



Book	Policy Manual
Section	5000 Students
Title	APPLICATION AND INVITATION PROCESS
Code	*po5121 - board change
Status	
Legal	<a href="#"><u>Section 1, Art. IX, Florida Constitution</u></a> <a href="#"><u>F.S. 1002.20</u></a> <a href="#"><u>F.S. 1002.31</u></a> <a href="#"><u>F.S. 1003.03</u></a> <a href="#"><u>F.S. 1003.05</u></a> <a href="#"><u>F.S. 1013.35</u></a>
Adopted	May 4, 2023
Last Revised	November 6, 2025

#### **5121 - APPLICATION AND INVITATION PROCESS**

The Corporation accepts students of any race, color, national and ethnic origin, religion, or gender. It is the Corporation's intention to reflect the community it serves and be open to any resident in Bay County seeking to attend an elementary, middle, or high school.

Applications shall be accepted beginning no later than August 31st of the preceding school year and ending on January 31st of the preceding school year for grades 9-12, and February 28th of the preceding school year for grades K-8. Applications are available online at [www.havenschools.org](http://www.havenschools.org). Applications received after the deadline will be placed on the waiting list, after the lottery applicants, in the order received.

If assistance is needed with the online application, contact the schools at:

Bay Haven Elementary/Middle Schools: (850) 248-3500

North Bay Haven Elementary: (850) 248-0205

North Bay Haven Middle/High Schools: (850) 248-0801

An applicant's failure to disclose information (e.g., being subject to suspension or expulsion, having a current IEP, being assigned to a Department of Juvenile Justice program, et cetera) that would be relevant to the Corporation's determination that the applicant could be served in a program at his/her preferred or alternate schools and therefore would be accepted shall constitute grounds for revocation of invitation to enroll under this policy.

Parents will receive an email to confirm submission of a complete application. Applications are not complete if no confirmation email is received. Applications are date and time-stamped as they are received.

Current BH and NBH 8th graders must complete an application to attend 9th grade at NBH and are given priority over students transferring from non-Haven schools.

## **Lottery**

If the number of applications exceeds the number of positions available, enrollment will be determined at the completion of a state-mandated lottery to be held at a date and time to be announced in February for grades 9-12 and in March for grades K-8.

## **Enrollment Preferences**

Enrollment preferences are established by the charter. All applicants entitled to receive a placement preference shall be identified prior to the lottery. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.

Lottery preference status in the following order:

- A. Child or grandchild of a member of the governing board or employee of a Haven school.
- B. Sibling of a current student.
- C. **Current student of the campus' Preschool program entering KG**
- D. Dependent of an active duty member of the U.S. Armed Forces (fifty percent (50%) of open seats available after priorities ~~1 and 2A~~ - C).
- E. Sibling of an accepted applicant applying for the same academic year.
- F. Applicants with no siblings attending the charter school.

The following preferences exist for the 9th grade high school lottery only in the following order:

- A. Child or grandchild of a Governing Board member or employee of a Haven school.
- B. BH/NBH applicants who have a sibling attending the charter school.
- C. BH/NBH applicants who do not have a sibling attending the charter school.
- D. Dependent of an active duty member of the U.S. Armed Forces (fifty percent (50%) of open seats available after priorities 1-4).
- E. Sibling of an accepted applicant applying for the same academic year.
- F. Applicants with no siblings attending the charter school.

A Corporation school shall be at "capacity" once the number of enrolled students in a Corporation school equals or exceeds the number of seats available for each of the grade levels and/or programs offered in that school.

"Capacity" as defined herein, is subject to program-specific enrollment limitations. Programs with enrollment limitations may include, but are not limited to, career-tech programs, advanced placement courses, and other academic programs that require student-teacher ratios.

The capacity at each Corporation school shall be identified on the Corporation's website at [www.havenschools.org](http://www.havenschools.org).

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