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# Virginia College Partnership Laboratory School Application

**Approved by the Virginia Board of Education  
July 26, 2012**

**Amended July 1, 2014**  
(Pursuant to Section 23-299.2 of the *Code of Virginia*)

**School Name:**

**Date of Submission to Virginia Board of Education:**

**Name of Authorized Official:**

**Date:**

**Signature of Authorized Official:**

**Date:**

## Instructions

All applicants for a college partnership laboratory school should read the College Partnership Laboratory School Application Process before completing the application. The process is available on the Virginia Department of Education's Web site at the following link:

[http://www.doe.virginia.gov/instruction/laboratory\\_schools/index.shtml](http://www.doe.virginia.gov/instruction/laboratory_schools/index.shtml).

Please complete the cover page and insert the name of the college partnership laboratory school into the footer before completing the application. Each gray section in the document must contain a response.

Two hard copies of the completed application with the original signature of the authorized official on the cover page and on the certification page must be submitted to:

Ms. Melissa Luchau  
Executive Assistant for Board Relations  
Virginia Board of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120

In addition, a PDF version of the completed application document should be sent to Melissa Luchau at [Melissa.Luchau@doe.virginia.gov](mailto:Melissa.Luchau@doe.virginia.gov).

*Note:* The Virginia Freedom of Information Act (FOIA), §§ [2.2-3700](#) et seq. of the *Code of Virginia*, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. Please be advised that documents submitted to the Virginia Department of Education are subject to FOIA and must be released in response to a FOIA request unless the records are exempt as specifically provided by law.

## Part A: Applicant Information

### School Information

School Name:

Does the applicant presently have access to a facility suitable for a school? Yes  No

If the answer is yes to the question above, insert address and information regarding ownership of the facility:

School Location (City/Town and Zip Code):

Public or Private Institution of Higher Education Partner with a Teacher Education Program approved by the Virginia Board of Education:

Proposed Opening Date (Date should be at least twelve (12) months from the date of this application.):

Grades to be Served for the Full Term of the Contract (Please Check All That Apply)*			
Pre-K	<input type="checkbox"/>	Sixth Grade	<input type="checkbox"/>
Kindergarten	<input type="checkbox"/>	Seventh Grade	<input type="checkbox"/>
First Grade	<input type="checkbox"/>	Eighth Grade	<input type="checkbox"/>
Second Grade	<input type="checkbox"/>	Ninth Grade	<input type="checkbox"/>
Third Grade	<input type="checkbox"/>	Tenth Grade	<input type="checkbox"/>
Fourth Grade	<input type="checkbox"/>	Eleventh Grade	<input type="checkbox"/>
Fifth Grade	<input type="checkbox"/>	Twelfth Grade	<input type="checkbox"/>

\*If the college partnership laboratory school intends to add or change grade levels at some point during the school's operation, please provide this information in the education program section of the narrative.

If the college partnership laboratory school is going to have a specialized focus (e.g., Science, Technology, Engineering, Mathematics [STEM], at-risk students, special education, career and technical education, gifted education), please describe the focus:

If the college partnership laboratory school is going to be in partnership with a local school division, please describe the partnership briefly.



**Contact Information –Institution of Higher Education Partner**

Name of Contact Person for Application:

Title/Affiliation with the Institution of Higher Education:

Office Telephone:

Cell Telephone:

Fax Number:

E-mail Address:

## Part B: Narrative

The application narrative must contain all of the elements in [\(§ 23-299.4\)](#), *Code of Virginia*.

**I. *Executive Summary:*** Provide an executive summary that addresses the need for the college partnership laboratory school and its goals and objectives. (The suggested length is two pages.)

**II. *Mission and Vision:*** State 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 *Virginia Standards of Quality*, the *Virginia Standards of Learning*, and the Virginia 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.
3. The college partnership laboratory school's core philosophy.
4. Information about the college partnership laboratory school's anticipated student population.

**III. *Educational Program:*** State the goals and objectives to be achieved by the college partnership laboratory school, which must meet or exceed the *Standards of Learning* (SOL). 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 *Virginia Standards of Learning*.
4. A description of plans for identifying, evaluating, and serving students who are: 1) students with disabilities, 2) English Language Learners (ELL), 3) academically at-risk, and 4) 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 Virginia 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: *Virginia Standards of Quality* - [§ 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.B](#), paragraph A, *Code of Virginia*.)
  
9. For each grade or course in the college partnership laboratory school, please provide a detailed description of how the *Virginia Standards of Learning* (SOL) and the corresponding Standards of Learning Curriculum Framework will be used as the foundation for curricula to be implemented. Include within the description how the goals and objectives of the curricula will meet or exceed the *Virginia Standards of Learning*, address student performance standards, relate to state and federal assessment standards, and include measurable student outcomes. (See <http://www.doe.virginia.gov/testing/index.shtml> on the Department's Web site for more information about the SOL.)
  
10. A description of the school's assessment plan to obtain student performance data, which would include how these 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 Virginia 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 *Virginia 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 Virginia 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 Virginia Board of Education for approval.
  
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 use 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 [§ 22.1-299.2 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 Virginia 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.
  
