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# Virginia College Partnership Laboratory School Application

Approved by the Virginia Board of Education  
July 26, 2012  
Updated August 31, 2022

**School Name:**

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

**Name of Authorized Official:**

**Signature of Authorized Official:**

**Date:**

**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 website 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.

[mailto:](mailto:labschools@doe.virginia.gov) Completed applications and supporting documents must be submitted to [labschools@doe.virginia.gov](mailto:labschools@doe.virginia.gov). The Department may return or reject applications that are incomplete.

*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

Lab School Name:

Does the applicant presently have access to an existing facility suitable for a school with relevant local safety and health standards, such as fire, building, and sanitation available to students suitable for a school? Yes  No

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

School/Facility Location & Building Ownership (Include Street Address/City/Town/and Zip Code, County and Building Ownership):

Describe the facility in which the school will be located. Include information on -how the site is appropriate to the mission and instructional program for the college partnership laboratory school.

Has the school obtained a valid Certificate of Occupancy for Education?

Description of the Facility:

Total square feet:

Number of Classrooms:

Number of Restrooms:

Other Rooms:

Cafeteria

Auditorium:

Gymnasium:

Music Room:

Art Room:

Laboratory:

Ownership: Fee Simple Lease

Describe the method of finding a facility if one is not readily available currently including information about the spatial needs of the school to best suit your adopted educational program and instructional methodologies.

If the college partnership laboratory school is going to be a partnership with an existing local school district, provide a describe the facility space including total square footage, number of classrooms, restrooms and Other Rooms that will be dedicated to the college partnership laboratory school.

Provide a comprehensive facilities plan, including any backup or contingency plans.

Facilities information must include:

- (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;
- (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 deb

Is the applicant a public, nonsectarian, nonreligious school in the Commonwealth established by a public institution of higher education; public higher education center, institute, or authority; or an eligible institution, as defined in § 23.1-628 related to the Tuition Assistance Grant Program? \_\_\_\_\_

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 ( <del>Please</del> 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 specialized focus and why this focus was chosen to address the needs of students in your location:

If the college partnership laboratory school is going to be in partnership with a local school division(s), please name the school division(s) and describe the agreement between all of the parties that set the terms and conditions of the relationship(s), including the distribution of responsibilities of the partnership briefly.

## Contact Information

Name of Individual/Organization Submitting Application:

Name of Contact Person for Application:

Title/Affiliation with Individual/Organization Submitting Application:

Office Telephone:

Mobile Telephone:

Fax Number:

E-mail Address:

## Prior Experience

1. Has the applicant had any prior experience operating a college partnership laboratory school or similar school?

~~Please C~~check one of the following:      Yes       No

2. If the response to the question above is “yes,” ~~please~~ describe any prior experience with establishing and operating college partnership laboratory schools and/or similar schools. ~~Please p~~ provide information such as the name of the school, the state where it is located, years of operation, and contact information for the school. If the school is no longer operating, ~~please~~ provide the reason(s) for closure:

3. ~~Please D~~ describe the relevant experience of the applicant or members of the college partnership laboratory governing board:

## 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 § [22.1-349.5](#) of the *Code of Virginia*.

~~I.~~ **Executive Summary:** Describe briefly, in no more than 500 words, the focus, goals and objectives of the proposed college partnership laboratory school. Highlight the innovations this school plans to bring to its educational vision for students. This description will be used in public releases of information to interested parties, such as: the media, the State Board of Education, parents, school systems, and in various documents produced by the Governor's Office. It must be concise and relate directly to the mission of the school. ~~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.)~~

~~H.I.~~ **Mission and Vision:** State the mission and vision of the proposed college partnership laboratory school. ~~, including i~~ 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 vision and how it is consistent with the *Virginia Standards of Quality* (SOQ), the *Virginia Standards of Learning* (SOL), and the *Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia* (SOA). (See § [22.1-349.3](#) of the *Code of Virginia*.)
2. A description of any specific area of academic concentration.
3. The college partnership laboratory school's strategic academic goals and core philosophy.
4. Identify and describe in detail ~~Information about~~ the college partnership laboratory school's targeted student population.
- 4.5. The innovative nature of the academic program or operational aspects that can model future best practices for other schools within the Commonwealth. For the purposes of this question consider innovation as the application of a promising or well-theorized educational principal that the university is poised to support within the academic environment of this school.



**III.II. Educational Program:** State the goals and objectives to be achieved by the college partnership laboratory school, which must meet or exceed the Virginia Board of Education's Standards Of Learning. Give thorough explanations and answer all sections completely. Provide a detailed description of the overall instructional program, including by responding to the following questions:The following components must be addressed:

1. A description of the college partnership laboratory school's academic program, educational theory, foundation of the model and proposed innovative offerings and how it is aligned with state standards.
2. An overview of the curriculum design, courses of study, and teaching approach, and teaching methods, and a description of the learning environment to be used at the college partnership laboratory school. Include 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 and/or educational theories -to ensure that student engagement and achievement are occurring that align with the school's mission.
3. Who will be developing/designing/creating content for educational content and guidelines for the college partnership laboratory school? Provide a background on their credentials and experience.
4. The name and/or A concise description of any internal or external evaluation or assessment tool or test and the administration plan for using internal and external assessments to measure and report student progress in accordance with the SOL.

A description of how the curriculum and/or course of study will rely or build upon the local school division's sequence of study. Describe any prerequisite course work requirements as well as course requirements for graduation (if the college partnership laboratory school is to be high school).

6.4. A description of 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 the planned processes for Such plans must comply with applicable laws and regulations.

7.5. An description of planned procedures explanation of the of how the college partnership laboratory school will provide assistance to students that who are not performing at expected levels to ensure the continued progress of student growth.

The applicant needs to define their “expected levels” of performance and delineate a plan ~~procedures~~ for corrective actions ~~needed~~ in the event that pupil performance at the college partnership laboratory school falls below the standards outlined in the SOA. (See [Part VIII of the SOA](#).)

8.6. 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. (See § [22.1-253.13:2](#) of the *Code of Virginia*.)

9.7. The proposed calendar which includes at least 180 days of school and sample daily schedule.

~~10.8.~~ A description of the performance-based goals and related measurable educational objectives to be achieved by the school. (See § [22.1-253.13:1](#) B of the *Code of Virginia*.)

~~11.~~ For each grade or course in the college partnership laboratory school, please provide a detailed description of how the SOL and the corresponding SOL 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 SOL, ~~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 website for more information about the SOL.)

Provide a detailed description of how the college partnership lab school will meet the state and federal testing requirements and state test administration requirements. [Virginia SOL Assessment Program | Virginia Department of Education; Federal Accountability | Virginia Department of Education; SOL Test Administration & Development | Virginia Department of Education](#)

~~9.~~ 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 Board. The benchmark data should address targets for student improvement to be met in each year. Provide a description of the school's balanced assessment plan to include all formative and summative assessments, their purpose, their administration periods (when they will be administered), how and when the data will be reported and to whom, who will analyze the data, and when, and how the data will be used to monitor and inform instruction.

~~12.~~ Describe how program effectiveness will be measured. The description should include measures by which the program will be measured, and the targets for improvement over time. Student performance data should be one of the measures and student performance targets should be established for each of the first five years. The applicant must address how all measures 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. T

~~13. 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. The benchmark data should address targets for student improvement to be met in each year.

~~— A description of any assessment other than the SOL that may be used to measure progress during the academic year.~~

14.10. Details on how the college partnership laboratory school plans to involve parents and community members within the school.

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

~~15.11.~~ \_\_\_\_\_ A detailed description of any alternative accreditation plan, in accordance with the SOA ([8VAC20-131-420](#)), for which the college partnership laboratory school will request approval from the Board.

~~16.12.~~ \_\_\_\_\_ 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).

~~17.13.~~ \_\_\_\_\_ 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.

14. If the college partnership laboratory school plans to provide co-curricular and extracurricular programs and how they will be funded and delivered.

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**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. (*See* § [22.1-299.2](#) B of the *Code of Virginia*.)
2. A well-defined organizational chart showing that clearly presents the roles and responsibilities of all positions included as well as the relationship of the school's governing board to the administrative staff of the college partnership laboratory school. This 's-organizational chart should include the functional reporting structure, including lines of authority and reporting between the school's governing board, school leadership, school management, teaching staff and any functional administrative teams, staff. Also include ,any related functionsbodies

such as advisory boards, bodies or parent and teacher councils, ~~the Board, and~~  
or 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 location of the public meeting space, and how it will comply with regulations such as the Freedom of Information Act. The description must detail the specific role of the governing board in the operation and oversight of the college partnership laboratory school.

~~4.3.~~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.

~~4.~~ Explain the decision-making processes the governing board will use to develop school policies.

~~5.~~ Portray how the governing board will involve parents and community members in governing the school.

