



P.O. Box 330535
Atlantic Beach, FL 32233

Enrollment and Admissions Policy

As stated in Florida Statute 1000.05, the “Florida Educational Equity Act,” discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. Seaside Community Charter School’s admissions practices comply with the State charter school laws, other applicable state law, the school’s charter, Part B of the Individuals with Disabilities Education (IDEA) Act, and Federal civil rights laws, including, but not limited to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

Seaside Community Charter School is open to any student covered in an interdistrict agreement or residing in the school district in which the charter school is located. Any eligible student shall be allowed interdistrict transfer to attend a charter school when based on good cause. Good cause shall include, but is not limited to, geographic proximity to a charter school in a neighboring school district.

Seaside Community Charter School shall enroll an eligible student who submits a timely and complete application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such cases, all applicants have an equal chance of being admitted through a random selection process, or a lottery. If there are fewer applicants than spaces available, a lottery will not be conducted. Students with disabilities and students served in English for Speakers of Other Languages programs shall have an equal opportunity of being selected for enrollment in SCCS.

Seaside Community Charter School (SCCS) may give enrollment preference to the following student populations:

1. Students who are siblings of a student enrolled in SCCS.
2. Students who are the children of a member of the governing board of SCCS.
3. Students who are the children of an employee of SCCS.

Recruitment and Retention Policy

All segments of the parent community will be targeted, in order to reach as diverse a group as possible. SCCS will recruit in a manner that does not discriminate against students of a particular race, color, national origin, religion, or sex, or against students with disabilities. SCCS may target additional recruitment efforts toward groups that might otherwise have limited opportunities to participate in the school's programs.

SCCS complies with Section 5203(b)(3)(I) of ESEA, that requires CSP applicants to inform students in the community about the charter school and to give each student "an equal opportunity to attend the charter school" (20 U.S.C. 7221b(b)(3)(I)). Further section 5203(b)(3)(E) requires that charter schools receiving CSP grants or subgrants to involve parents and other members of the community in the planning, program design, and implementation of the charter school. 20 U.S.C. 7221b(b)(3)(E).

Once a student has been admitted to SCCS through the appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to SCCS, however, would be subject to the lottery, if as of the application closing date, the total number of applicants exceeds the number of spaces available at SCCS.

Lottery Policy

While the school is an active CSP grant recipient, it will conduct a lottery if it receives more applications than spaces available. The only allowable exemptions during the grant period include a) siblings of enrolled or accepted students, and b) children of staff employed at Seaside Community School so long as this remains a small percent of total students accepted, and c) children of founding governing board members. All registration periods will be publicly noticed with a clear beginning/ending date. After registration ends, the school will determine if a lottery is necessary and will follow the procedures below.

The school intends to maintain a waitlist that is also lottery derived. The school will continue to accept applications after registration closes, and these names will be added to the established waitlist via a subsequent lottery. The school will not accept students on a first-come first served basis while it has an active CSP grant.

Procedures for the Random Selection Process or Lottery

1. All registration periods will be publicly noticed with a clear beginning and ending date. Enrollment consideration forms will be posted on the website and the beginning and ending date will be posted.

2. Parents will complete an enrollment consideration form and return to the school.
3. Upon receipt of the enrollment consideration form, the student(s) will be assigned a number, in the order of the date the forms were received.
4. After the designated closing date, a lottery will be scheduled.
5. All applicants with completed forms will have their previously assigned numbers entered into a random number generator, such as through Microsoft Excel or an online program.
6. A Board designee with a Board member present as witness will review the numbers selected. The available slots for each grade level will be filled in the order generated. When all open slots for each grade are filled, each remaining student will be assigned a wait list number based on the random number generator. The board designee and the witness will sign documentation that they followed procedures.
7. The parents whose students are selected in the lottery will be notified and given 14 business days to submit all necessary paperwork and forms (immunization, birth certificate, health forms, Individual Education Plans, etc.) If the parents do not return the forms by the 5pm of the 14th business day, the student will be removed from the acceptance list. The next student on the wait list will be notified and the parents will be sent the application forms. The parents will be given 7 business days to return all necessary paperwork and forms. If they do not return the forms, the next student will be notified, and so on.
8. Families whose students are on the lottery-generated wait list will be notified when available slots become available. They will then be given 14 business days to return all necessary paperwork and forms.

Exemptions for the lottery may include:

- 1) Those students who have already been admitted to Seaside Community Charter School. These students do not need to reapply and do not need to go through the lottery process.
- 2) Siblings of students already admitted to SCCS.
- 3) Children of the SCCS's founding board and employees (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment)