

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:
 1. Whether the Pre-Application Review Committee finds that the pre-application meets the component objectives set forth in LC-E2, A the Application Rating Form@ and recommends approval;
 2. 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;
 3. 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;
 4. 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:
 1. Whether the Review Committee finds that the application meets the component objectives set forth in LC-E3 Athe Application Rating Form@ and recommends approval;
 2. Whether scheduled deadlines have been met;
 3. 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;
 4. 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.

5. 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:

1. accept without conditions;
2. accept with conditions;
3. reject;
4. place on a waiting list; or
5. return with request for additional information.

6. If the 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:

1. Committed a violation of any of the conditions, standards, or procedures set forth in the charter contract;
2. Failed to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
3. Failed to meet generally accepted standards of fiscal management; or
4. 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.