~~7.~~ Admissions Policy (see 22.1-349.3 of the Code of Virginia.) Provide a description of the policies and the procedures for admitting students to the college partnership laboratory school, including specific details of the enrollment lottery plan including management of the enrollment lottery waiting list, statutorily allowed preferences, a plan to develop clear procedures for withdrawals and transfers, as well as subsequent marketing strategies to reach all demographic groups residing in the Commonwealth.

**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 which includes job titles and/or positions, SCED assignments if applicable to the position, and reporting relationships within the school.

2. Detailed pPlans for the recruiting and developing school leadership and staff including a hiring schedule/timelines/calendar for recruiting, recruiting strategies, plan for recruiting and supporting a diverse staff, and the position responsible for college partnership laboratory school staff selection. Also include a plan for onboarding/orientation of new staff members and what entity is responsible.

3. Assurance that the applicant will meet the conditions of § 22.1-349.9 of the Code of Virginia which states that the college partnership laboratory school teachers will be employees of the Institute of Higher Education and/or the Eligible Entity and be granted the same employment benefits given to professional, licensed personnel in public schools in accordance with the agreement between the college partnership laboratory school and the Board.
  
4. ~~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.~~ List the qualifications and appropriate licenses and endorsements that each position must have to perform the job function(s) for the college partnership laboratory school's leadership and proposed teachers and other staff. Provide information about what entity is responsible for submitting licensure requests to VDOE and ensuring staff maintain their license during their renewal cycle. If individuals have already been identified for specific positions, provide their qualifications and/or resumes as an Appendix – Laboratory School Teacher/Staff Resumes.

~~5.4. Describe the plan to~~ An assurance that the applicant will meet the conditions in § 22.1-349.9 of the *Code of Virginia*, which states that “teachers who work in a college partnership laboratory school shall hold a license issued by the Board or, in the case of an instructor in the Board-approved teacher education program of the institution of higher education, 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 that are applicable to teachers employed by a local school board.”



~~6.5.~~ Describe the school's leadership and teacher employment policies by identifying which entity's employment policies pertain to which particular position. In addition, include the plan for annual performance evaluation plans, including who will be conducting the evaluations for each position and what evaluation standards will be used for each position. Such performance evaluation plans must be consistent with the policies of the institution of higher education.

~~7.6.~~ 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 Board licenses and endorsements. (See § [22.1-349.9](#) of the *Code of Virginia*.)

~~8.7.~~ Provide an overview of the high quality professional development programs associated with the mission and proposed instructional program. Describe how faculty and staff will access the professional development and if the school is providing professional development days, reimbursements for tuition, registration, travel, and substitutes, if needed. A plan to provide high-quality professional development programs (See § [22.1-253.13:5](#) of the *Code of Virginia*.)

~~9.8.~~ Provisions for the evaluation of staff at regular intervals.

~~10.9.~~ Provisions for a human resource policy for the school that is consistent with state and federal law.

~~11.10.~~ 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. (See § [22.1-349.3](#) C of the *Code of Virginia*.)

~~12.11.~~ Notification to all school employees of the terms and conditions of employment.

~~13.12.~~ 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 and communication 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. (See § [22.1-349.3](#) of the *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 § 22.1-349.3 B of the Code of Virginia, enrollment in a college partnership laboratory school "shall be open through a lottery process on a space available basis to any student who is deemed to reside within the Commonwealth. 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."~~

~~16.13.~~ \_\_\_\_\_

~~17.14. Provide drafts of A model Student Code of Conduct student handbooks and other polices governing policy that addresses student behavior, discipline, and participation in school activities. Include policies and procedures governing suspension and expulsion of students. The plan should identify the role of teachers and administrators in discipline and mentoring. The plan must also identify disciplinary policies for special education students. Also describe how a parent could appeal the decision of a school administrator through a grievance process. Provide any drafts as Appendix – Student Handbook.~~

~~18.15. A detailed school start-up plan that identifies major tasks, timelines, and responsible individuals for accomplishing each task noted in the start-up plan.~~

~~19. A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.~~

~~20.16. 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).~~

17. Describe how the college partnership laboratory school plans to adhere to the requirements of the health and safety laws and regulations of the federal and state governments. Address how the proposed college partnership laboratory school will meet the following requirements including the process to notify parents of health and safety situations:

Fire & Safety Regulations

Severe Weather/Natural Disaster

Student Missing/Hiding/Runaway/Abduction

Terrorist/Hostage Situation

Possession of Weapons

Bomb Threats/Explosions

Food Inspections

Student Medical Issues/Medical Emergencies

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

1. A description of the college partnership laboratory school's financial plan and policies, including financial controls and audit requirements for the school in accordance with generally accepted accounting principles.

2. Revenue projections for the college partnership laboratory school for Years One (1) through Five (5). Include detailed information for the following categories of potential revenue:

- State ADM funds – Include the formula used for calculating allotments
- Local Per Pupil Funds – Include the formula used for calculating allotments
- Federal Funds
- Grants
- Foundations\*
- Private Funds\*
- Other Funds \*

\*If you are depending on these sources of funding to balance your operating budget, provide documentation, such as signed statements from donors, foundations, etc., on the Availability of these funds.

3. Budget expenditure projections for the college partnership laboratory school for Years One (1) through Five (5). Include detailed information for the following categories of potential expenditures or include other categories as needed:

- Total Personnel (for total number of staff)
- Employee Benefits Total
- Staff Development Total
- Materials & Supplies
- Office Supplies
- Instructional Supplies
- Classroom, Computer and Other Equipment
- Facilities (Insurance, Utilities, Phone/Internet, Rent, Construction, Maintenance and Repair, Technology Maintenance, Transportation, Fuel, Marketing)
- Food/Cafeteria

Include additional information that showcases all assumptions for your budgetary calculations. For example, the Year 1 may include 10 teachers, but the plan is to add 2 teachers each year, and the increase in Expenditure is seen in the budget. Explain below, in detail, the budget calculations for years budget for Years Two (2) through Five (5).

- ~~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. Evidence of anticipated fundraising contributions, if applicable.

5. A description of the insurance coverage that the school will obtain. Types of insurance include 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 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 (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; (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 I-~~indicate whether transportation will be provided to all students attending the school.

9. A description of transportation services for students with disabilities. (Section [22.1-221](#) A of the *Code of Virginia* states that “[e]ach 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 significant operational or ancillary services to be provided.

**VII. *Placement Plan:*** The following information components must be provided addressed:

1. Identification of a name or position 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. Please include contact's name, title, email address, and phone number.
2. A draft notification process for parents/guardians of students attending the school and teachers and administrators of the termination or revocation of the contract.
3. A draft 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 of termination or revocation of the contract.

4. A detailed plan 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. (See § 22.1-289 of the *Code of Virginia*).
5. A detailed placement plan for school employees that details the level of assistance to be provided within a set period of time from the termination or revocation of the contract.
6. A close-out process plan related to the college partnership laboratory school 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 termination or revocation of the contract. The plan shall include the disposition of the schools' records and financial accounts upon closure.

**VIII. Other Assurances and Requirements:** The following information components should be addressed provided:

1. A detailed description of the college partnership laboratory school's policies and procedures for compliance with the federal *Family Educational Rights and Privacy Act* 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 detailed 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 SOA. (See § [22.1-349.3](#) G of the *Code of Virginia*.)
  
5. A detailed description of all agreements that the applicant may need in the contract with the Board related to the release of the college partnership laboratory school from state regulations, consistent with the requirements in § [22.1-349.3](#) B of the *Code of Virginia*, including the approval of an Individual School Accreditation Plan. Section [22.1-349.4](#) of the *Code of Virginia* states that “[i]f 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 detailed 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, including information regarding the frequency with which such disclosures will be made. (See § [2.2-3114](#) of the *Code of Virginia*.)
  
7. Conflict of interest disclosure(s) 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 of the following:

1. No tuition will be charged to students attending the college partnership laboratory school, except as described in subsection E of § [22.1-349.3](#) of the *Code of Virginia*.
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*, the federal *Individuals with Disabilities Education Improvement Act*, 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 Board 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 § [22.1-349.9](#) of the *Code of Virginia*, which state that “teachers who work in a college partnership laboratory school shall hold a license issued by the Board or, in the case of an instructor in the Board-approved teacher education program of the institution of higher education, 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 Board 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 State and Local Government Conflict of Interest Act* (§ [2.2-3100 et seq.](#) of the *Code of Virginia*) and the *Virginia Public Procurement Act* (§ [2.2-4300 et seq.](#) of the *Code of Virginia*).

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 of the following:

1. If this application is approved, the applicant will take all actions necessary to enter into a contract with the Board 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 Board 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 Board to request additional waivers once the school is operational.)
4. The applicant assures knowledge of the *Virginia State and Local Government Conflict of Interest Act* (§ [2.2-3100 et seq.](#) of the *Code of Virginia*) and the *Virginia Public Procurement Act* (§ [2.2-4300 et seq.](#) of the *Code of Virginia*).

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: \_\_\_\_\_