

# ALEXANDRIA CITY PUBLIC SCHOOLS

## CHARTER SCHOOL INFORMATION and APPLICATION

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## **CHARTER SCHOOL POLICY**

### **Purpose**

In order to (I) encourage the development of innovative programs; (II) provide opportunities for innovative instruction and student assessment; (III) provide parents and students more choices; (IV) provide innovative scheduling, structure, and management; (V) encourage performance-based educational programs; (VI) establish high standards for teachers and administrators; and (VII) develop models for replication in other public schools, the Alexandria City School Board shall receive and consider applications for the establishment of charter schools.

### **Definition of Charter School**

A charter school is a public, non-sectarian alternative school located within the Alexandria City school division. A charter school may not be home-based and may be created as a new school or by converting all or part of an existing public school. Conversions of private schools or home-based programs shall not be permitted.

The total number of charter schools that may be established in the school division shall be in compliance with State law. The total number of charter schools per division must not exceed ten percent of the total number of schools within the division or two, whichever is greater. One-half of the total number of charter schools in the division shall be reserved for schools designed to increase the educational opportunities of at-risk students.

All charter schools shall be subject to federal and state law, regulations, and constitutional provisions prohibiting discrimination in admissions, employment, or operation on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services. Charter schools shall also be subject to any court-ordered desegregation plan in effect in the school division.

### **Application**

Any person, group, or organization may submit a pre-application and an application for the formation of a charter school. The applicant must complete the entire application process in the format provided in Exhibit LC-E2 and LC-3. The School Board shall establish a Review Committee consisting of appropriate school personnel, a local business representative, and a resident charter school proponent to evaluate charter school pre-applications and applications. The superintendent, with approval from the School Board, shall designate the chairman of the review committee who shall act as the contact person for answering questions about the application process and receiving applications. The review committee shall work cooperatively with applicants for charter schools. When a pre-application or application is incomplete, the review committee shall request the necessary information; an incomplete pre-application or an application is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable time frame (established by the Review Committee) then the application may be denied.

The Review Committee shall (1) evaluate all charter school pre-applications and applications based on the review criteria adopted by the School Board; (2) recommend one of the following options to the School Board for each application: approve, reject, place on a waiting list, or return with suggestions for improvement; (3) monitor charter school progress; and (4) make recommendations for revocation, renewal, or non-renewal of charter contracts.

The Alexandria City School Board shall require the Superintendent to establish a regulation for receiving, reviewing, and ruling on applications for the establishment of charter schools. Such regulation must include a time line for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. The School Board shall approve any such regulation and any modifications thereto. A copy of the regulation, including the review criteria, shall be available to any interested party upon request.

### **School Board Decision**

Written notice of the School Board's decision shall be sent to the applicant, and if the application is denied, the written notice shall include the reasons for the denial. Priority shall be granted to applications designed to increase the educational opportunities of at-risk students. The School Board decision whether to grant or deny an application shall be final.

### **Charter Contract**

Upon approval of a charter application, the School Board and the management committee of the charter school shall enter into a contract which contains all agreements between the School Board and the charter school; the approved application shall serve as the basis for the contract, but will not be incorporated into the contract. If there is any conflict between the application and the contract, the contract will take precedent. The charter contract shall also include other provisions negotiated by the School Board or its designee. A charter may be granted for up to three years. Any material revision of the charter contract shall be made in writing and must be approved by the School Board and the management committee of the charter school.

### **Waivers of School Board and State Regulation**

A charter school may operate free from School Board policies and state regulations, except the Standards of Quality, Standards of Accreditation and Standards of Learning, as agreed in the charter contract. The School Board shall request from the Board of Education, on behalf of its charter schools, waivers from state regulation contained in each approved charter application. If the charter school is designed to increase the opportunities of at-risk students, then the School Board shall request that the Board of Education approve an Individual School Accreditation Plan.

### **Management and Operation**

A charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school, and representatives of any community sponsors, or any combination thereof. A charter school shall be responsible for its own operations. However, a charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services; services provided by the School Board must be provided at cost.

### **Personnel**

Charter school personnel shall be employees of the School Board and shall be selected as agreed in the charter contract. Professional, licensed employees currently employed by the School Board may volunteer for assignment to a charter school and may be assigned by the School Board to a charter school for one contract year and reassigned annually upon the request of the employee and management committee.

Professional, licensed employees assigned to a charter school shall receive the same employment benefits as such personnel assigned to non-charter schools. Professional, licensed personnel who request assignment to a non-charter school or who are not recommended for reassignment in the charter school, other than for reasons cited in Sections 22.1-307 of the Code of Virginia, shall be transferred to a non-charter school according to School Board policy.

The School Board has the final authority to assign professional, licensed personnel to charter or other schools within the division.

### **Funding**

Charter schools shall be funded as provided by law and negotiated in the charter contract.

### **Renewal Procedures**

An existing charter school seeking renewal must provide the following information to the Board:

A written request for renewal submitted during the last academic year of the charter term but no later than 180 calendar days prior to expiration of the charter;

A report on the progress of the school in achieving the goals, objectives, student performance standards, content standards, and other terms of the charter contract;

A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools or other comparable organizations; and

Any additional information the Board may request to assist in its determination of the renewal application.

### **Revocation of a Charter**

A charter may be revoked or not renewed without appeal if the Board determines that it is no longer in the interest of the students residing within the City of Alexandria School Division to continue the operation of the charter school.

In addition, a charter may be revoked or not renewed without appeal if the Board determines the school did any of the following:

- Committed a violation of any of the conditions, standards, or procedures set forth in the

- charter contract;
- Failed to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- Failed to meet generally accepted standards of fiscal management; or
- Violated any provision of law from which the charter school was not specifically exempted.

If a charter contract is revoked or not renewed, or a charter school is dissolved, the management committee shall be responsible for all financial obligations of the charter school.

### **Reports**

The School Board shall report to the State Board of Education the following:

if it grants charter applications;

the maximum number of charters that may be granted;

the number of charters granted and whether any of those granted are designed to increase the educational opportunities of at-risk students;

an annual evaluation of each charter school;

an annual comparison of the performance of charter school students and students enrolled in regular schools; and,

the number of students enrolled in each charter school at the end of the school year.

### **ADOPTED:**

**LEGAL REFERENCE:**     *Code of Virginia*, 1950, as amended, Sections 22.1-212.5 *et seq.*

## **CHARTER SCHOOL REGULATIONS**

### **A. Establishment of a Review Committee**

Prior to consideration by the Board, all charter school pre-applications and applications shall be examined by a Review Committee. The Review Committee will include school personnel in the areas of curriculum and instruction, special education, finance, transportation, and human resources or other areas deemed necessary by the superintendent; a local business representative; and a charter school advocate who resides in the City of Alexandria. The superintendent shall designate the school personnel; the School Board shall appoint the business representative and the charter school advocate.

The Superintendent with the approval of the School Board shall designate the chairman of the Review Committee. The Review Committee's Chairman shall act as the contact person for answering questions about the entire application process and receiving applications.

### **B. Waivers of Local Policy**

1. Applicants who desire waivers from Alexandria City School Board Policies should request such a waiver. The School Board reserves to itself the final decision regarding granting any waivers from Alexandria City School Board policies.

### **C. Submission of Charter School Pre-Application**

1. An original, completed application plus 2 copies must be submitted to the Clerk of the School Board. Applicants must submit a copy of the pre-application in electronic form for posting on the ACPS website.
2. The pre-application copies must be delivered no later than 4:30 p.m. August 15, 2002.
3. Pre-application deadlines may be extended only by mutual agreement. A non-refundable pre-application fee of \$100.00 must be submitted with the completed pre-application.

### **D. Review of Charter School Pre-Applications**

1. The pre-application review committee chairman shall distribute copies of each pre-application to the members of the pre-application review committee. Each pre-application review committee member shall rate each component of the pre-application.
2. The pre-application review committee shall notify the public regarding receipt of any charter school pre-applications and request written comment from the public. Copies will be available in the public libraries, each school library in the division, the clerk's office, the superintendent's office, and on the district website. Additionally, the Pre-Application Review Committee will make copies of the applications available at \$1.00 per page to interested persons.
3. The Pre-Application Review Committee will make their recommendations to the Board within forty-

five (45) calendar days after the closing date for the pre-application based on the results of their pre-application ratings.

**E. Rating of Charter School Pre-Applications by Review Committee**

1. Each member of the Pre-Application Review Committee will rate the charter school pre-application based on the information required to be in the pre-application. For each Subsection in File No. LC-E2 (I through V), each member of the Pre-Application Review Committee will assign a numerical rating based on the completeness and quality of the information provided in that subsection. These ratings will be totaled such that each member of the Pre-Application Review Committee assigns a score to the pre-application of 0 to 100. The overall score of the Charter School Pre-Application will fall between 0 and 100, and be based on the average rating of the Pre-Application Review Committee members. Any pre-application that is missing any of the information outlined in File No. LC-E2 will be considered incomplete and will receive an overall rating of zero.
2. In reviewing and ruling on charter school pre-applications, the Board will use the following criteria:
  - a. Whether the Pre-Application Review Committee finds that the pre-application meets the component objectives set forth in LC-E2, “the Application Rating Form” and recommends approval;
  - b. Whether establishment or operation of the proposed charter school is inconsistent with the Virginia Charter Schools Act or any federal or Virginia State laws concerning civil rights;
  - c. Whether the establishment or operation of the proposed charter school would be in the best interests of the students and residents of the City of Alexandria;
  - d. The overall rating that the pre-application package receives.
3. If an application is rejected, the Board shall document and present to the applicant the reasons for denial.

**F. Submission of Charter School Application**

1. An original, completed application plus 40 copies must be submitted to the Clerk of the School Board. Applicants must also submit a copy of the application in electronic form for posting on the ACPS website.
2. The application copies must be delivered no later than 4:30 p.m., February 28, 2003.
3. Application deadlines may be extended only by mutual agreement. A non-refundable application fee of \$500 must be submitted with the completed application.

### **G. Review of Charter School Applications**

1. The Review Committee Chairman shall distribute copies of each application (not the pre-application) to the members of the Review Committee. Each Review Committee member shall rate each component objective of the application.
2. The Review Committee shall notify the public regarding receipt of any charter school applications and request written comment from the public. Copies will be available in the public libraries, each school library in the district, the clerk's office, the superintendent's office, and on the district website. Additionally, the Review Committee will make copies of the applications available at \$1.00 per page to interested persons.
3. After reviewing each application, the Review Committee shall schedule an interview with each applicant. The public shall be notified of the time and date of such interviews.
4. For applicants who propose to open a charter school for the 2004-2005 school year or subsequent years, the interview shall be scheduled within ninety (90) calendar days of the application deadline.
5. The Review Committee will make their recommendations to the Board within thirty (30) calendar days after the interview, based on the results of their application ratings, community input, and interviews.

### **H. Rating of Charter School Applications by Review Committee**

1. Each member of the Review Committee will rate the charter school application based on the information required to be in the application. For each Subsection in File No. LC-E3 (I through XXII), each member of the Review Committee will assign a numerical rating based on the completeness and quality of the information provided in that subsection. These ratings will be totaled such that each member of the Review Committee assigns a score to the application of 0 to 500. The overall score of the Charter School Application will fall between 0 and 500, and be based on the average rating of the Review Committee members. Any application that is missing any of the information outlined in File No. No. LC-E3 will be considered incomplete and will receive an overall rating of zero.
2. In reviewing and ruling on charter school applications, the Board will use the following criteria:
  - a. Whether the Review Committee finds that the application meets the component objectives set forth in LC-E3 "the Application Rating Form" and recommends approval;
  - b. Whether scheduled deadlines have been met;
  - c. Whether establishment or operation of the proposed charter school is inconsistent with the Virginia Charter Schools Act or any federal or Virginia State laws concerning civil rights;
  - d. Whether the establishment or operation of the proposed charter school would be in the best interest of the students and residents of the City of Alexandria.
  - e. The overall rating that the application package receives.

3. After giving reasonable public notice, the Board will hold a public hearing to rule on all charter applications.
4. The School Board hearing shall be held within sixty (60) calendar days of receipt of the Review Committee's recommendations.
5. Within thirty (30) calendar days of the public hearing the School Board may take any of the following actions with respect to each application:
  - a. accept without conditions;
  - b. accept with conditions;
  - c. reject;
  - d. place on a waiting list; or
  - e. return with request for additional information.
6. If an application is rejected, the Board shall document and present to the applicant the reasons for denial.
7. A charter may be granted for a period not to exceed three academic years.

#### **I. Renewal Procedures**

An existing charter school seeking renewal must provide the following information to the Board:

1. A written request for renewal submitted during the last academic year of the charter term but no later than 180 calendar days prior to expiration of the charter;
2. A report on the progress of the school in achieving the goals, objectives, student performance standards, content standards, and other terms of the charter contract;
3. A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools or other comparable organizations; and
4. Any additional information the Board may request to assist in its determination of the renewal application.

#### **J. Revocation of a Charter**

1. A charter may be revoked or not renewed without appeal if the Board determines that it is no longer in the interest of the students residing within the City of Alexandria School Division to continue the operation of the charter school.
2. In addition, a charter may be revoked or not renewed without appeal if the Board determines the

school did any of the following:

- a. Committed a violation of any of the conditions, standards, or procedures set forth in the charter contract;
- b. Failed to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- c. Failed to meet generally accepted standards of fiscal management; or
- d. Violated any provision of law from which the charter school was not specifically exempted.

**K. Appeals**

All decisions of the School Board to grant, revoke, or not renew a charter shall be final and not subject to appeal.

## CHARTER SCHOOL PRE-APPLICATION/APPLICATION TIME LINE

June 15, 2002	School Board announcement to receive Charter School pre-applications
August 15, 2002	Deadline for all Charter School pre-applications. Pre-applications should be directed to the Clerk of the Alexandria School Board no later than the close of business on August 15, 2002.
October 15, 2002	Review Committee completes reviews, rates pre-applications and makes recommendations to the School Board.
December 2002	School Board makes decision on the Charter School pre-applicants that may continue the application process.
February 28, 2003	Deadline for all Charter School applications. Applications should be directed to the Clerk of the Alexandria School Board no later than the close of business on February 28, 2003.
April 2003	Review Committee reviews and rates Charter School applications and interviews each applicant.
May 2003	Review Committee makes Charter School recommendations to School Board.
September 2003	The Board, after giving reasonable public notice, shall hold a public hearing to rule on all charter applications.
October 2003	The Board will take one of the following actions on the application(s): accept without conditions, accept with conditions, reject, place on a waiting list, or return with request for additional information.
September 2004	Opening of approved charter school(s).

**This time line applies only to pre-applications and applications for an opening date in September 2004. The dates on this time line take precedence over the narrative time frame in LC-R.**

**Proposal for a Two-Tiered Process for Applying for Permission  
to Develop and Implement a Charter School in the  
Alexandria City Public Schools**

INTRODUCTION

The Alexandria City Public School Board will consider applications for the development and implementation of new Charter Schools. The opportunity to establish charter schools will be limited.

A maximum of two applications will be approved for implementation; one must be for at-risk students. It is not possible to predict the extent of interest that may exist among community members for charter schools. A pre-application process will be used to identify proposals for charter schools that most closely meet the criteria for approval and warrant further consideration.

Any person, group or organization may submit A PRE-APPLICATION (Tier One) for the formation of a charter school. Applicants must follow state law and School Board policy regarding charter schools. An original plus two copies of the pre-application and an electronic copy must be submitted, along with a non-refundable application fee of \$100.00.

Once a pre-application has been rated, the person, group or organization may be invited to submit a charter school application (Tier Two) to The Review Committee. An original plus 40 copies of the application and an electronic copy must be submitted, along with a non-refundable application fee of \$500.00. Applicants must follow the application format provided in this document.

**Tier One  
Charter School Pre-Application**

**DUE DATE:** \_\_\_\_\_

**Submit an original plus two copies of this pre-application  
and an electronic copy, along with a non-refundable pre-application fee of \$100.00.**

This pre-application should be submitted to the Clerk of the School Board, Alexandria City Public Schools, Alexandria, Virginia.

Please complete the following.

Name of Person and/or Organization Submitting this Pre-Application:	Address:
Name of Contact Person: (If different from person submitting this Pre-Application)	Address:
Contact Person's Telephone Number: (include area code)	Fax Number: (include area code)
Signature of Person Submitting this Pre-Application:	Date:

\_\_\_\_\_  
Signature of Authorized ACPS Official

\_\_\_\_\_  
Date Pre-Application Received

## **I. STATEMENT OF NEED**

Describe the needs the proposed Charter School will seek to address. The description should include:

- the goals and educational objectives of the school;
- the target population to be served with references to ACPS demographics (e.g., ethnicities, gender, ages, etc.);
- the needs to be addressed; and
- sources of information used to determine needs (e.g., SOL scores, CRT scores, etc.).

## **II. PROGRAM OVERVIEW**

Based upon the statement of needs, describe (in 500 to 750 words) the primary focus of the proposed Charter School. The description should include:

- an explanation of how the program components will address the delineated needs; and
- a comparison/contrast between the program(s) of the proposed school and program(s) within existing ACPS schools.

### **III. SCHOOL PROFILE**

Identify and describe the **student population**. The description should include:

- the grade levels and numbers of students to be served;
- special provisions for at-risk students; and
- any other specific characteristics of the population.

Identify and describe the **faculty and staff**. The description should include:

- the number and type of positions to be assigned; and
- the selection criteria for making staff selections.

#### **IV. THE FACILITY**

Discuss the site of the proposed Charter School. Information should include

- a statement confirming that the site has been acquired (if applicable);
- a description of the acquired structure and its location (if applicable);
- a description of the plan for the acquisition of a facility (if applicable);
- documentation that the acquired or proposed space and facilities will meet the needs of the academic program;
- documentation that the acquired or proposed space will comply with applicable building codes and standards; and
- a description of plans for maintaining the acquired or proposed facility.

## V. THE BUDGET

Provide a budget narrative which includes:

- a breakdown and brief description of each item included in the budget categories (see Form V.a) **NOTE: Totals on both pages must be the same, including start-up costs;**
- the sources and amounts of projected revenue; and
- a fiscal plan outlining procedures relative to managing accounts receivable and accounts payable.

**V.a. BUDGET SUMMARY**

The totals on this form must be the same as those included in Component V, Budget Narrative

OBJECT CODE	EXPENDITURE ACCOUNTS (a)	Amount Proposed for First Year (12 months) of Operation			
		Salaries (b)	Contracted Services (c)	Other Services (d)	Total Amount (e)
1000	<b>PERSONNEL SERVICES</b>				
	Administration				
	Instruction				
2001	<b>EMPLOYEE BENEFITS</b>				
	Fixed Charges (Administrative and Instructional)				
3000	<b>PURCHASED/CONTRACTED SERVICES</b>				
	Evaluation Services				
	Professional Development				
	Program Activities				
4000	<b>INTERNAL SERVICES</b>				
	Pupil Transportation				
	Food Services				
	Other				
5000	<b>OTHER CHARGES</b>				
	Travel (Staff and Administrative)				
	Other				
6000	<b>MATERIALS AND SUPPLIES</b>				
	Administrative				
	Instructional				
8000	<b>CAPITAL OUTLAY</b>				
9000	<b>PARENTAL INVOLVEMENT</b>				
	<b>TOTAL PROJECT BUDGET</b>				\$

**V. a. (continued)**  
**BUDGET SUMMARY - REVENUE**

Accurately itemize the sources and amounts of expected revenue for the charter school.

REVENUE	AMOUNT

**CHARTER SCHOOL PRE-APPLICATION RATING FORM**  
**Alexandria City Public Schools**

**Applicant:** \_\_\_\_\_

**Total Points:** \_\_\_\_\_

**Review/Rater:** \_\_\_\_\_

<b>Components</b>	<b>Component Objectives (to what degree is each component objective being satisfied)</b>	<b>Points Awarded*</b>	<b>Total Earned</b>
<b>I. Statement of Need</b> The pre-application clearly identifies needs to be addressed.	Is the need realistic? -----	<b>0 1 2 3 4 5</b>	
	Is the need based on accurate information? -----	<b>0 1 2 3 4 5</b>	
	Is there a demand among the target population? -----	<b>0 1 2 3 4 5</b>	
	Has the applicant shown evidence of researching ACPS demographics? -----	<b>0 1 2 3 4 5</b>	
	Has the applicant shown evidence of looking at the results of ACPS student SOL and/or CRT scores? -----	<b>0 1 2 3 4 5</b>	
	Do the goals and educational objectives meet or exceed the requirements of the SOLs and SOAs? -----	<b>0 1 2 3 4 5</b>	
<b>II. Program Overview</b> The program focus is clear and specific. The program components address the delineated needs.	Do the elements of the proposal fit together? -----	<b>0 1 2 3 4 5</b>	
	Is the proposal complete and feasible, and does it address the delineated needs? -----	<b>0 1 2 3 4 5</b>	
	Is the proposal clear and specific? -----	<b>0 1 2 3 4 5</b>	
	Does the proposed school offer something different from existing schools in ACPS? -----	<b>0 1 2 3 4 5</b>	
<b>III. School Profile</b> A. The student population is identified and described.	Is the targeted student population designated? -----	<b>0 1 2 3 4 5</b>	
	Does the school intend to increase the educational opportunity of at-risk students? -----	<b>0 1 2 3 4 5</b>	
B. The proposed faculty and staff are identified and described.	Does the proposal contain high professional standards for teachers and staff? -----	<b>0 1 2 3 4 5</b>	
	Are staffing assignments clearly identified? -----	<b>0 1 2 3 4 5</b>	
<b>IV. The Facility</b> Issues related to the acquisition and use of the proposed facility are clearly described.	Is space adequate for the proposed program and student population? -----	<b>0 1 2 3 4 5</b>	
	Does the proposal contain a plan to ensure facility's compliance with local building codes and health and safety requirements? -----	<b>0 1 2 3 4 5</b>	
	Are arrangements for school maintenance appropriate? -----	<b>0 1 2 3 4 5</b>	
<b>V. Budget</b> Budgeted items and services directly relate to the needs and program of the school.	Is the budget reasonable and viable? -----	<b>0 1 2 3 4 5</b>	
	Are revenues appropriately estimated? -----	<b>0 1 2 3 4 5</b>	
	Is there a plan for auditing and reporting to the Board? -----	<b>0 1 2 3 4 5</b>	
<b>TOTAL POINTS</b>			

\* Refer to the Charter School Pre-Application Scoring Rubric to score each objective. The scoring scale is from 0 to 5, with 5 as the highest score.

**Tier Two  
Charter School Application**

**Submit an original plus forty copies of this application  
and an electronic copy, along with an a non-refundable application fee of \$500.00.**

This application should be submitted to the Clerk of the School Board, Alexandria City Public Schools, Alexandria, Virginia by September 30, 2002.

**Information Required to be in the Application**

**APPLICANT INFORMATION**

Name of Person and/or Organization Submitting this Application:	Address:
Name of Contact Person: (If different from person submitting this Application)	Address:
Contact Person's Telephone Number: (include area code)	Fax Number: (include area code)
Signature of Person Submitting this Application:	Date:

\_\_\_\_\_  
Signature of Authorized ACPS Official

\_\_\_\_\_  
Date Application Received

**I. STATEMENT OF PURPOSE**

Describe the mission and vision of the proposed charter school, including any specific area of concentration (*i.e.*, math and science, technology, or the arts). This statement should include the core philosophy or purpose of the school as well as a description of the target student population, including whether the school intends to increase the opportunities of educationally at-risk students. This statement must be consistent with the Standards of Quality, the Standards of Accreditation and Standards of Learning, and the School Board's Strategic Plan in effect at the time of the application.

## **II. GOALS AND EDUCATIONAL OBJECTIVES**

Describe the goals and educational objectives of the proposed charter school. This section should include broad student achievement goals including the research which reflects the base for the charter school's educational program. The objectives should be expressed as concrete, measurable statements of what students should know and be able to do at various levels of education, and should identify practices that will improve teaching and enhance learning. As required by law, the objectives must meet or exceed the Standards of Learning.

### **III. EVIDENCE OF SUPPORT**

Describe the method used for dissemination of the mission/vision statement and admission process to the community along with the gathering of evidence of community support for the charter school. Explain how the admission process will be presented so all parents understand the process. Provide tangible evidence of support for the formation of the charter school from an adequate number of parents, teachers, students, or any combination thereof (such as petitions, signed letters of support, surveys, or minutes of a charter school organizational meeting). Document support from at least 50% of the school's teachers and parents if proposing the conversion of an existing school.

**IV. STATEMENT OF NEED**

Describe the need for a charter school. Please be sure to describe in detail how you determined the need, including the Alexandria City Public Schools' data sources used and a list of individuals and/or groups interviewed and/or surveyed.

**V. DESCRIPTION OF EDUCATIONAL PROGRAM, STUDENT PERFORMANCE STANDARDS, AND CURRICULUM**

Describe the curriculum and methods of instruction, including teaching materials and any innovative techniques to be used, and specific relevant educational models and approaches. List the student performance standards and how they were established. Describe how student achievement will be improved and documented using measurable and attainable standards. This section should also provide the school calendar. The elements in this section must meet or exceed applicable Standards of Quality, Standards of Accreditation, Standards of Learning, and the School Board's Strategic Plan in effect at the time of the application. The elements in this section must also reflect the mission, vision, goals, and objectives of the charter school.

**VI. STUDENT EVALUATION: ASSESSMENTS, TIME LINE AND CORRECTIVE ACTION**

Describe the plan for evaluating student performance throughout the school year, including the types of assessments that will be used to measure student progress toward achieving the stated student performance standards and educational goals. For secondary charter school applications, please provide a description of the method for determining that a student has satisfied the requirements for graduation and how the transfer of credits between schools will be accomplished. Include a time line for the achievement of the stated standards and goals and a procedure for corrective action and follow-up assessments if student performance falls below the stated standards and goals. This section should demonstrate how the charter school would be accountable to the School Board, parents, the community, and the state.

**VII. ADMISSIONS PROCESS**

Describe the student admission policy, including the student transfer process and the lottery (random) process to be used if there are more applicants than spaces available. Include a process to foster ethnic and socio-economic diversity in the student population. The admission policy should be tailored to meet the specific mission and goals of the charter school. The admission process must comply with federal and state laws and regulations regarding discrimination and any court-ordered desegregation plan in effect in the school division.

**VIII. FINANCIAL PLAN: EVIDENCE OF ECONOMICAL SOUNDNESS, PROPOSED BUDGET, AND ANNUAL AUDIT**

Provide a budget and any other information that illustrates the proposed charter school is economically sound for both the charter school and the school division. Include a three-year detailed list of sources of revenue and expenditures for the proposed charter school and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services provided by the school division, will be conducted. Anticipated gifts, grants, or donations and a student fee schedule (if applicable) should be included. Also, explain what contingencies are in place if the charter school does not receive the anticipated gifts, grants, or donations.

**IX. DISPLACEMENT PLAN: STUDENTS AND EMPLOYEES**

Describe a realistic displacement plan for students and employees who will be affected by the closing of the charter school, including a time line for the placement and/or transfer of staff and students. This section should also include a plan for the placement of students and employees if the charter school facility is destroyed (e.g., by flood or fire), unable to be occupied, or dissolved for any reason.

**X. MANAGEMENT AND OPERATION**

Describe, with the charter school mission and goals in mind, the management structure and operation of the charter school. Include the nature and extent of student, parental, professional educator, and community involvement. List the names and addresses of the proposed management committee. Only parents of students, students in the charter school, teachers and administrators working in the charter school, or representatives of any community sponsor may be members of the management committee. This section should include (1) a detailed description of the relationship between the management committee and the School Board, including the charter school spokesperson (*i.e.*, who is accountable to the School Board); (2) how the charter school will be accountable to the public, including a plan for compliance with the Virginia Freedom of Information Act and reporting requirements; (3) how the management committee is selected and its relationship to the teachers and administrators; (4) a description of the rules and procedures followed to arrive at policy and operational decisions; and (5) summaries of the job descriptions of key personnel, including the school coordinator/principal.

**XI. EMPLOYEE RELATIONS**

Explain the relationship that will exist between the charter school and its employees. Describe the expected standards for professional staff, including the charter school commitment to professional development activities. Describe the charter school human resource plan and policies that are in compliance with state and federal law. Describe the employee evaluation process. Include evidence that the terms and conditions of employment have been addressed with affected employees and that they meet the employment standards of the Alexandria School Board.

**XII. LEGAL LIABILITY AND INSURANCE COVERAGE**

Describe the arrangement between the charter school and the School Board regarding their respective legal liability and applicable insurance coverage. Insurance coverage should include health, property, and casualty (automobile liability, general liability, property, officer, and employee liability) and workers' compensation.

**XIII. TRANSPORTATION**

Describe the plan for transporting students, including those who have special transportation needs, to and from school, including arrangements made with the School Board, private providers, or parents.

**XIV. ASSURANCES**

Provide assurance that the charter school is non-sectarian and will not charge tuition by including a statement to that effect.

**XV. WAIVERS**

Describe and justify any waiver from School Board policies and state regulations that the charter school requests. The Standards of Quality, and by reference the Standards of Accreditation and Standards of Learning, may not be waived. Please note that state law only allows waivers of policy and regulation; no waiver of state statutes or federal statutes or regulations is permitted.

**XVI. DISCRIMINATION**

Provide assurance that the charter school will follow state and federal law prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services and shall be subject to any court-ordered desegregation plan in effect in the school division by including a statement to that effect.

**XVII. FACILITY**

Describe the facility (ies) to be used for the charter school or the plan for the acquisition of a facility. If the facility is not property of the school division, then the following must be provided: (1) a certificate of occupancy; (2) a health inspection certificate; (3) an annual fire certificate of inspection; (4) proof of compliance with federal, state, and local health and safety laws and regulations; and (5) a copy of the lease or contract under which the charter school will use the facility. If the facility is property of the school division, then describe plans, if any, for alteration or renovation. The School Board will not charge rent for available school division facilities.

**XVIII. HEALTH AND SAFETY**

Describe the procedures the charter school will implement to ensure the health, safety, and supervision of the students and employees, including how and if the management committee will conduct a state criminal record check on all employees; how the charter school will conduct fingerprinting and federal criminal record checks, if applicable; how the charter school will comply with the requirement to report child abuse; how the charter school will comply with Occupational Safety and Health Act requirements; and how the charter school will provide for consistent supervision of students.

**XIX. INDEMNITY**

Provide assurance that the School Board will be defended, held harmless, and indemnified against any claim, action, loss, damage, injury, liability, cost, or expense of any kind as a result of the operation of the charter school or actions by its agents, employees, invites, or contractors by including a statement to that effect.

**XX. SERVICES**

List the services and their estimated costs that the applicant wishes the School Board to provide; for example, food service, payroll, or conducting criminal background checks. Any service provided by the School Board will be provided at cost. Also, provide a comprehensive list of services that the applicant will retain from other providers.

**XXI. TIME LINE**

Provide a detailed time line, identifying each step required to establish the charter school, including, but not limited to, staff hiring, location, and purchase of materials, implementing the evaluation plan, obtaining necessary services, opening an appropriate facility, and consulting with experts, if necessary. Please remember that, as with establishing Regional Vocational and Governor's Schools, it will take approximately 8 to 12 months to implement the proposal. Also, indicate how the applicant will provide for unexpected contingencies.

**XXII. RENEWAL**

Assure that if the charter school wants to renew its contract, it shall apply at least six months prior to the expiration of the contract.

**CHARTER SCHOOL APPLICATION RATING FORM**  
**Alexandria City Public Schools**

**Applicant:** \_\_\_\_\_

**Total Points:** \_\_\_\_\_

**Reviewer/Rater:** \_\_\_\_\_

<b>Components</b>	<b>Component Objectives (to what degree is each component objective being satisfied)</b>	<b>Points Awarded*</b>	<b>Total Earned</b>
<b>Overall</b>	Do all of elements of the proposal fit together?	0 1 2 3 4 5	
	Is the proposal complete and feasible?	0 1 2 3 4 5	
	Is the proposal clear and specific?	0 1 2 3 4 5	
	Does the proposed school offer something different from existing schools?	0 1 2 3 4 5	
<b>Applicant Information</b>	Is there evidence that the applicants have the knowledge, skills, qualifications, and ability to implement the proposal?	0 1 2 3 4 5	
	Do the applicants have the experience in education to implement the proposal?	0 1 2 3 4 5	
	Do the applicants have expertise or access to expertise in the areas of finance, fund-raising, educational development, human resource management, and community involvement?	0 1 2 3 4 5	
	Do the applicants have the ability for further recruitment of founders and organizers if necessary?	0 1 2 3 4 5	
<b>I. Statement of Purpose</b>	Is there a clearly articulated vision?	0 1 2 3 4 5	
	Do other elements of the application support the mission statement?	0 1 2 3 4 5	
	Does it meet or exceed the strategic plan of the School Board and the objectives enumerated in the charter school law (Code of Virginia) established by the School Board?	0 1 2 3 4 5	
	Is it consistent with the Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning?	0 1 2 3 4 5	
	Are the targeted student populations and specific areas of concentration designated?	0 1 2 3 4 5	
	Does the proposed school intend to increase the educational opportunities of at-risk students?	0 1 2 3 4 5	
<b>II. Goals and Educational Objectives</b>	Do they meet or exceed the requirements of the Standards of Learning?	0 1 2 3 4 5	
	What is the likelihood that the school will meet the goals and objectives?	0 1 2 3 4 5	
	What is the likelihood that the school will improve educational results for students?	0 1 2 3 4 5	
	Are they clear, measurable, and sound goals for building an educational program?	0 1 2 3 4 5	
	Do they promote high student expectations and achievement?	0 1 2 3 4 5	
	Do research and experience indicate that the goals and objectives are appropriate for the target population?	0 1 2 3 4 5	

Components	Component Objectives (to what degree is each component objective being satisfied)	Points Awarded*	Total Earned
<b>III. Evidence of Support</b>	Is there an articulated plan for disseminating the mission statement and the admission process to the community?	0 1 2 3 4 5	
	Is there an articulated plan for collecting the evidence of support from the community?	0 1 2 3 4 5	
	Is there tangible evidence of sufficient support to open and maintain the charter school?	0 1 2 3 4 5	
	Is the extent of community support sufficient?	0 1 2 3 4 5	
	If the conversion of an existing school to a charter school is proposed, do fifty percent of the school's teachers and fifty percent of the parents of the school's students support the conversion of an existing school to a charter school?	0 1 2 3 4 5	
	Do the parents of the existing school's students understand the charter school's admission process?	0 1 2 3 4 5	
<b>IV. Statement of Need</b>	Is the need realistic?	0 1 2 3 4 5	
	Is the need based on accurate information?	0 1 2 3 4 5	
	Is there a demand among the target population?	0 1 2 3 4 5	
	Has the applicant shown evidence of researching ACPS demographics?	0 1 2 3 4 5	
	Has the applicant shown evidence of looking at the results of ACPS student SOL scores?	0 1 2 3 4 5	
	Do the goals and educational objectives meet or exceed the requirements of the SOLs and SOAs?	0 1 2 3 4 5	
<b>V. Description of Educational Program, Student Performance Standards, and Curriculum</b>	Does the description meet or exceed the requirements of the applicable Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning?	0 1 2 3 4 5	
	Is the educational program based on a sound educational model or approach?	0 1 2 3 4 5	
	Do the educational program, standards, and curriculum reflect the mission, goals, and objectives?	0 1 2 3 4 5	
	Do the curriculum and educational program offer an alternative to what is offered currently?	0 1 2 3 4 5	
	Has the applicant demonstrated how student achievement will be improved?	0 1 2 3 4 5	
	Are the standards measurable and attainable?	0 1 2 3 4 5	
<b>VI. Student Evaluation: Assessments, Time line, and Corrective Action</b>	Will the proposed assessments accurately measure pupil progress and achievement toward the stated standards and goals?	0 1 2 3 4 5	
	Are the assessments paced throughout the school year?	0 1 2 3 4 5	
	Are the assessments well-developed and comprehensive for measuring achievement?	0 1 2 3 4 5	
	Is the time line for achievement realistic?	0 1 2 3 4 5	
	Is proposed corrective action well-developed?	0 1 2 3 4 5	
	Will the proposed corrective action yield results?	0 1 2 3 4 5	
<b>VII. Admission Process</b>	Does it comply with state and federal charter school laws?	0 1 2 3 4 5	
	Does it comply with state and federal laws, regulations, and constitutional provisions regarding discrimination and any court-ordered desegregation plan?	0 1 2 3 4 5	

Components	Component Objectives (to what degree is each component objective being satisfied)	Points Awarded*	Total Earned
	Is it consistent with the mission?	0 1 2 3 4 5	
	Does the proposal demonstrate a solid plan to attract sufficient students to open and maintain the school?	0 1 2 3 4 5	
	Does the process foster an ethnic and socio-economically diverse student body?	0 1 2 3 4 5	
	Is there a timely and realistic procedure for admitting students, including transfer students?	0 1 2 3 4 5	
<b>VIII. Financial Plan: Evidence of Economic Soundness, Proposed Budget, and Annual Audit</b>	Is the budget realistic, accurate, reasonable and viable, allowing for planning and start-up costs?	0 1 2 3 4 5	
	Will the establishment of the charter school have a negative fiscal impact on the school division? (Note: Funding and service agreements shall not constitute a financial incentive or disincentive to the establishment of a charter school.)	0 1 2 3 4 5	
	Does the budget provide for services required by special needs students?	0 1 2 3 4 5	
	Is reliance on anticipated grants and private funding realistic, and does the plan provide for contingencies?	0 1 2 3 4 5	
	Are students fees acceptable?	0 1 2 3 4 5	
	Is there a plan based on generally accepted accounting principles for reporting financial information to the School Board on a monthly basis and in an annual audit?	0 1 2 3 4 5	
	Is the manner of audit and reporting clear and understandable?	0 1 2 3 4 5	
<b>IX. Displacement Plan: Students and Employees</b>	Is the plan realistic?	0 1 2 3 4 5	
	Does the plan provide adequate time to transfer employees and implement due process for licensed employees who will be laid off or not renewed?	0 1 2 3 4 5	
	Does the plan provide enough time for students to be placed in appropriate schools?	0 1 2 3 4 5	
	Will employees and students be treated fairly and equitably?	0 1 2 3 4 5	
<b>X. Management &amp; Operation</b>	Is the management structure consistent with the mission, goals and objectives?	0 1 2 3 4 5	
	Does it help fulfill the mission?	0 1 2 3 4 5	
	Are roles and responsibilities clearly defined?	0 1 2 3 4 5	
	Is the method of management workable and realistic?	0 1 2 3 4 5	
	Is there a committee of parents, teachers, and students involved in decision-making?	0 1 2 3 4 5	
	Is there a clear description of how the committee will be chosen, what the term limits will be, and the committee's relationship to teachers and administrators?	0 1 2 3 4 5	
<b>XI. Employee Relations</b>	Does the proposal contain high professional standards for teachers and staff?	0 1 2 3 4 5	
	Is there a commitment to professional development?	0 1 2 3 4 5	
	Has the applicant demonstrated that quality staff will be attracted to the school?	0 1 2 3 4 5	
	Has the applicant developed an adequate human resources plan, including appropriate policies that are in compliance with state and federal law?	0 1 2 3 4 5	

Components	Component Objectives (to what degree is each component objective being satisfied)	Points Awarded*	Total Earned
	Does the proposal provide for state and federal, if applicable, social services and criminal background checks of employees, and how those will be conducted?	0 1 2 3 4 5	
	Is there an appropriate evaluation process for all employees?	0 1 2 3 4 5	
	Have affected employees been notified of the terms and conditions of employment?	0 1 2 3 4 5	
	Can the proposed staff meet the employment standards of the parent division, including salaries and benefits?	0 1 2 3 4 5	
<b>XII. Legal Liability and Insurance Coverage</b>	Are the School Board and the School Division sufficiently protected from legal liability?	0 1 2 3 4 5	
	Is the charter school insurable?	0 1 2 3 4 5	
	Has the charter school planned for adequate insurance coverage?	0 1 2 3 4 5	
<b>XIII. Transportation</b>	Does the proposal provide equal access for all students?	0 1 2 3 4 5	
	Is the proposal a workable, fair, non-discriminatory, and cost-effective arrangement for safely transporting students to and from school?	0 1 2 3 4 5	
<b>XIV. Assurances</b>	Is the applicant committed to establishing a non-sectarian school?	0 1 2 3 4 5	
	Does the applicant agree not to charge tuition?	0 1 2 3 4 5	
<b>XV. Waivers</b>	Are the waivers (if any) necessary to fulfill the mission or achieve the goals and objectives of the school?	0 1 2 3 4 5	
<b>XVI. Discrimination</b>	Does the applicant demonstrate a commitment and willingness not to discriminate and to accommodate the needs of special students?	0 1 2 3 4 5	
	Does the applicant have the knowledge and resources to comply with the Rehabilitation Act of 1973 and the Americans with Disabilities Act?	0 1 2 3 4 5	
<b>XVII. Facility</b> Part A: For applicants who have a facility, a site visit will be conducted to determine the following:	Is the space adequate for the proposed program and student population?	0 1 2 3 4 5	
	Does the facility meet state building codes and Americans with Disabilities Act requirements?	0 1 2 3 4 5	
	Are the arrangements for facility maintenance appropriate?	0 1 2 3 4 5	
	Has required documentation been submitted (certificate of occupancy, certificate of health inspection, certificate of fire inspection, proof of compliance with federal, state, and local health and safety laws and regulations)?	0 1 2 3 4 5	
	Is the lease contract legal?	0 1 2 3 4 5	
<b>Facility</b> Part B: For applicants who have not yet acquired a facility:	What is the status of the effort to find a facility?	0 1 2 3 4 5	
	Does the applicant have a realistic estimate of the space needed?	0 1 2 3 4 5	
	Is the applicant aware of state building codes and Americans with Disabilities Act requirements?	0 1 2 3 4 5	
	Is there a plan for facility maintenance?	0 1 2 3 4 5	
	Is the applicant aware of the legal documentation that must be submitted before the charter school opens?	0 1 2 3 4 5	

<b>Components</b>	<b>Component Objectives (to what degree is each component objective being satisfied)</b>	<b>Points Awarded*</b>	<b>Total Earned</b>
<b>Facility</b> Part C: For all applicants:	Does the applicant understand the legal requirements for a public school building?	0 1 2 3 4 5	
	Does the applicant have the means to ensure the facility's compliance with local building codes and health and safety requirements?	0 1 2 3 4 5	
	Will the facility and/or its location help fulfill the mission?	0 1 2 3 4 5	
<b>XVIII. Health and Safety</b>	Are adequate procedures proposed to ensure the health and safety of students and employees?	0 1 2 3 4 5	
	Are there provisions for consistent supervision of students?	0 1 2 3 4 5	
<b>XIX. Indemnity</b>	Is the applicant legally binding itself to defend, hold harmless, and indemnify the school division and the School Board?	0 1 2 3 4 5	
<b>XX. Services</b>	Has the applicant obtained appropriate services from reliable providers?	0 1 2 3 4 5	
	Can the charter school afford to purchase necessary services from the school division?	0 1 2 3 4 5	
<b>XXI. Time Line</b>	Is there a complete, specific and realistic time line for starting a school?	0 1 2 3 4 5	
	Does the timetable provide for unexpected contingencies?	0 1 2 3 4 5	
<b>XXII. Renewal</b>	Does the applicant understand when renewal is required?	0 1 2 3 4 5	
<b>TOTAL POINTS</b>			

\*Refer to the Charter School Application Scoring Rubric to score each objective. The scoring scale is from 0 to 5, with 5 as the highest score.

## CHARTER SCHOOL PRE-APPLICATION AND APPLICATION SCORING RUBRIC

Number of Points	Descriptor	Full Explanation
5 points	Exemplary Response	Response is clear, concise, complete, and effectively explained.
4 points	Meets Expectations	Response is fairly clear, concise, complete, and effectively explained.
3 points	Minor Flaws but Satisfactory	Response states the issues but explanation is incomplete or somewhat unclear.
2 points	Serious Flaws but Somewhat Satisfactory	Response omits significant aspects of the issue.
1 point	Unsatisfactory	Response does not address the issue.