4. A description of the governing board's relationship with the affiliated public or private 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. A 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 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, 22.1-296.2, and 22.1-296.4 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 regulations regarding Virginia Board of Education licenses and endorsements. (Please 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. 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*.)
  
11. Notification to all school employees of the terms and conditions of employment.
  
12. Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the college partnership laboratory school. 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.
  
13. 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*.)

14. 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.*”
  
15. 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.
  
16. A detailed school start-up plan, identifying tasks, timelines, and responsible individuals.
  
17. A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.
  
18. 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. A 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: 1) general liability, 2) health, and 3) property.
6. A justification for each type of insurance coverage sought and evidence that the applicant has consulted with the affiliated public or private 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: 1) the provision of suitable instructional space, 2) provisions for library services, 3) provisions for the safe administration and storage of student records and medications, 4) information regarding compliance with building and fire codes and compliance with the federal Americans with Disabilities Act (ADA), 5) general information on emergency evacuation plans, 6) information regarding site location and preparation, 7) the structure of operation and maintenance services, and 8) 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, please indicate whether the school will contract for transportation with the local education agency or another entity. Please indicate 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: 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.”)
  
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 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.
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 Assurances and Requirements:*** The following components should be addressed:

1. A description of the college partnership laboratory school's policies and procedures for compliance with the federal *Family Educational Rights and Privacy Act* (FERPA) and records retention schedules consistent with guidance issued by the Library of Virginia.
2. Evidence that the proposed 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.
3. 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.



4. 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. An educational program provided to students enrolled in a public school division pursuant to a collaborative partnership between the college partnership laboratory school and the public school division shall be considered to be the educational program of the public school division for purposes of the *Standards of Accreditation*. (Reference: [§ 23-299.2 F](#), *Code of Virginia*.)
  
5. A description of all agreements that the applicant may need in the contract with the Virginia Board of Education related to the release of the college partnership laboratory school from state regulations, consistent with the requirements in [§ 23-299.2 B](#), *Code of Virginia*, including the approval of an Individual School Accreditation Plan. Section [23-299.3](#), *Code of Virginia* states:...*“If the college partnership laboratory school application proposes a program to increase the educational opportunities for at-risk students, the Board of Education may approve an Individual School Accreditation Plan for the evaluation of the performance of the school.”*
  
6. A description of how 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. Information must be provided regarding the frequency by which such disclosures will be made. (Reference: [§ 2.2-3114](#), *Code of Virginia*.)
  
7. Conflict of interest disclosure by the applicant and/or members of the governing board in the proposed school. This includes any relationships that parties may have with vendors performing services at the school.

## Part C: Assurances

Assurances in the Code of Virginia: The assurances in the *Code of Virginia* represent the policies and procedures that must be developed and addressed in the application by the college partnership laboratory school to carry out the provisions of the law. By signing and submitting this application for a college partnership laboratory school, the applicant expressly assures the Board that:

1. No tuition will be charged to students attending the college partnership laboratory school, except as described in subsection D of [§ 23-299.2](#).
2. The school will be nonreligious in its admission policies, employment practices, instruction, and all other operations.
3. The proposed college partnership laboratory school programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations (including the federal Americans with Disabilities Act [ADA], the federal Individuals with Disabilities Education Improvement Act [IDEA], Section 504 of the federal Rehabilitation Act of 1973, and the Virginia Freedom of Information Act) and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.
4. The applicant will take all actions necessary to enter into a contract with the Virginia Board of Education no later than nine (9) months prior to the opening date of the college partnership laboratory school.
5. The school leadership of the college partnership laboratory school will be retained on contract no later than six (6) months prior to the opening date of the school.
6. An assurance that the applicant will meet the condition 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, 22.1-296.2, and 22.1-296.4 applicable to teachers employed by a local school board.*”
7. All initial requests for waivers from the Virginia Board of Education will be made no later than six (6) months prior to the opening date of the school. (This does not preclude a college partnership laboratory school from working with the local school board to request additional waivers once the school is operational.)
8. The applicant must assure knowledge of the Virginia Conflict of Interest Act and the Virginia Public Procurement Act.

Assurances approved by the Virginia Board of Education: By signing and submitting this application for a college partnership laboratory school, the applicant expressly assures the Board that:

1. If this application is approved, the applicant will take all actions necessary to enter into a contract with the Virginia Board of Education not later than nine (9) months prior to the opening date of the college partnership laboratory school.
2. If the application is approved, the leadership of the college partnership laboratory school will be retained on contract no later than six (6) months prior to the opening date of the school.
3. All initial requests for waivers from the Virginia Board of Education will be made by the local school board, on behalf of the applicant, no later than six (6) months prior to the opening date of the school. (This does not preclude a college partnership laboratory school from working with the Virginia Board of Education to request additional waivers once the school is operational.)
4. The applicant must assure knowledge of the Virginia Conflict of Interest Act and the Virginia Public Procurement Act.

Pursuant to the requirements, I hereby certify that to the best of my knowledge, the information in this application is correct; the applicant has addressed all application elements that pertain to the proposed college partnership laboratory school; and that the applicant understands and will comply with the assurances listed above.

Name of Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_