

Last revision: June 30, 2023

Pending Revision: ~~December 1, 2023~~ January 8, 2024



Virginia College Partnership Laboratory School Application

Approved by the Virginia Board of Education

July 26, 2012

Updated August 31, 2022

Updated June 30, 2023

Pending Revision: ~~December 1, 2023~~ January 8, 2024

School Name:

Date of Submission to Virginia Board of Education:

Table of Contents

Application Completion Instructions & Mailing Information 2

Part A: Applicant Information 4

Part B: Description of Proposed Laboratory School..... 9

I. ELEMENT 1 – Executive Summary 9

II. ELEMENT 2 – Mission and Vision..... 9

III. ELEMENT 3 – Educational Program and Statutory Assessments 10

IV. ELEMENT 4 – Lab School Governance 15+4

V. ELEMENT 5 – Laboratory School Management Structure 16+5

VI. ELEMENT 6 – Financial and Operations Information..... 19+8

VII. ELEMENT 7 – Lab School Closure Placement Plan 23+1

VIII. ELEMENT 8 – Other Assurances and Requirements..... 24+2

Part C: Assurances 26+2

APPENDIX SECTION 28+2

SAMPLE BUDGET EXPENDITURE WORKSHEET 29+2

Part A: Applicant Information

School Information

Lab School Name:

Does the applicant 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?

Check one of the following: ~~Yes~~ ~~No~~

If the answer is yes to the question above, provide the following information each location:

Full address:

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 debt will be incurred.~~

~~Is the applicant a public, nonsectarian, nonreligious school in the Commonwealth established by a 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:

Grades to be Served for the Full Term of the Contract (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, 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), describe the specialized education 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 local school division(s), name the school division(s) and describe the agreement between all the parties.

~~provide~~Provide a copy of the agreement that set the terms and conditions of the relationship(s), including the distribution of responsibilities of the partnership briefly.

All applicants must provide current, signed letters of support from all partner local school divisions and institutions of higher education. Local school division letters of support should include signatures from at least the current School Board Chair and Superintendent, and should reference specifics of any financial commitment by the School Board on behalf of the Lab School.

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?
Check one of the following: Yes No
- 2. If the response to the question above is “yes,” describe any prior experience with establishing and operating college partnership laboratory schools and/or similar schools. 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, provide the reason(s) for closure:
- 3. Describe the relevant experience of the applicant or members of the college partnership laboratory governing board:

4. The Applicant agrees the completed Lab School Application was reviewed by Applicant’s representative legal counsel and provides assurances that the proposed Lab School School’s curriculum, programs and any related Lab School administration meet all federal and state statutory compliance requirements and the Applicant’s obligations created therein.

▲

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Normal, No bullets or numbering

Formatted: English (United States)

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: Description of Proposed Laboratory School

The application narrative must contain all of the elements in § 22.1-349.5 of the *Code of Virginia*.

I. ELEMENT 1 – Executive Summary

1. 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 [and how this lab school adds value to the experience on behalf of K12 students and staff, university students and staff, and the greater community](#). This description will be used in public releases of information to interested parties, such as: the media, the State Board of Education, parents or guardians, 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.
2. Sustainability Plan Overview
For [College Partnership Laboratory](#) Schools, sustainability requires constant refocusing and reinforcing of school models by engaging not just staff and students, but also community partners and other stakeholders, in both the “why” and “what” of the school. Describe your plan for initiating the school community and stakeholders to help you develop practices and next steps that will reinforce the proposed [college partnership laboratory school Lab School](#) model. Include the following factors in your response:
 - What resources (e.g., financial, political capital, staff talents and interests) will support the proposed [college partnership laboratory school](#) model?
 - What regular check-in structures are in place to ensure continued efficacy of the proposed [college partnership](#) school/programs?
 - What community and/or non-profit partnerships will be developed?
 - What public sector leaders and private corporations are interested in [the proposed college partnership school’s](#) ~~our~~ work?
 - Who is the coalition/advisory group of supporters who will champion the school externally?
 - [What other financial resources will support the proposed college partnership laboratory school model?](#)

II. ELEMENT 2 – Mission and Vision

~~The International Association of Lab Schools (“IALB”) is a membership organization whose goal is to continually enhance the key principles of lab schools including (1) teacher preparation programs, (2) research, (3) curriculum development, (4) innovation, and (5) professional growth.~~ The International Association of Lab Schools (“IALS”) is a membership

organization whose goal is to continually enhance the key principles of lab schools including (1) teacher preparation programs, (2) research, (3) curriculum development, (4) innovation, and (5) professional growth. State the mission and vision of the proposed college partnership laboratory school addressing these five key principles. The following components must be addressed:

1. A description of the college partnership laboratory school's mission and vision.
2. An overview of how the college partnership laboratory school will comply with the following:
 - College Partnership Laboratory Schools, § 22.1-349.3 of the *Code of Virginia*.
 - Standards of Quality (SOQ), § 22.1-253.13:1 through § 22.1-253.13:8.
 - Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA), 8VAC20-131-390 through 400; 8VAC20-131-420 through 430.
3. A description of any specific area of academic concentration.
4. The college partnership laboratory school's strategic academic goals and core philosophy in alignment with a performance-based assessment model.
5. Identify and describe in detail the college partnership laboratory school's targeted student population with the understanding that the college partnership laboratory school is open to any student of the Commonwealth-
6. 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 principle that the university is poised to support within the academic environment of this school.

III. ELEMENT 3 – Educational Program and Statutory Assessments

State the goals and objectives to be achieved by the college partnership laboratory school, which must meet or exceed Virginia Board of Education’s Standards of Learning. Give thorough explanations and answer all sections completely.

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, teaching approach, teaching methods, and a description of the learning environment to be used at the college partnership laboratory school. Include research-based instructional strategies and/or educational theories to ensure that student engagement and achievement are occurring that align with the school’s mission. This section should embed these components (curriculum design, course of study, teaching approach and methods, learning environment) into a clear description of the student experience, or “day in the life” of a student enrolled in the laboratory school.

3. 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 compliance with applicable laws and regulations.

Provide details related to An overview of the curriculum design, courses of study, teaching approach, teaching methods, and a description of the learning environment to be used at the college partnership laboratory school for students with disabilities, students who are English Language Learners, students who are academically behind, and gifted students disabled children. Include research-based instructional strategies and/or educational theories to ensure disabled student engagement and achievement are occurring that align with the school’s mission. Please note that instructional services provided to K12 students with disabilities is governed and guided by existing K12 services and cannot be replaced by university disability resources.

- ~~3-4~~ Who will be developing/designing/creating educational content and guidelines for the college partnership laboratory school? Provide a background on their credentials and experience.

- ~~4-5~~ 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

Formatted: Indent: Left: 0.63", No bullets or numbering

requirements as well as course requirements for graduation (if the college partnership laboratory school is to be high school).

6. A detailed description of the implementation process for the career exploration/pathways curriculum.

7. A detailed description of the process for documentation of the student's curriculum pathways throughout the lifecycle of the program.

~~5. 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 compliance with applicable laws and regulations.~~

~~6-8.~~ A description of planned procedures of how the college partnership laboratory school will provide assistance to students 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 for corrective actions 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.](#))

~~7-9.~~ 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.*)

~~8-10.~~ The proposed calendar which includes at least 180 days of school and sample daily schedule which outlines proposed benchmarks for any innovative school schedule(s).

~~9-11.~~ For each grade or course in the college partnership laboratory school, 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.

~~10.12.~~ Provide a detailed description of how the college partnership lab school will meet all state and federal testing requirements (including at least 95% participation in the *All Students* group and in each student group) and state test administration requirements. Include in the description who (the role) will provide oversight of the testing program in the college partnership laboratory school, who will ensure technology requirements are met, who will provide training to test examiners, proctors and others to ensure test security is maintained, the frequency of training, and how training will be tracked. Also include the process by which test record data quality will be maintained and verified. ([Virginia SOL Assessment Program](#), [SOL Test Administration & Development](#), [ESSA Consolidated State Plan](#), [Standards of Quality](#))

13. If the college partnership lab school intends on requesting compliance waivers for Board evaluation and approval prior to implementation for any Virginia SOL Assessment Programs or Test Administration & Development, ESSA Consolidated State Plan or Standards of Quality, include details on the following:

Formatted: Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

a. Purpose and objectives of the experimental or innovative programs:

b. Description and duration of the programs:

Formatted: Normal, Indent: Left: 0"

c. Anticipated outcomes:

d. Number of students affected:

e. Evaluation procedures; and

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63" + Indent at: 0.88"

f. Mechanisms for measuring goals, objectives, and student academic achievement.

