedule setting forth the Application Period, the Application Deadline, the lottery date, the date or time period within which notification of lottery results will be sent via email, and the Acceptance Deadline for receipt of acceptance of initial lottery spots. Applications for admission for the upcoming school year will be accepted for a period of not less than thirty (30) - days (the “Application Period”) to be determined annually, in advance, by the Board as part of the enrollment schedule. **The “Application Deadline” shall be 5:00 PM (Central Time) on the last day of the Application Period. Only those applicants who submit complete and accurate applications by the Application Deadline will be eligible for the enrollment lottery.** Applicants submitting applications after the Application 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.

B. Application Process: 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. 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 Application Deadline. The Seaside School, acting through its Executive Director or the Governance Committee of the Board of Directors (the “Governance Committee”), may, in its sole and absolute discretion: (i)

accept or reject documents provided by applicants in accordance with this Policy; or (ii) 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 REQUIRED TO WITHDRAW FROM THE SEASIDE SCHOOL.

Additional documentation may be required by the School, in the School's sole discretion, to verify a claim to Walton County resident preference eligibility, or to otherwise evaluate and ensure compliance with this Policy. Any such documentation requested and/or provided after the Application Period shall not be deemed to extend the Application Period or the Application Deadline.

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 Application Deadline to be considered for admission. Notwithstanding any other provision in this Policy, preferences (A), (B) and (C) listed below each may only be exercised once per lottery applicant. For example, an applicant who is admitted to the Seaside School as the sibling of a current Seaside School student under Paragraph 4(C) cannot withdraw from Seaside School and/or attend another school, and subsequently be considered for re-admission under the same preference.

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 enrollment 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 enrollment 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 required to re-apply through the standard application process for the following academic year. For purposes of this paragraph, an "Eligible Employee" is defined as: (i) an employee who is currently salaried or an employee currently working hourly at least 20 hours per week; (ii) is directly paid by the Seaside School; and (iii) directly reports to the School's administration.

B. Children of Seaside School Board Members: Legal children and wards of board members of the Seaside School who (i) have completed a full term of office, (ii) are currently serving on the Board of Directors, (iii) are elected to serve for the upcoming school year, or (iv) have filled or are currently filling a vacancy term equal to or in excess of two years, at the time of enrollment 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 enrollment 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 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 required to re-apply through the standard application process the following academic year.

C. Siblings of Currently Enrolled Students: Siblings of students enrolled in the Seaside School at the time of the sibling's application and the enrollment 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 (2) or more siblings that are all applying to the earliest grade offered by the Seaside School, they will be entered in the enrollment 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 on or before the Application Deadline have preference with respect to admissions over non-Walton County residents. A student's residence is the current permanent residence of the student, parent(s) or legal guardian(s). If a student's parents or legal guardians live in separate residences while sharing physical custody under the terms of a court order or otherwise, the student may assert the current permanent residence of and submit appropriate residency documentation from either parent or legal guardian. A person cannot have more than one permanent residence, and only the student's current residence as defined above may be used for enrollment purposes. The Seaside School requires detailed proof of residency provided by a parent/guardian of the student. All documents must be current, valid, and include the residential address used for enrollment. Proof of residency must be submitted with the student's application, support the person's residency in Walton County **as of the Application Deadline**, and be established by two (2) of the following documents:

- (i) Florida driver's license with enrolling address;
- (ii) Florida voter registration card with enrolling address;
- (iii) Other Florida-issued identification card with enrolling address;
- (iv) Florida homestead exemption certification with enrolling address;
- (v) Florida declaration of domicile with enrolling address recorded with the Walton County Clerk of Court;
- (vi) 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;
- (vii) A current report card for the applicant from a Walton County school; or
- (viii) Any other proof accepted in the discretion of the Governance Committee.

5. Enrollment Lottery Process & Acceptance of Admission

If there are more applications than openings for the upcoming school year after the lottery Application Deadline passes, an enrollment lottery will be conducted in accordance with the annual enrollment schedule established by the Board of Directors or as 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:

- 1) Children of Current Eligible Employees of the Seaside School

- 2) Children of Seaside School Board Members
- 3) Siblings of Currently Enrolled Students at the Seaside School
- 4) Walton County Residents
- 5) 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 superseding 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 three (3) business days of the lottery. **Parents and guardians of selected applicants must accept or decline enrollment by 5:00 PM (Central Time) on the third (3rd) business day following the lottery (the "Acceptance Deadline") via the Application Portal.** Failure to accept enrollment by the Acceptance 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 as set forth in Paragraph 6 below, with failure to accept enrollment by such deadline being treated as a decline. The timeframes set forth herein may be modified by the Board of Directors and set forth in the enrollment schedule.

6. Waiting Lists

The waiting list created through the enrollment 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 9th, 10th, 11th or 12th grade, the student must provide information to the school principal showing the student meets a preponderance of the prerequisite courses

and otherwise qualifies for admission. If the applicant requires prerequisite courses for admission and cannot be enrolled in the courses currently offered or otherwise fails to qualify for admission, 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) business days from his or her receipt of notification of selection for admission through July 15 of the applicable academic school year. After July 15, 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, or as otherwise 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 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 Application Period will be added to the bottom of the waiting list on a first come, first served basis.

7. Disputes

If any dispute arises regarding the application process, enrollment 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 info@seasideschools.net within ten (10) calendar 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 thirty (30) calendar 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 decision of the Grievance Committee will be presumed to be correct. This presumption may be overcome by the presentation of evidence that the Governance Committee's decision was clearly erroneous. The Board shall grant or deny the appeal by vote at the Board meeting and thereafter notify the Appellant of its decision in writing within ten (10) calendar days.

Approved on November 21, 2024, by The Seaside School, Inc. Board of Directors.