

VIRGINIA DEPARTMENT OF EDUCATION
 LABORATORY SCHOOLS COMMITTEE
 COMPLETION & COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
ELEMENT 1: EXECUTIVE SUMMARY				
1	Provided a description of the need and purpose of the Lab School.	Yes	Explore@RC addresses a pressing need to serve a growing population of economically disadvantaged students in Southwestern Virginia. With a notable increase in such students over the past two decades, traditional dual enrollment opportunities are often inaccessible due to cost and transportation barriers. The School's goal is to provide an encouraging, supportive environment for high school students who may be the first in their family to attend college or lack access to college preparatory programs, empowering them to see college as a viable pathway for their future.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes	Explore@RC features three career-oriented pathways: Education/Global Studies, STEM/Healthcare, and Communications/Civic Engagement. Courses are inquirybased and provide dual enrollment credit; examples of courses include "Introduction to Public Health," "Chemistry and Crime," and "Principles of Education." The program will culminate in a senior capstone course with project-based learning and field-work related to the selected Career Pathway.	Operational/Ready to Implement
3	Overview of the sustainability plan for the Lab School.	Yes	I was unable to find any plan for sustainability for the lab school. The application now includes information regrading sustainability. The application indicates that most of the sustainability activities will be conducted through various office of Roanoke College. It does not reference if the local school divisions benefitting from the program will participate as a fundraising partner for this program. Additional, dedicated sustainability plan provided in application in 3.27.24 revision.	Operational/Ready to Implement

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ELEMENT 2: MISSION AND VISION				
1	A description of the Lab School's mission and vision and how it is consistent with the IALS Five Key Principals, 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.)	Yes	Mission: Explore@RC is committed to providing an exceptional educational experience that empowers students to thrive academically, socially, and personally. Our mission is to cultivate a diverse and inclusive learning community where all students can reach their full potential, regardless of their background or circumstances. Vision: Explore@RC students will acquire skills to succeed in their fields of interest, build confidence in their own abilities to intellectually engage with contemporary issues, and gain hands-on experiences through service and internships in the Roanoke Valley. Explore@RC aligns with Virginia Standards of Quality (SOQ), Standards of Learning (SOL) and the Virginia Standards of Accreditation (SOA) by allowing the public high schools to maintain local educational agency (LEA). Explore@RC itself aligns with code 22.1-349.3 about the establishment of a lab school in the state of Virginia (prohibition of discrimination, planned enrollment process, administration and management by a governing board, responsibility of budget and contracts, agreement to not charge tuition, and the establishment of collaborative partnerships).	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	Explore@RC will feature three distinct curricular pathways, tied directly to career outcomes and needs in the Roanoke region: Education/Global Studies, STEM/Healthcare, and Communications/Civic Engagement. Courses in each pathway will be inquiry-based and provide dual enrollment credit. All Explore@RC students will participate together in a college-readiness orientation, and a senior year project-based capstone related to their chosen pathway and a self-selected inquiry question.	Operational/Ready to Implement
3	The Lab School's core philosophy & strategic academic goals in alignment with a performance-based assessment model.	Yes	At Explore@RC, our core philosophy is to champion the potential of underserved students, and to help them find a sense of purpose through project-based and inquiry-based learning. Students who develop this sense of purpose at a younger age are more likely to find fulfilling careers, serve and lead in their communities, and live lives of deeper meaning. The School strives to provide an educational environment that develops resourceful, informed, and responsible citizens, ready to engage the community in the fields of education, STEM, healthcare, communications, government, and non-profit work-provide some additional detail about performance-based assessment model of the lab school.	Operational/Ready to Implement
4	Detailed information about 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.	Yes	Explore@RC will target 10th, 11th and 12th grade students from Salem City Public Schools and will focus on Career Pathways (pathways: Education/Global Studies, STEM/Healthcare and Communications/Civic Engagement) for students identified as economically disadvantaged who have a goal of post-secondary education.	Operational/Ready to Implement
ELEMENT 3: EDUCATIONAL PROGRAM				
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes	Alignment with SOLs and SOQ, diploma requirements, with integrated project/problem based courses. Dedicated academic support staff noted; however, this does not substitute for any required accommodations outlined in student's IEP.	Operational/Ready to Implement
