### virginia department of education

**LABORATORY SCHOOLS COMMITTEE**

### CRITERIA CHECKLIST WORKSHEET

The criteria checklist is a worksheet to assist the Virginia College Partnership Laboratory Schools Committee of the Board of Education in the review of any Laboratory School Proposal. In addition to the proposal and the Department of Education Criteria Checklist Worksheet, the Committee may request additional clarification on any required application components.

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| **required application Elements** | | | **Reference Pages in Application** | | | | **does the response appear to meet the criterion** | **comments** |
| *ELEMENT 1: EXECUTIVE SUMMARY* | | | | | | | | |
| 1. Provided a description of the need and purpose of the Lab School. | | |  | | | | * **Yes** * **No** * **Insufficient Details** |  |
| 1. Indicates a clear description of the goals and objectives of the Lab School. | | |  | | | | * **Yes** * **No** * **Insufficient Details** |  |
| 1. Summarizes the instructional plan for the Lab School. | | |  | | | | * **Yes** * **No** * **Insufficient Details** |  |
| 1. Overview of the sustainability plan for the Lab School. | | |  | | | | * **Yes** * **No** * **Insufficient Details** |  |
| *ELEMENT 2: MISSION AND VISION* | | | | | | | | |
| 1. A description of the Lab School’s mission and vision and how it is consistent with the 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** * **No** * **Insufficient Details** |  |
| 2. A description of any specific area of academic concentration. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 3. The Lab School’s core philosophy. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 4. Information about the Lab School’s targeted student population. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| ***ELEMENT 3: EDUCATIONAL PROGRAM*** | | | | | | | | |
| 1. A description of the Lab School’s academic program and how it is aligned with state standards. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 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** * **No** * **Insufficient Details** |  |
| 3. A plan for using internal and external assessments to measure and report student progress in accordance with the SOL. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 4. 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** * **No** * **Insufficient Details** |  |
| 5. 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** * **No** * **Insufficient Details** |  |
| 6. 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** * **No** * **Insufficient Details** |  |
| 7. The proposed calendar and sample daily schedule. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 8. A description of the performance-based goals and related measurable educational objectives to be achieved by the Lab School. (See § 22.1-253.13:1 B of the Code of Virginia.) | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 9. 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** * **No** * **Insufficient Details** |  |
| 10. 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** * **No** * **Insufficient Details** |  |
| 11. A description of any assessment other than the SOL that may be used to measure progress during the academic year. | | | |  | | | * **Yes** * **No** * **Insufficient Details** |  |
| 12. 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** * **No** * **Insufficient Details** |  |
| 13. 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** * **No** * **Insufficient Details** |  |
| 14. 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** * **No** * **Insufficient Details** |  |
| *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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| *ELEMENT 5: MANAGEMENT STRUCTURE* | | | | | | | | |
| 1. Staffing chart for the Lab School’s first year and a staffing plan for the term of the contract. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 2. Plans for recruiting and developing Lab School leadership and staff. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 3. 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** * **No** * **Insufficient Details** | |  |
| 4. 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 7. A plan to provide high-quality professional development programs. (See § 22.1-253.13:5 of the Code of Virginia.) | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 8. Provisions for the evaluation of staff at regular intervals. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 9. Provisions for a human resource policy for the Lab School that is consistent with state and federal law. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 10. 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** * **No** * **Insufficient Details** | |  |
| 11. Notification to all Lab School employees of the terms and conditions of employment. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 12. 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** * **No** * **Insufficient Details** | |  |
| 13. 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** * **No** * **Insufficient Details** | |  |
| 14. 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** * **No** * **Insufficient Details** | |  |
| 15. 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** * **No** * **Insufficient Details** | |  |
| 16. A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 17. A description of co-curricular and extracurricular programs and how these programs will be funded and delivered. | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 18. A general description of any operational 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). | |  | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| *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** * **No** * **Insufficient Details** | |  |
| 2. Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 3. Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 4. Evidence of anticipated fundraising contributions, if applicable. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 5. A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 10. A description of food service operations and all other significant operational or ancillary services to be provided. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| *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** * **No** * **Insufficient Details** | |  |
| 2. A notification process for parents/guardians of students attending the Lab School and teachers and administrators of the termination or revocation of the contract. |  | | | | | * **Yes** * **No** * **Insufficient Details** | |  |
| 3. A 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| *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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |
| 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** * **No** * **Insufficient Details** | |  |