Formatted: Normal, Indent: Left: 0"

~~11~~.14. 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~~.15. 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.

~~13~~.16. Who will provide oversight to ensure that the college partnership laboratory school will meet the long-range planning and continuous improvement requirements in SOA (8VAC20-131-400) application of the school quality indicator performance levels to actions?

~~14~~.17. Details on how the college partnership laboratory school plans to involve parents or guardians and community members within the school.

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

~~15~~.18. 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~~.19. 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).

~~17.20.~~ 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.

~~18.21.~~ If the college partnership laboratory school plans to provide co-curricular and extracurricular programs and how they will be funded and delivered.

IV. ELEMENT 4 – Lab School 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 §§22.1-289 through 22.1-318.2 of the *Code of Virginia*.)
2. A well-defined organizational chart showing 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 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. Also include related functions such as advisory boards, parents/guardians, and teacher councils or external organizations that will play a role in managing the school.
3. A clear 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. 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/guardians, and community organizations.

5. Explain the decision-making processes the governing board will use to develop school policies.
6. Portray how the governing board will involve parents/guardians 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.~~

7. Admissions Policy (see 22.1-349.3 of the Code of Virginia.) Provide a detailed description of the overall college partnership laboratory school lottery process. The detailed process description should include a) strategy and methodologies for process design, b) public communication strategies, c) process implementation, and c) ongoing management of the following topic areas;

- (1) marketing strategies to reach all demographic groups residing in the Commonwealth,
- (2) admitting students to the college partnership laboratory school,
- (3) management of the enrollment lottery waiting list,
- (4) managing statutorily allowed preferences,
- (5) managing student withdrawals and transfers, and
- (6) audit process.

[See Best Practices for Administration of Lottery from the CPLS Standing Committee for more information.](#)

Formatted: Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: English (United States)

Formatted: Indent: Left: 0.81", No bullets or numbering

Formatted: No bullets or numbering

V. ELEMENT 5 – Laboratory School 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.~~
1. A detailed staffing chart showing all planned positions for the college partnership laboratory school. This organizational chart should include all planned positions for the

school's leadership team, administration team, teaching staff, teaching assistants/pre-licensure student teachers, specialized instructional support positions and any other and any positions. This staffing chart should include (1) Position Title, (2) Brief Overview of the Position Responsibilities and SCED assignment, if any, (3) Licensure Requirements, if any, (3) Planned Hiring Date, (4) Number of Positions Required (5) Reporting Relationship, and (6) Position Professional Development Requirements, if any.

2. Detailed plans for the recruiting and developing school leadership and staff including a 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 personnel 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. 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 names, qualifications and/or teaching license number as an Appendix – Laboratory School Teacher/Staff Information.

5. Describe the plan to 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. Describe the school's leadership and teacher employment policies by identifying which entity's employment policies pertain to which particular position and describe the process of notification to all school employees of the terms and conditions of employment. If possible, provide a sample of the human resource policy for the school that is consistent with state and federal law.

7. Describe the plan for annual performance evaluations, 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.

8. 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*.)

9. 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 develop and if the school is providing professional development days, reimbursements for tuition, registration, travel, and substitutes, if needed. (See § [22.1-253.13:5](#) of the *Code of Virginia*.)

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*.)

11. Information and materials indicating how parents/guardians, 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.

12. Provide drafts of a *Student Code of Conduct*, student handbooks, and other governing policies 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.

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

14. 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).

15. 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. ELEMENT 6 – 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 including estimated amounts as well as any assumptions and/or formulas used to calculate the figures for the following categories of potential revenue:

- Start-up grants
- Operational per-pupil funds from the College Partnership Laboratory Schools Fund
 - State ADM funds – Include the formula used for calculating allotments.
 - Local Per Pupil Funds – Include the formula used for calculating allotments.
 - Federal Funds
 - Operational Grants
 - Foundations*
 - Private Funds*
 - Other Funds *
 - In-Kind/Non-Monetary Goods or Services*

Formatted: Font: (Default) Courier New, 10 pt, Font color: Auto, (none)

Formatted: Font: (Default) Courier New, 10 pt, Font color: Auto, (none)

Formatted: Font: (Default) Courier New, 10 pt, Font color: Auto, (none)

*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 including estimated amounts as well as any assumptions and/or formulas used to calculate the figures 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

A Sample Budget Expenditure Worksheet is included at the end of this document. Complete a Budget Expenditure Worksheet for each year. 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).