2	An overview of the curriculum, and teaching methods to be used at the Lab School and a description of the learning environment and instructional strategies to be used at the Lab School, including scientifically research-based instructional strategies to ensure that student engagement and achievement are occurring.	Yes	Outlines 11 courses offered and associated instructional strategies	Operational/Ready to Implement
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. Such plans must comply with applicable laws and regulations.	Yes	All plans, services and supports will be coordinated through the LEA high school.	Operational/Ready to Implement

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4	An explanation of the procedures for corrective actions needed in the event that pupil performance at the Lab School falls below the standards outlined in the SOA. (See Part VIII of the SOA.)	Yes	<p>Identification: The high school provides a comprehensive screening process to identify students with disabilities, English Language Learners, academically behind students, and gifted students. This may involve reviewing student files, using standardized assessments, teacher recommendations, and input from parents and guardians. When students apply to Explore@RC, the Admissions Office at Roanoke College and Explore@RC's Executive Director will confer with the counseling office at the students' primary school to identify which students fall into the above categories.</p> <p>Evaluation: The student's primary high school will conduct thorough evaluations to understand the specific needs of each group of students. This may involve utilizing individualized education plans (IEPs) for students with disabilities, language proficiency assessments for English Language Learners, and academic assessments for academically behind and gifted students. The evaluation process will be maintained by the primary high schools for each student.</p> <p>Support Services: The primary high school will provide tailored support services for each group of students with identified needs. This may include specialized instruction for students with disabilities, English language development programs for English Language Learners, targeted interventions for academically behind students, and enrichment programs for gifted students. At Roanoke College, the Center for Learning and Teaching (CLT) is also able to provide an extra layer of support through academic coaching, tutoring, a writing center, and Accessible Education Services (AES). If students need accommodations for their Lab School courses, they must work with the Accessible Education Services (AES) office. AES will not utilize students' IEP or high school plans, but instead will meet the needs of students with documented disabilities through College services, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following form is utilized by AES to determine accommodations that may be required in Roanoke College and Lab School classes: https://citweb.roanoke.edu/accessible_education.</p> <p>By implementing a plan that addresses the unique needs of students with disabilities, English Language Learners, academically behind students, and gifted students, Explore@RC can create an inclusive and supportive learning environment for all high school students.</p> <p>In the event that student performance at Explore@RC falls below the standards outlined in the SOA, corrective actions may be necessary. These actions are detailed in Part VIII of the SOA, and typically involve a structured process for identifying the causes of the performance issues and implementing targeted interventions to address them. This may include additional support for students, training for teachers, adjustments to the curriculum, or other measures aimed at improving student performance and ensuring that Explore@RC meets the required standards. Explore@RC faculty will provide the first alert of performance struggles to the Executive Director, who will then liaise with administrators and counselors at the student's primary high school.</p> <p>Explore@RC will use a streamlined approach following Roanoke College standards for student success. All Explore@RC students will have an academic first 3-week check-in, a midterm review, and a review of their final performance with Student Success Coaches and the Executive Director. In addition, student support check-ins will occur on a bi-weekly basis by the Explore@RC Executive Director and Student Success Coaches. These meetings will employ a simple student success framework to ensure each student is supported through the program's lifecycle.</p>	Operational/Ready to Implement
5	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.)	Yes	<p>The total enrollment for the dual enrollment program each semester is 20 students in the first year, with anticipated growth of 20 students per year to a maximum program size of 100 students by year five. We anticipate 33% of each cohort will be sophomores, 33% juniors, and 33% seniors. In the first year, we estimate approximately 25% of students will be seniors.</p> <p>The following chart lists class size maximums for the first year. Classes at Roanoke College average approximately 18 students with some class sizes as low as 10 or as high as 35, dependent on pedagogical as well as space needs. Students in Explore@RC will be integrated into these courses alongside regular Roanoke College students, so the maximum courses sizes take into consideration this mixed population of students.</p> <p>See chart on pg 29 for breakdown</p>	Operational/Ready to Implement
6	The proposed calendar and sample daily schedule.	Yes	<p>Applicant provides detailed proposed calendar but the daily schedule is vague: 8:30-11:00 Class; study time; library; meetings with professors/Student Success Coaches/Peer Mentors [3/11/24 update] - applicant provides additional detail to the daily schedule</p>	Operational/Ready to Implement
7	For each grade or course in the Lab 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.)	Yes	<p>This applicant is offering dual enrollment level courses that are of higher rigor than typical high school courses. SOL testing and the monitoring of graduation requirements for students in the lab school is the responsibility of the home division/school.</p>	Operational/Ready to Implement
8	A description of the Lab 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 each year.	Yes	<p>The applicant states "...plans will be made on how to establish and document this data for Explore@RC students in the first year of operation and measure it over the succeeding four-year period...."; however, there aren't any student outcomes listed, no indications of the metrics that will determine program effectiveness, etc.</p> <p>The updated application does not include student outcomes for Year 1, 2, 3, or 4. The application states Year 1 will be a baseline year, however all students in the program will have a historical academic performance that could be used to establish firm first year goals. The application states for years 2-5 "incrementally increases performance" but at what rate? 1% better than the year before, 10% improvement, 20%, etc? Generally, the targets included in the application are vague at best. Application updates provided 3.27.24 include required outcomes and details.</p>	Operational/Ready to Implement
9	A detailed description of any alternative accreditation plan, in accordance with the SOA (8VAC20-131-420), for which the Lab School will request approval from the Board. (if applicable)	Yes	<p>This is not applicable for this application.</p>	Operational/Ready to Implement
10	A general description of any incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s). (if applicable)	Yes	<p>Described the incentives for faculty-regular PD, workshops, speaker series; any incentives for students particular to RC? Additional language added to p. 38 of 3.27.24 revision to satisfy this criterion</p>	Operational/Ready to Implement

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11	If the Lab 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. (if applicable)	Yes	This is not applicable for this application.	Operational/Ready to Implement
12	A description of co-curricular and extracurricular programs and how these programs will be funded and delivered. (if applicable)	Yes	Exciting description of the extracurricular/advisory resources available to students through RC; please just add statement reflecting students' continued access to extra/cocurriculars available in their home school division (sports, music, theatre, etc. in their home school) Suggested language added p. 39 to satisfy criterion.	Operational/Ready to Implement
ELEMENT 4: GOVERNANCE				
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.)	Yes	Sufficient information provided.	Operational/Ready to Implement
2	A chart that clearly presents the Lab School's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), the Board, and any external organizations that will play a role in managing the school.	Yes	Chart provided in application - where does the advisory board fit in? [3/11/24 update] provided additional clarity that the advisory board members became governing board members.	Operational/Ready to Implement
3	A clear description of the roles and responsibilities for the governing board, the Lab 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 Lab School.	Yes		Operational/Ready to Implement
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.	Yes	The Governing Board for Explore@RC will include an administrator and faculty member from Roanoke College, the Explore@RC Executive Director (ex-officio), the Superintendent of Salem City Public Schools, community members to represent the three Career Pathways, a parent from Salem City Schools, and an Explore@RC student.	Operational/Ready to Implement
5	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 Lab School enrollment on a space-available basis and a timeline 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.)	Yes	Specified "recruitment" target and emphasis; please reference the CPLS standing committee best practice document for lottery administration and ensure that application reflects legal requirement that lab school is open to all students in the Commonwealth. Language of application meets statutory requirements; open to any student in the commonwealth, no prerequisites or limits; lottery process outlined.	Operational/Ready to Implement
6	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 Lab 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 Lab 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 Lab 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."	Yes		Operational/Ready to Implement
ELEMENT 5: MANAGEMENT STRUCTURE				

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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.	Yes		Operational/Ready to Implement
2	Plans for recruiting and developing Lab School leadership and staff. Also include a plan for onboarding/orientation of new staff members and what entity is responsible.	Yes		Operational/Ready to Implement
3	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."	Yes	In accordance with the Code of Virginia, Roanoke College assures the Board that its Lab School instructors hold Master's or Doctorate degrees in their areas of teaching expertise. All Lab School employees will be subject and amenable to the requirements of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4. See p45 for breakdown of positions and their required qualifications	Operational/Ready to Implement
4	A description of the academic/professional experience/qualifications of the Lab School's leadership and proposed faculty who will teach at the Lab School.	Yes	Licensure requirements are missing. Added to revision 3.21.24	Operational/Ready to Implement
5	The Lab 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.	Yes	Explore@RC's employment policies are based upon Roanoke College's standard employment policies and will be overseen by Human Resources. All employees must complete an evaluation at the end of an adjustment period (90 days), and annually thereafter. Effective supervision involves regular observation, conversation, encouragement, instruction, and constructive suggestions to employees. This continuous supervision and feedback provide the employee an opportunity to improve, both for achieving employees and those not meeting standards. Annual performance evaluations are completed as a self-evaluation and a supervisor-led evaluation through the Performance Pro Appraisal System, ultimately overseen by the Human Resources office. Explore@RC teachers/faculty will undergo teaching evaluations in conjunction with the Academic Dean. These evaluations are based on reaching goals set by the faculty member and their department chair at beginning of year. At the time of evaluation, the faculty member must provide evidence of meeting those goals and will also establish goals for the coming year. Please see the Human Resource staff handbook for additional information. Performance evaluation is not aligned with Uniform Performance Guidelines. HR Staff handbook linked	Operational/Ready to Implement
6	A plan that addresses the qualifications of the teachers and administrators at the Lab School, including compliance with state law and regulations regarding Board licenses and endorsements. (See § 22.1-349.9 of the Code of Virginia.)	Yes	Does not address licensing and required endorsements Added to revision 3.21.24 to satisfy criterion.	Operational/Ready to Implement
7	A plan to provide high-quality professional development programs. (See § 22.1-253.13:5 of the Code of Virginia.)	Yes	0	Operational/Ready to Implement
8	Includes process of notification to all Lab School employees of the terms and conditions of employment.	Yes	Need more information about employment policies notification on an annual basis. Additional detail rprovided in 3.21.24 revision to meet criterion.	Operational/Ready to Implement
9	An explanation of any partnerships or contractual relationships central to the Lab 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.)	Yes	School division maintaining responsibility	Operational/Ready to Implement

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10	Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the Lab School. A description of how parental involvement will be used to support the educational needs of the students, the Lab School's mission and philosophy, and its educational focus.	Yes		Operational/Ready to Implement
11	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 for special education students..	Yes	Students will be required to adhere to the Roanoke College student code of conduct. Disciplinary issues will be liased between the college and LEA. While IEPs will live at the LEA the accessible education office (at the college) will also serve students. The application needs to clarify that the LEA will remain responsible for as well as will serve identified students as required. March 2024 update pg. 52 to clarify that Students enrolled in Explore@RC will have two layers of accountability—both through their home high school policies and codes of conduct, and also through the Roanoke College Student Code of Conduct (please see Appendix F- Code of Conduct). Disciplinary issues will be liased through the Executive Director, between the College and LEA.	Operational/Ready to Implement
12	A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.	Yes		Operational/Ready to Implement
ELEMENT 6: FINANCIAL AND OPERATIONS INFORMATION				
1	A description of the Lab School's financial plan and policies, including financial controls and audit requirements in accordance with generally accepted accounting principles.	Yes	Financial policies and controls overseen by Roanoke College's Business Office. Also subjected to an annual external audit. 3/12/24 UPDATE - Request for per-pupil operational funds was reduced to three years.	Operational/Ready to Implement
2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures that align with per-pupil funding limits as indicated in CPLS Standing Committee Memo https://www.doe.virginia.gov/home/showpublisheddocument/50571/638345133162870000	Yes	Budgeted expenditures are well documented. Enrollment assumptions are clearly stated. Budget includes per-pupil operational funds in years 4 and five, but they will not be available.	Operational/Ready to Implement
3	Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.	Yes	Budgeted cash flow does not demonstrate sustainability. For example, the application indicates \$191 k in per-pupil funding in year 1, but \$632k in projected expenses. The budget does not indicate what sources of funds will make up the difference. 3/12/24 UPDATE - Cash flow projection is confusing. Estimates of students do not match the budget in FY27. Per-pupil funding estimates are not included in FY27 cash flow estimates. Budget and sustainability call held with GTO; addendum provided to meet requirements (4 year spend, per pupil/overall limit).	Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	Yes	Endowment campaign will begin to find long-term funding, but they will need to escalate those efforts to meet their needs in year 4.	Operational/Ready to Implement
5	A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property.	Yes	Roanoke College's existing insurance policies will provide coverage, but those are not provided in the application. Additional detail provided in 3.27.24 revision to meet criterion.	Operational/Ready to Implement
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.	Yes	Justifications provided in revision.	Operational/Ready to Implement

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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.	Yes		Operational/Ready to Implement
8	A description of whether transportation services will be provided. If transportation is to be provided, please indicate whether the Lab 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 Lab School.	Yes	Participating school divisions responsible for transportation of students to Roanoke College.	Operational/Ready to Implement
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.")	Yes	Participating school divisions responsible for transportation of students with disabilities to Roanoke College.	Operational/Ready to Implement
10	A description of food service operations and all other significant operational or ancillary services to be provided.	Yes	Participating school divisions are responsible for meals. Students would eat at their home school. How would that work if students travel from far away? Same concerns regarding use of the school nurse. Additional detail provided in 3.27.24 revision to meet criterion.	Operational/Ready to Implement
ELEMENT 7: PLACEMENT PLAN				
1	Identification of a member of the Lab School's leadership who will serve as a single point of contact for all activities that may need to take place for the Lab 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.	Yes	Should Explore@RC need to close in the future, the Executive Director will serve as the point of contact in the transfer of students back to their home institutions, management of student records, and the settlement of financial obligations. Dr. Natasha B. Watts, Executive Director for Explore@RC may be reached at labschool@roanoke.edu or 540-375-2470. 3/12/24 UPDATE - Meals are the responsibility of the student.	Operational/Ready to Implement
2	A draft notification process for parents/guardians of students attending the Lab School and teachers and administrators of the termination or revocation of the contract.	Yes	In the event of the closure of Explore@RC, a systemized notification procedure will be implemented. Following the official notification from the Virginia Department of Education, every parent or guardian with a child enrolled in Explore@RC will receive a personalized phone call from the Executive Director or another school employee within 48 hours of Explore@RC's notification. Subsequently, an official letter from the Executive Director of Explore@RC will be mailed to provide further details.	Operational/Ready to Implement
3	A draft notification process to parents/guardians of students attending the Lab School of alternative public school placements within a set time period from the date of termination or revocation of the contract.	Yes	Should the contract be terminated or revoked, the existing structure for Explore@RC would remain intact—we are currently making provisions to ensure its sustainability and infrastructure within Roanoke College's business plan. However, if required, students would return to the standard programs offered by their home high school within the corresponding school division.	Operational/Ready to Implement
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. (See § 22.1-289 of the Code of Virginia).	Yes	The student's secondary academic records are housed in the school division corresponding to their residence. Grades obtained from Roanoke College courses will be submitted by Roanoke College's Registrar to the counseling office at the home high school each semester. In the event of a student's decision to transfer to a different school division, the relevant grades will be sent upon request from either the parent or the school division. Requests for high school transcripts can be made through the administrative offices at the respective high school.	Operational/Ready to Implement

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5	A placement plan for Lab School employees that details the level of assistance to be provided within a set period of time from the date of closure.	Yes	In the event of contract termination or revocation, the subsequent guidelines will govern the reassignment of laboratory school teachers and employees: Explore@RC Staff: The three roles hired through Explore@RC specifically include the Executive Director, an Administrative Assistant, and a Student Success Coach/Advisor. If the Virginia Department of Education were to terminate or revoke the contract for lab schools in VA, Roanoke College would work diligently to find other comparable roles within the College's operations. Should other positions not be available or amenable to these employees, the College will work with local school districts in the Roanoke Valley to assist with the reassignment of these employees to K-12 positions. Explore@RC Faculty: Explore@RC faculty, who also serve as faculty members at Roanoke College, are all full-time faculty or staff who will be able to maintain their current roles within the College. Upon contract termination or revocation, the scope of work may shift for these faculty members, but they will be able to maintain gainful employment with Roanoke College.	Operational/Ready to Implement
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 Lab School's records and financial accounts upon closure.	Yes	Guidance for these activities will come from SCHEV and the Library of Virginia.	Operational/Ready to Implement
ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS				
1	A description of the Lab 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.	Yes	Explore@RC will follow the policies and procedures in compliance with FERPA and records retention schedules, as administered by Roanoke College's Registrar's Office. The Registrar's Office full policies and procedures are outlined here: https://www.roanoke.edu/inside/registrar/policies_information_and_forms/family_educational_rights_and_privacy_act_(ferpa)	Operational/Ready to Implement
2	Evidence that the proposed Lab 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.	Yes	Roanoke College is not a state agency, and its academic records are not considered public. The financial filing Form 990 Return of Organization Exempt from Income Tax is the only record currently open to the public. Under Code of Virginia § 42.1-85, the Library of Virginia (LVA) has the authority to issue regulations governing the retention and disposition of state and local public records. In keeping with the Code's mandate, LVA has developed records retention and disposition schedules outlining the disposition of public records. Under this policy, the LVA issues two types of schedules. General schedules apply to the records of common functions performed by or for all localities and state agencies. Specific schedules apply to records that are unique to an individual state agency. Roanoke College, as a private institution of higher education, it is our understanding that this application and audits conducted by the Virginia Board of Education will be public information.	Operational/Ready to Implement
3	A listing of all waivers to state regulations needed for the Lab School at the time of its opening. This does not preclude a Lab School from requesting additional waivers once the Lab School is operational.	Yes	Explore@RC will not require any waivers at the time of its opening.	Operational/Ready to Implement
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 Lab 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.)	Yes	At the time of the application, there is one collaborative partnership established between Explore@RC and a public school division. Per Appendix C, which outlines the Memorandum of Understanding between Salem City Public Schools and Roanoke College, Salem High School will be a partner for Explore@RC in year one of operations. Additional partnerships with local school divisions may be made in years two and three, but have not yet been formalized (Roanoke County and Roanoke City Schools).	Operational/Ready to Implement
5	A description of all agreements that the Applicant may need in the contract with the Board related to the release of the Lab 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."	Yes	Explore@RC will not require an Individual School Accreditation Plan.	Operational/Ready to Implement
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 Lab School, including information regarding the frequency with which such disclosures will be made. (See § 2.2-3114 of the Code of Virginia.)	Yes	In accordance with Human Resources and Information Technology at Roanoke College, all Governing Board members and staff will sign confidentiality and conflict of interest statements. The Data Confidentiality form can be found here, and the conflict of interest form is included in Appendix H- COI.	Operational/Ready to Implement

VIRGINIA DEPARTMENT OF EDUCATION
 LABORATORY SCHOOLS COMMITTEE
 COMPLETION & COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
7	Conflict of interest disclosure(s) by the Applicant and/or members of the governing board in the proposed Lab School. This includes any relationships that parties may have with vendors performing services at the Lab School.	Yes	At this point in time, there are no conflicts of interest present with any Governing Board or school management in the proposed Roanoke College Lab School.	Operational/Ready to Implement
8	Provides 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.	Yes	Includes one letter from Salem City Schools School Board Chair - applicant only identifies one partner school division	Operational/Ready to Implement