



# Virginia Public Charter School Application

**Please provide the requested information below.**

**Charter School Name:**

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

**Proposed Date of Submission to local school board:**

**Name of authorized official:**

**Date:**

**Signature of authorized official:**

**Date:**

## Instructions

All applicants for a public charter school should read the [Public Charter School Application Process](#) before completing the application.

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

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

Director for Board Relations  
Virginia Board of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

In addition, a PDF and Word version of the completed application document should be sent to the following address: [BOE@doe.virginia.gov](mailto:BOE@doe.virginia.gov). Applicants may also submit a PDF and Word version of the completed application document on a portable storage device, mailed to the address above.

[New Website Accessibility Standards and Presentations to the Board of Education](#) have been established. Charter School applications submitted to the Board of Education must be WEB accessible as of January 18, 2018. This requirement includes charter school applications, materials, appendices, and documents presented to the Board of Education either online, as attachments, or as meeting materials. The [Accessibility section of the VDOE](#) website as stated in Memo 316-17 includes guidance, tools, checklists and step-by-step instructions on how to create accessible Word documents, accessible PowerPoint presentations, accessible Excel files, accessible PDF documents and accessible videos that meet the new WCAG 2.0 Level AA standard. Please take full advantage of these resources in preparing the charter school application and appendices.

*Note:* The Virginia Freedom of Information Act (FOIA), Sections [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: Please provide the information below:**

Charter School Name:

Local School Division:

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

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

School Location (City/Town and Zip Code):

Ownership:

Proposed Date of Application Submission to Local School Board:

Proposed Open Date:

**Applications for public charter schools should be submitted to the Board of Education within a timeframe that is adequate enough to ensure that the public charter school application will also be submitted to the local school board in accordance with the application policies of the local school board.**

**Content Areas and Instructional Services Offered (Provide an X by all that apply below.)**

Early Childhood Education:

Gifted Education:

English/Language Arts:

Special Education:

Mathematics:

Computer Technology Science:

Agricultural Education:

History and Social Studies:

Business and Informational Technology:

Foreign Language:

Career Connections:

English as a Second Language:

Family and Consumer Sciences:

Health:

Marketing:

Physical Education:

Technology Education:

Driver Education:

Trade and Industrial Education:

Art:

Electives:

Others:

Music:

Drama:

**Grades to be Served (Provide an X by all that apply below.)**

- |               |                 |
|---------------|-----------------|
| Pre-K:        | Sixth Grade:    |
| Kindergarten: | Seventh Grade:  |
| First Grade:  | Eighth Grade:   |
| Second Grade: | Ninth Grade:    |
| Third Grade:  | Tenth Grade:    |
| Fourth Grade: | Eleventh Grade: |
| Fifth Grade:  | Twelfth Grade:  |

\* If the public charter 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 public charter 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 focus:

**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:

Email Address:

**Prior Experience**

1. Has the applicant had any prior experience operating a charter school or similar school? Provide an X by 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 charter schools and/or similar schools. Please provide information such as the name of the school, the state where it is located, years of operation, and contact information. If the school is no longer operating, provide the reason(s) for closure:

## Part B: Narrative

The application narrative must contain all of the elements listed below as required by Section [22.1-212.8](#) of the *Code of Virginia*.

### Executive Summary I

- I. Provide an executive summary that addresses the need for the public charter school-and any discussions to date with the local public school division or local school board on the establishment of the charter school. If there have been no discussions to date, please indicate the reason. (The suggested length is two pages.)

### Education Components II-V

- II. **Mission Statement:** Provide a mission statement that is consistent with the principles of the Standards of Quality (SOQ) (Section [22.1-253.13:1](#), *Code of Virginia*) , including identification of the targeted academic program of study.
- III. **Evidence of Support:** Provide evidence of need and community support for the proposed public charter school.
- IV. **Statement of Need:** Describe the need for a public charter school in a school division or relevant school divisions or in a geographic area within a school division or relevant school divisions, including the location or geographic area proposed for the public charter school and the grades to be served each year for the full term of the charter contract.
- V. **Educational Program:** Describe the public charter school's educational program. The following components must be addressed:
  1. A description of the academic program that is aligned with the Standards of Learning.
  2. A description of the public charter school's instructional design, including the type of learning environment, such as classroom-based or independent study; class size and structure; curriculum overview; and teaching methods.

3. Information regarding the minimum planned and maximum enrollment per grade level for the term of the charter contract.
4. A description of plans for identifying and successfully serving: a) students with disabilities; b) English Learners (ELs); students who lag behind academically; and d) gifted students, including compliance with applicable laws and regulations.
5. A description of co-curricular or extracurricular programs to be offered and how they will be funded and delivered.
6. The public charter school's student discipline policies, including discipline policies for special education students.
7. A statement of opportunities and expectations for parental involvement.

### **Logistical Components VI-VIII**

- VI. *Enrollment Process:*** Describe plans and timelines for student recruitment and enrollment, including lottery procedures.
- VII. *Displacement:*** Describe the plan for the displacement of pupils, teachers, and other employees who will not attend or be employed in the public charter school, in instances of the conversion of an existing public school to a public charter school, and for the placement of public charter school pupils, teachers, and employees upon termination or revocation of the charter.
- VIII. *Transportation, Food Service, and Operational and Ancillary Services:*** Describe the public charter school's plans for providing transportation, food service, and all other significant operational and ancillary services.

## **Business Components IX-XII**

**IX. *Economic Soundness:*** Evidence that the plan for the public charter school is economically sound for both the public charter school and the school division or relevant school divisions. The following components should be addressed:

1. A description of the public charter school's financial plan, including financial controls and audit requirements.
2. Start-up and five-year budgets with clearly stated assumptions.
3. Start-up and first-year cash flow projections with clearly stated assumptions.
4. Evidence of anticipated fundraising contributions, if claimed in this application.
5. A sound facilities plan, including backup or contingency plans, if appropriate.

**X. *Management and Operation:*** Provide information on the management and operation of the public charter school. The following components must be addressed to the extent the applicant is able, pending negotiations with the local school board:

1. Background on proposed founding management committee members and, if identified, the proposed public charter school leadership and management team.
2. An organization chart that clearly presents the public charter school's organization structure, including lines of authority and reporting between the management committee; staff; any related bodies, such as advisory bodies or parent and teacher councils; and any external organizations that will play a role in managing the public charter school.
3. A clear description of the roles and responsibilities for the management committee, the public charter school's leadership and management team, and any other entities shown in the organizational chart.

4. The proposed governing bylaws.
5. An explanation of any partnerships or contractual relationships central to the school's operations or mission.
6. A detailed public charter school start-up plan, identifying tasks, timelines, and responsible individuals.
7. The public charter school's proposed calendar and a sample daily schedule.

**XI. *Employment Terms and Conditions:*** At the discretion of the local school board, charter school personnel may be employees of the local school board, or boards, granting the charter. Any personnel not employed by the local school board shall remain subject to the provisions of Sections [22.1-296.1](#), [22.1-296.2](#), and [22.1-296.4](#). The following components must be addressed:

1. The public charter school's leadership and teacher employment policies.
2. Plans for recruiting and developing the public charter school's leadership and staff.
3. A staffing chart for the school's first year and a staffing plan for the term of the contract.

**XII. *Insurance:*** Describe the insurance coverage that the public charter school will obtain.



## 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 by the public charter school to carry out the provisions of the law. By signing and submitting this application for a public charter school, the applicant expressly assures the Board that:

1. No tuition will be charged to students attending the public charter school.
2. Public charter schools are subject to the same civil rights, health, and safety requirements applicable to other public schools in the Commonwealth.
3. No public charter school shall discriminate against any individual on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services or any other unlawful basis, and each public charter school shall be subject to any court-ordered desegregation plan in effect for the school division.
4. No public charter school shall discriminate against any student on the basis of limited proficiency in English, and each public charter school shall provide students who have limited proficiency in English with appropriate services designed to teach such students English and the general curriculum, consistent with federal civil rights laws.
5. No public charter school shall engage in any sectarian practices in its educational program, admissions or employment policies, or operations.
6. The public charter school policies and procedures will comply with the federal *Family Educational Rights and Privacy Act* (FERPA) and the records retention schedules for public schools, and that such policies and schedules will be acceptable to the local education agency.
7. The public charter school programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the federal *Americans with Disabilities Act* (ADA), the federal *Individuals with Disabilities Education Improvement Act* (IDEA), Section 504 of the federal *Rehabilitation Act of 1973*, and the *Virginia Freedom of Information Act*.
8. Management committees of public charter schools are subject to and shall comply with the Virginia Freedom of Information Act (§ **2.2-3700** et seq.).
9. The applicant has knowledge of and will comply with the *Virginia Conflict of Interest Act*.
10. Transportation will be provided consistent with state law and regulation. (Sections [22.1-176](#), [22.1-182](#), [22.1-186](#), [22.1-191](#), [22.1-221](#), [22.1-216](#), [22.1-218](#), *Code of Virginia* and the Virginia Board of Education's [Regulation Governing Pupil Transportation](#)).
11. The applicant will provide information regarding the proposed term of its contract with a local school board and notification of closure, should the charter be revoked or fail to be renewed. (Section [22.1-212.12](#), *Code of Virginia*).
12. Public charter schools are subject to all federal laws and authorities as set forth in the charter contract with the local school board.
13. Public charter schools are subject to the student assessment and accountability requirements applicable to other public schools in the Commonwealth, but nothing in this article precludes a public charter school from establishing additional student assessment

measures that go beyond state requirements if the school's authorizer approves such measures.

### **Assurances Approved by the Virginia Board of Education**

By signing and submitting this application for a public charter school, the applicant expressly assures the Board that:

1. Within 90 days of approval of a charter application, the local school board and the management committee of the approved public charter school shall execute a charter contract that clearly sets forth (i) the academic and operational performance expectations and measures by which the public charter school will be judged; and (ii) the administrative relationship between the local school board and public charter school, including each party's rights and duties. Such 90-day period may be extended by a period not to exceed 30 days by mutual agreement of the parties. Such performance expectations and measures shall include applicable federal and state accountability requirements and may be refined or amended by mutual agreement after the public charter school has collected baseline achievement data for its enrolled students.
2. The academic and operational performance expectations and measures in the charter contract shall be based on a performance framework that clearly sets forth the academic and operational performance indicators, measures, and metrics that will guide the local school board's evaluations of each public charter school. The performance framework shall include indicators, measures, and metrics for:
  - a. Student academic proficiency;
  - b. Student academic growth;
  - c. Achievement gaps in both proficiency and growth between the major student subgroups based on gender, race, poverty status, special education status, English learner status, and gifted status;
  - d. Attendance;
  - e. Recurrent annual enrollment;
  - f. Postsecondary education readiness of high school students;
  - g. Financial performance and sustainability; and
  - h. The performance and stewardship of the management committee, including compliance with all applicable laws, regulations, and terms of the charter contract.
3. The performance framework shall allow the inclusion of additional rigorous, valid, and reliable indicators proposed by a public charter school to augment external evaluations of its performance, provided that the local school board approves the quality and rigor of such indicators and such indicators are consistent with the purposes of this article.
4. The performance framework shall require the disaggregation of all student performance data by major student subgroups based on gender, race, poverty status, special education status, English language learner status, and gifted status.
5. Annual performance targets shall be set by each public charter school and the local school board and shall be designed to help each school meet applicable federal, state, and local school board expectations.
6. The charter contract shall be signed by the chair of the local school board and the president or chair of the public charter school's management committee.

7. Within ten days of executing a charter contract, the local school board shall submit to the Board written notification of the charter contract execution, including a copy of the executed charter contract and any attachments.
8. No public charter school shall commence operations without a charter contract executed in accordance with this section and approved in an open meeting of the local school board.
9. If the charter application proposes a program to increase the educational opportunities for at-risk students, including those proposals for residential charter schools for at-risk students, the local school board or relevant school boards, as the case may be, on behalf of the public charter school, shall also request that the Board approve an Individual School Accreditation Plan for the evaluation of the performance of the school as authorized by the Standards of Accreditation pursuant to 8 VAC 20-131-280 C of the Virginia Administrative Code.
10. Any material revision of the terms of the contract may be made only with the approval of the local school board or relevant school boards and the management committee of the public charter school.
11. If the application is approved by a local school board, all requests for waivers from the Virginia Board of Education will be made by the local school board, on behalf of the applicant, no later than six months prior to the opening date of the school. (This does not preclude a public charter school from working with the local school board to request additional waivers once the school is operational.)
12. The public charter school will comply with all provisions of the Virginia Board of Education's [Regulations Governing Special Education Programs For Children With Disabilities in Virginia](#).

Pursuant to the requirements, I hereby certify that to the best of my knowledge the information in this application is correct, and that the applicant has addressed all application elements that pertain to the proposed public charter school, and that the applicant understands and will comply with the assurances listed above. The application and appendices are WEB accessible. Sign and provide title and date below.

Name of Authorized Official:

Title:

Signature of Authorized Official:

Date: