

Virginia Board of Education

Criteria for College Partnership Laboratory Schools

- The mission and vision of the proposed college partnership laboratory school, including identification of the targeted student population
- The proposed location of the school
- The grades to be served each year for the full term of the contract
- Minimum, planned, and maximum enrollment per grade per year for the term of the contract
- Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team
- The school's proposed calendar and sample daily schedule
- A description of the academic program aligned with state standards
- A description of the school's educational program, including the type of learning environment (such as classroom-based or independent study), class size and structure, curriculum overview, and teaching methods
- The school's plan for using internal and external assessments to measure and report student progress in accordance with the Standards of Learning
- The school's plans for identifying, evaluating and successfully serving students with disabilities, students who are English language learners, students who are academically behind, and gifted students, including but not limited to compliance with applicable laws and regulations
- A description of co-curricular and extracurricular programs and how they will be funded and delivered
- Plans and timelines for student recruitment and enrollment, including lottery procedures if sufficient space is unavailable
- The school's student disciplinary policies, including those for special education students

- An organization chart that clearly presents the school's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), Board of Education, and any external organizations that will play a role in managing the school
- A clear description of the roles and responsibilities for the governing board, the school's leadership and management team, and any other entities shown in the organization chart
- A staffing chart for the school's first year and a staffing plan for the term of the contract
- Plans for recruiting and developing school leadership and staff
- The school's leadership and teacher employment policies, including performance evaluation plans
- A plan for the placement of college partnership laboratory school pupils, teachers, and employees upon termination or revocation of the contract
- Explanation of any partnerships or contractual relationships central to the school's operations or mission
- The school's plans for providing transportation, food service, and all other significant operational or ancillary services
- The school's leadership and teacher employment policies, including performance evaluation plans
- A plan for the placement of college partnership laboratory school pupils, teachers, and employees upon termination or revocation of the contract
- Explanation of any partnerships or contractual relationships central to the school's operations or mission
- The school's plans for providing transportation, food service, and all other significant operational or ancillary services
- Opportunities and expectations for parent involvement
- A detailed school start-up plan, identifying tasks, timelines, and responsible individuals
- Description of the school's financial plan and policies, including financial controls and audit requirements
- A description of the insurance coverage the school will obtain
- Start-up and five-year budgets with clearly stated assumptions
- Start-up and first-year cash-flow projections with clearly stated assumptions

- Evidence of anticipated fundraising contributions, if claimed in the application
- A sound facilities plan, including backup or contingency plans if appropriate
- Assurances that the college partnership laboratory school (i) is nonreligious in its programs, admission policies, employment practices, and all other operations and (ii) does not charge tuition

Virginia Board of Education

Procedures for Receiving, Reviewing, and Ruling on Virginia College Partnership Laboratory School Applications

Submission of the Application

Applicants must adhere to the form prescribed by the Board of Education. The format provided addresses the application elements included in § [23-299.4](#), *Code of Virginia*. Applications for college partnership laboratory schools should be submitted to the Board at least 12 months prior to the proposed opening day of the school.

Applications may be submitted electronically or by hard copy to the Executive Assistant for the Board of Education.

Technical Assistance

Prior to submitting an application, the applicant may seek technical assistance from the Virginia Department of Education (VDOE). VDOE staff will work with each applicant on a case-by-case basis in order to address individual needs.

Receipt of the Application

When the Board of Education receives an application, VDOE staff on behalf of the Board, will send an acknowledgement to the applicant. VDOE will determine on behalf of the Board, that an application is complete when all of the required application elements have been submitted in the required format.

If the application is deemed incomplete, the VDOE will notify the applicant within 15 business days of receipt of the application and request that the outstanding information be submitted within 30 business days of such notification to the applicant that additional information is needed.

If an applicant fails to respond to the initial request for additional information, the VDOE will contact the applicant and make a second request for any outstanding information. In this communication, VDOE will indicate that the application will not be considered for review by the Board's College Partnership Laboratory School Committee until all information is received. The applicant may withdraw his application at anytime during the initial process and resubmit it at a later time.

If the application is deemed complete by VDOE, it will be sent to the Board's College Partnership Laboratory School Committee members. The committee may appoint an advisory work group to review the application and provide the committee with technical expertise. The work group could include individuals with experience in the operation of similar schools located in other states.

The application will be posted on the VDOE's Web site, and the committee will request public comment.

Review by the College Partnership Laboratory School Committee

The applicant and applicable representatives of the institution of higher education affiliated with the applicant must attend a meeting with the Board committee.

All meetings of the Board's College Partnership Laboratory School Committee are publicly noticed at: http://www.doe.virginia.gov/boe/committees_standing/index.shtml#lab and all meetings are open to the public.

At the meeting with the College Partnership Laboratory Committee, these representatives will be asked to discuss the contents of the application and address the committee members' questions. The committee shall request public comment or schedule public hearings on the application to provide appropriate opportunity for input from parents, teachers, and other interested parties and to obtain information to assist the Board in its evaluation of a college partnership laboratory school application.

Action by the Board of Education

Following the meeting of the applicant with the Board's College Partnership Laboratory Committee, VDOE will assist the committee in preparing a report to the full Board with the recommendation of the committee as to whether the application should be approved. A copy of the committee's report will be provided to the applicant within ten business days of the committee meeting. The report will be presented to the full Board at the next regularly scheduled Board meeting. The applicant will be requested to attend this meeting to answer questions or make comments on the application.

At this meeting, the Board will take one of the following actions:

1. The Board will render a decision that the application meets the Board's approval criteria.

Following action by the Board, the applicant will be formally notified by the VDOE of the Board's action within five business days. Concurrent with its notification to the applicant, the applicable public institution of higher education will also receive a formal notification of the Board's action.

2. The Board will render a decision that the application does not meet the Board's approval criteria.

The Board will provide the applicant with an opportunity to address any deficiencies in the application. The applicant may also withdraw his application at any time and resubmit it at a later date.

Following action by the Board, the applicant will be formally notified by the VDOE of the Board's action within five business days. Concurrent with its notification to the applicant, the

applicable public institution of higher education will also receive a formal notification of the Board's action.

Contract Execution

[Section 23-299.4](#) of the *Code of Virginia*, states that “Within 90 days of approval of a college partnership laboratory school application, the Board of Education and the governing board of the approved school shall execute a contract that clearly sets forth the academic and operational performance expectations and measures by which the college partnership laboratory school will be judged and the administrative relationship between the Board of Education and the college partnership laboratory school, including each party's rights and duties....”

As soon as the Board takes action to approve a college partnership laboratory school application, VDOE staff, on behalf of the Board, will begin working with the applicant on the terms of the contract so that it can be executed within the 90 day statutory timeline.

Renewals

[Section 23-299.7](#) of the *Code of Virginia*, states that “A college partnership laboratory school may be approved or renewed for a period not to exceed five school years. The renewal application shall include the following:

1. A report on the progress made in achieving goals, objectives, programs, and performance standards for the students, and other conditions and terms specified by the Board upon granting initial approval.
2. A concise and clearly written financial statement which discloses the costs of administration, instruction, and other spending categories for the school. This information must be submitted on forms prescribed by the Board and must provide the Board with sufficient information that will enable the Board and the public to compare costs with those of other schools or comparable organizations.”

Revocations

The Board may revoke a contract if the college partnership laboratory school does any of the following or otherwise fails to comply with the *Code* requirements:

1. Commits a material and substantial violation of any of the terms, conditions, standards, or procedures required by the *Code* or the contract;
2. Fails to meet or make sufficient progress toward the performance expectation set forth in the contract;
3. Fails to meet generally accepted standards of fiscal management; or
4. Substantially violates any material provision of law or regulation from which the college partnership laboratory school was not exempted.

If the Board revokes or does not renew a college partnership laboratory school contract, the Board will state the reasons for the action in a Board resolution. The Board's decision to approve or disapprove a college partnership laboratory application or to revoke or fail to renew an agreement is final and is not subject to appeal.

The applicant may, however, submit an application again at a later date.

Virginia Board of Education Virginia College Partnership Laboratory Schools - Application Package

Applicant Fact Sheet

The applicant fact sheet provides basic information concerning the nature of the proposed college partnership laboratory school, contact information for the applicant, and the applicant's prior experience. The fact sheet contains the following information:

- Public institution of higher education partner with a teacher education program approved by the Board of Education;
- Applicant's contact information, including name, title, affiliation, address, telephone number, and e-mail address;
- Name of the proposed school;
- If the institution of higher education has identified a facility suitable for a school, information about the location and ownership of the facility;
- Proposed opening date of the school;
- Grades to be served by the school;
- A description of any specialized focus (such as, but not limited to: science, technology, engineering, mathematics [STEM]; at-risk students; special education; career and technical education; and gifted education), if applicable;
- A description of any proposed partnerships between the school and a school division, if applicable;
- A description of any prior experience with establishing college partnership laboratory schools and/or similar schools, including the name of the applicable state, the name of the school, years of operation, contact information, and (if the school is no longer operating) the reasons for closure; and
- A description of the prior or relevant experience of the members of the governing board.

Narrative Information

- I. **Executive Summary:** This summary must be included and must address the need for the college partnership laboratory school and its goals and objectives.
- II. **Mission and Vision:** The mission and vision of the proposed college partnership laboratory school, including identification of the targeted student population, must be included. The following components must be addressed:
 1. A description of the college partnership laboratory school's mission and how it is consistent with the Standards of Quality, the Standards of Learning, and the Board of Education's [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (Reference: § 23-299.2, *Code of Virginia*);
 2. A description of any specific area of academic concentration; and
 3. Information about the college partnership laboratory school's anticipated student population.
- III. **Educational Program:** The goals and objectives to be achieved by the college partnership laboratory school must meet or exceed the Standards of Learning.

The following components must be addressed:

1. A description of the college partnership laboratory school's academic program and how it is aligned with state standards;
2. An overview of the curriculum, and teaching methods to be used at the college partnership laboratory school and a description of the learning environment and instructional strategies to be used at the college partnership laboratory school, including scientifically research-based instructional strategies to ensure that student engagement and achievement are occurring;
3. A plan for using internal and external assessments to measure and report student progress in accordance with the Standards of Learning;
4. A description of plans for identifying, evaluating, and serving students who are: students with disabilities; English Language Learners (ELL); academically at-risk; and gifted and talented. Such plans must comply with state and federal laws and regulations;
5. An explanation of the procedures for corrective actions needed in the event that pupil performance at the college partnership laboratory school falls below the standards outlined in the Board of Education's [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#), 8 VAC 20-131-310;
6. Information regarding the minimum and maximum enrollment per grade for the full term of the contract as well as class size and structure for each grade. (Reference: Standards of Quality in § [22.1-253.13:2](#), *Code of Virginia*);
7. The proposed calendar and sample daily schedule;

8. A description of the performance-based goals and related measurable educational objectives to be achieved by the school. (Reference: § [22.1-253.13:1](#), *Code of Virginia*);
9. For each grade or course in the college partnership laboratory school, a detailed description of how the Standards of Learning and the corresponding Standards of Learning Curriculum Framework will be used as the foundation for curricula to be implemented. Include how the goals and objectives of the curriculum will meet or exceed the Standards of Learning, address student performance standards, relate to state and federal assessment standards, and include measurable student outcomes;
10. A description of the school's assessment plan, which would include how student performance data will be used to monitor and improve achievement and how program effectiveness will be measured. The applicant must also provide benchmark data for how student achievement will be measured over a specified period of time. The applicant must address how these data will be established and documented in the first year of operation and how the data will be measured over the successive four-year period before the contract of such school is renewed by the Board of Education. The benchmark data should address targets for student improvement to be met in each year;
11. A description of any assessment other than the Standards of Learning that may be used to measure progress during the academic year;

The following components should be addressed if applicable to the college partnership laboratory school:

12. A detailed description of any alternative accreditation plan, in accordance with the Board of Education's [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (8 VAC 20-131-280), that the college partnership laboratory school will request from the Board of Education for approval; and
13. A general description of any incentives/partnerships that the college partnership laboratory school intends to have with school divisions to enhance both the educational program of the college partnership laboratory school and the partnering school division(s).
14. If the college partnership laboratory school plans to utilize virtual learning in its educational program, a description of how virtual learning will be used and estimates of how many students will participate.

IV. Governance: The following components must be addressed:

1. Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team. (Reference § [23-299.2 B](#), *Code of Virginia*);
2. A chart that clearly presents the school's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), the Board of Education, and any external organizations that will play a role in managing the school;

3. A clear description of the roles and responsibilities for the governing board, the school's leadership and management team, and any other entities shown in the organization chart. This includes a description of the functions, roles, and duties of the governing board and its proposed composition and bylaws. The description must detail the specific role of the governing board in the operation and oversight of the college partnership laboratory school; and
4. A description of the governing board's relationship with the affiliated public institution of higher education and its Board of Visitors, any local school boards, parents, and community organizations.

