

CHARTER SCHOOL REGULATIONS

ALEXANDRIA CITY PUBLIC SCHOOLS CHARTER SCHOOL APPLICATION ADDENDUM

Any person, group or organization may submit an application for the formation of a charter school. Applicants must follow state law and School Board Policy LC regarding charter schools. A complete Alexandria City Public Schools Charter School Application (“Application”) consists of (i) the Applicant’s Virginia Public Charter School Application package submitted to the State Board of Education, (ii) the result of the State Board of Education’s review of the Applicant’s state application, and (iii) the Alexandria City Public Schools Charter School Application Addendum prepared in accordance with this policy.

Applications must be received by the Chief Accountability Officer on or before September 1 prior to the year in which the charter school desires to open. An original plus three copies of the application must be submitted. A non-refundable application fee of \$2,000 shall be submitted with the application. Applicants must follow the application addendum format provided below.

I. Applicant Information

List the name, address, phone number and qualifications of the applicant(s) and designate an applicant contact person.

II. Facility

Describe the facility/facilities 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 ease 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.

III. Enrollment Lottery Process

In the case of the conversion of an existing public school, describe how students who attend the school and the siblings of such students shall be given the opportunity to enroll in advance of the lottery process.

IV. 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. Also, list services and their estimated costs that will be provided by others.

V. Timeline

Provide a detailed timeline, 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 at least 8-12 months to implement the proposal.**

VI. Health and Safety

Describe the procedures the charter school will implement to ensure the health and safety 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; and how the charter school will comply with Occupational Safety & Health Act requirements.

VII. Indemnity

Assure 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, invitees, or contractors.

VIII. 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.

IX. Emergency Displacement Plan: Pupils and Employees

Describe the 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 the management and operation of the charter school, including the nature and extent of parental, professional educator, and community involvement. List the names and addresses of the proposed 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, the Virginia Public Records 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 leader/principal.

XI. 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 detailed sources of revenue and expenditures for the proposed term of the charter (at most five years) 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 should be included.

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. Waivers

Charter Schools must adhere to all School Board policies unless policies are explicitly stated within this section and subsequently approved by the committee. If applicable, 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. With the exception of the Virginia Public Procurement Act, no waiver of state statutes or federal statutes or regulations is permitted.**

XIV. Discrimination

Assure that the charter school will follow state and federal law prohibiting discrimination on the basis of disability, race, creed, color, gender, gender identity, gender expression, sex, sexual orientation, national origin, pregnancy, marital status, status as a parent, religion, ancestry, political affiliation, or the need for special education services and shall be subject to any court-ordered desegregation plan in effect in the school division.

XV. Signatures

The Applicant hereby certifies that the information and assurances contained within the *Virginia Public Charter School Application* submitted on behalf of the proposed charter school to the Virginia Board of Education and the information contained in this *Public Charter School Application Addendum* is correct.

<u>Name of Authorized Official:</u>	<u>Title of Authorized Official:</u>
<u>Signature of Authorized Official:</u>	<u>Date:</u>

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 Sub-section 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.~~