4. Include substantiation Evidence of anticipated fundraising contributions, if applicable.
5. Provide a description of the insurance coverage that the school will obtain. Types of insurance include general liability, health, and property.
6. Provide 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. Does the applicant 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?

Check one of the following: Yes No

Formatted: Font: (none)

Formatted: Indent: Left: 0.63", No bullets or numbering

Formatted: Font color: Black

Formatted: List Paragraph, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

If the answer is yes to the question above, provide the following information each location:

Full address:

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 info 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 debt will be incurred.

Is the applicant a public, nonsectarian, nonreligious school in the Commonwealth established by an 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?

~~7-~~ Describe 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.

Formatted: No bullets or numbering

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. 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, [including any special provisions and responsible individuals administering free and reduced breakfast and/or lunch.](#)

VII. ELEMENT 7 – Lab School Closure Placement Plan

The following information must be provided:

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. 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 or 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 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. ELEMENT 8 – Other Assurances and Requirements

The following information should be 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. (See §8VAC20-131 of the *Code of Virginia*.)
- 4.5. 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*.)
- 5.6. 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.”

~~6.7.~~ 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*.)

~~7.8.~~ 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: _____

APPENDIX SECTION

Student Policy Handbook

Laboratory School Teacher/Staff Name, Position/Course of Study(s), Teacher License Number

|

SAMPLE BUDGET EXPENDITURE WORKSHEET

Formatted: Heading 3

SAMPLE BUDGET EXPENDITURE WORKSHEET - COMPLETE FOR YEARS 1-5				
INCLUDE ANY ASSUMPTIONS MADE IN CALCUATIONS AS FOOTNOTES				
YEAR X				
NUMBER OF STUDENTS _____				
PERSONNEL - SALARIES				
	Number	Rate	Total Annual Cost	
<i>*List All Position Names /Salaries (Examples Below)</i>				
<i>Examples Below (Examples B</i>				
Director/Principal	1	\$ 100,000	\$ 100,000	
Administrative Assistant	1	\$ 50,000	\$ 50,000	
TOTAL SALARIES			\$ 150,000	
PERSONNEL - BENEFITS/EMPLOYER TAXES				
	Number	Rate	Total Annual Cost	
<i>*List All Position Names/Taxes & Benefits Cost (Examples Below)</i>				
Director/Principal	1	\$ 48,500	\$ 48,500	
Administrative Assistant	1	\$ 35,750	\$ 35,750	
TOTAL BENEFITS/EMPLOYER TAXES			\$ 84,250	
NON-PERSONNEL SERVICES				
	Number	Rate	Total Annual Cost	
<i>*List all additional services (Examples Below)</i>				
Curriculum Materials	100	\$ 500	\$ 50,000	
Student Lunches		\$ 2,000	\$ 2,000	
Office Supplies		\$ 5,000	\$ 5,000	
College Tuition Costs (per credit hour)	1800	\$ 175	\$ 315,000	
TOTAL NON-PERSONNEL SERVICES			\$ 372,000	
STAFF DEVELOPMENT				
<i>*List all staff development costs (Examples Below)</i>				
Staff Development	4	\$ 1,000	\$ 4,000	
Teacher Support/Training	4	\$ 1,000	\$ 4,000	
Travel	8	\$ 500	\$ 4,000	
TOTAL STAFF DEVELOPMENT			\$ 12,000	
EQUIPMENT/TECHNOLOGY/FURNITURE				
<i>*List all costs (Examples Below)</i>				
Classroom Technology/Capital Assets	1	\$ 1,000	\$ 1,000	
Facilities/Renovations	1	\$ -	\$ -	
It Support/Licenses	100	\$ 200	\$ 20,000	
TOTAL EQUIPMENT/TECHNOLOGY/FURNITURE			\$ 21,000	
UNIVERSITY ADMINISTRATIVE FEES				
<i>*List all costs (Examples Below)</i>				
Administrative Fees	1	\$ 50,000	\$ 50,000	
YEAR X - TOTAL EXPENSES			\$ 689,250	
YEAR X - REVENUE (COST PER PUPIL)			\$ 689,250	
NON TUITION			\$ 374,250	
TUITION			\$ 3,150.00	