V. **Management Structure:** The following components must be addressed:

1. Staffing chart for the school's first year and a staffing plan for the term of the contract;
2. Plans for recruiting and developing school leadership and staff;
3. A description of the academic/professional experience/qualifications of the college partnership laboratory school's leadership and proposed faculty who will teach at the school;
4. An assurance that the applicant will meet the conditions in [§ 23-299.8, Code of Virginia](#), which state that teachers "working in a college partnership laboratory school shall hold a license issued by the Board of Education or, in the case of an instructor in the higher education institution's Board-approved teacher education program, be eligible to hold a Virginia teaching license. Teachers working in a college partnership laboratory school shall be subject to the requirements of §§ [22.1-296.1](#) and [22.1-296.2](#) applicable to teachers employed by a local school board;"
5. The school's leadership and teacher employment policies, including performance evaluation plans. Such performance evaluation plans must be consistent with the policies of the institution of higher education;
6. A plan that addresses the qualifications of the teachers and administrators at the college partnership laboratory school, including compliance with state law and regulation regarding Board of Education licenses and endorsements. (Reference [§ 22.1-299.2 B, Code of Virginia](#), for information regarding the employment of professional, licensed personnel);
7. A plan to provide high quality professional development programs (Reference: [§ 22.1-253.13:5, Code of Virginia](#));
8. Provisions for the evaluation of staff at regular intervals;
9. Provisions for a human resource policy for the school that is consistent with state and federal law;
10. Notification to all school employees of the terms and conditions of employment;

11. An explanation of any partnerships or contractual relationships central to the college partnership laboratory school's operations or mission, including information regarding any partnerships with school divisions to provide educational or ancillary services. (Contractual relationships include procuring the services of an education management organization, food services, transportation, school health services, custodial services, and security services. Reference: § [23-299.2.C](#), *Code of Virginia*.);
12. Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the college partnership laboratory school;
13. A description of how parental involvement will be used to support the educational needs of the students, the school's mission and philosophy, and its educational focus;
14. Plans and timelines for student recruitment and an open enrollment process for any child who is a resident of the Commonwealth, including lottery procedures if sufficient space is unavailable. (Please include a description of the lottery process to be used to determine school enrollment on a space-available basis and a time line for when the lottery process will begin for the first academic year of enrollment and when parents will be notified of the outcome of the lottery process. Reference: § [23-299.2](#), *Code of Virginia*);
15. Any enrollment-related policies and procedures that address special situations, such as the enrollment of siblings and children of faculty and founders and the enrollment of nonresident students, if applicable;

Consistent with a college partnership laboratory school's mission and purpose that may address special populations of students, the applicant must indicate how to ensure that community outreach has been undertaken so that special populations are aware of the formation of the college partnership laboratory school and that enrollment is open to all students residing in the Commonwealth. Pursuant to § [23-299.2](#), *Code of Virginia*, enrollment in a college partnership laboratory school "shall be open to any child who is deemed to reside within the Commonwealth through a lottery process on a space-available basis. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall also be prioritized through a lottery process and parents shall be informed of their student's position on the list.

16. A model Student Code of Conduct policy that addresses student behavior, discipline and participation in school activities. The plan should identify the role of teachers and administrators in discipline and mentoring. The plan must also identify disciplinary policies related to students with disabilities;
17. A detailed school start-up plan, identifying tasks, timelines, and responsible individuals;
18. A description of co-curricular and extracurricular programs and how these programs will be funded and delivered; and

19. A general description of any operational incentives/partnerships that the college partnership laboratory school intends to have with school divisions to enhance both the educational program of the college partnership laboratory school and the partnering school division(s).

VI. Financial and Operations Information: The following components must be addressed:

1. A description of the college partnership laboratory school's financial plan, including financial controls and audit requirements in accordance with generally accepted accounting principles;
2. Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures;
3. Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue;
4. Description of anticipated fundraising contributions, if applicable;
5. The types of insurance and the levels of coverage sought. Types of insurance include, but are not limited to, general liability, health, and property;
6. A justification for each type of insurance coverage sought and evidence that the applicant has consulted with the affiliated public institution of higher education to ensure that the level of coverage is satisfactory;
7. A sound facilities plan, including backup or contingency plans. Facilities information includes, but is not limited to:
 - The provision of suitable instructional space;
 - Provisions for library services;
 - Provisions for the safe administration and storage of student records and medications;
 - Information regarding compliance with building and fire codes and compliance with the federal Americans with Disabilities Act (ADA);
 - General information on emergency evacuation plans;
 - Information regarding site location and preparation;
 - The structure of operation and maintenance services; and
 - Financial arrangements for facilities, including any lease arrangements with school divisions or other entities and whether debt will be incurred.
8. A description of whether transportation services will be provided. If transportation is to be provided, indicate whether the school will contract for transportation with the local education agency or another entity, and specify whether transportation will be provided to all students attending the school;
9. A description of transportation services for students with disabilities. (§ [22.1-221](#), *Code of Virginia*, states: that each “disabled child enrolled in and attending a special education program provided by the school division pursuant to any of the provisions of § [22.1-216](#) or § [22.1-218](#) shall be entitled to transportation to and from such school or class at no cost if such

transportation is necessary to enable such child to obtain the benefit of educational programs and opportunities”); and

10. A description of food service operations and all other operational or ancillary services to be provided.

VII. Placement Plan: The following components must be addressed:

1. Identification of a member of the school’s leadership who will serve as a single point of contact for all activities that may need to take place in order for the school to close including, but not limited to, the transfer of students to another school, the management of student records, and the settlement of financial obligations;
2. A notification process for parents/guardians of students attending the school and teachers and administrators of the closure date;
3. A notification process to parents/guardians of students attending the college partnership laboratory school of alternative public school placements within a set time period from the date that the closure is announced;
4. Provisions for ensuring that student records are provided to the parent or guardian or another school identified by the parent or guardian within a set time period. If the student transfers to another school division, provisions must be made for the transfer of the student’s record to the school division to which the student transfers upon the request of that school division. (Reference: [§ 22.1-289](#) of the *Code of Virginia*);
5. A placement plan for school employees that details the level of assistance to be provided within a set period of time from the date of closure; and
6. A close-out plan related to financial obligations and audits, the termination of contracts and leases, and the sale and disposition of assets within a set period of time from the date of closure. The plan shall include the disposition of the schools’ records and financial accounts upon closure.

VIII. Other Requirements: The following components must be addressed:

1. A listing of all waivers to state regulations needed for the college partnership laboratory school at the time of its opening. This does not preclude a college partnership laboratory school from requesting additional waivers once the school is operational;
2. A description of any collaborative partnerships that may be made with public school divisions to enhance opportunities for all Virginia students from preschool to postsecondary. (Reference: [§ 23-299.2 F](#), *Code of Virginia*); and
3. A description of all agreements that the applicant may need in the contract with the Board of Education related to the release of the college partnership laboratory school from state regulations, consistent with the requirements in [§ 23-299.2](#) and [§ 23-299.3](#), *Code of Virginia*.

IX. **Assurances:** By signing and submitting this application, the applicant expressly assures the Board that:

1. No tuition will be charged to students;
2. The college partnership laboratory school is nonreligious in its admission policies, employment practices, and all other operations;
3. The proposed college partnership laboratory school shall operate in accordance with all applicable federal and state laws and regulations and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. (Reference: [§ 23-299.2, Code of Virginia](#));
4. The college partnership laboratory school's policies and procedures will be in compliance with the federal *Family Educational Rights and Privacy Act* (FERPA) and records retention schedules consistent with guidance issued by the Library of Virginia;
5. The college partnership laboratory school programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act;
6. The applicant will take all actions necessary to ensure that its governing board will enter into a contract with the Board of Education no later than nine months prior to the opening date of the college partnership laboratory school;
7. If approved to open a college partnership laboratory school, the leadership of the school will be retained on contract no later than six months prior the opening date of the school;
8. The applicant will meet the condition in [§ 23-299.8, Code of Virginia](#), which states that teachers "working in a college partnership laboratory school shall hold a license issued by the Board of Education or, in the case of an instructor in the higher education institution's Board-approved teacher education program, be eligible to hold a Virginia teaching license. Teachers working in a college partnership laboratory school shall be subject to the requirements of §§ [22.1-296.1](#) and [22.1-296.2](#) applicable to teachers employed by a local school board."
9. The applicant and members of the governing board will disclose any conflicts of interest, which would include a personal interest in any transactions involving the college partnership laboratory school and information regarding the frequency by which such disclosures will be made. (Reference: § [2.2-3114, Code of Virginia](#)). This includes any relationships that parties may have with vendors performing services at the school. As part of this assurance, the applicant must assure knowledge of the Virginia Conflict of Interest Act and the Virginia Public Procurement Act;

Certification

The applicant must certify that to the best of his/her knowledge, the information in this application is correct, that the applicant has completed all elements of the application, and that the applicant understands the assurances given in this application and will comply with them.