

LOUDOUN COUNTY CHARTER SCHOOL APPLICATION

Any person, group or organization may submit an application for the formation of a charter school. Applicants must follow Virginia state law and Loudoun County School Board policy regarding charter schools. Applications must be received eighteen (18) months prior to the anticipated opening of the charter school. An original plus six (6) copies of the application must be submitted. An application fee of \$1,000.00 shall be submitted with the application. Applicants must follow the application format provided below.

I. Applicant/Contact Person

Name: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Background and Experience:

II. Mission Statement

Describe the mission 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 the target student population, including whether the school intends to increase the opportunities of educationally at-risk students. As required by law, the mission must be consistent with the Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning.

III. Statement of Need

Describe the need for the charter school and how that need was determined.

IV. Evidence of Support

Provide tangible evidence of support (such as a petition, signed letters of support, surveys, or minutes of a charter school organizational meeting) for the formation of the charter school.

V. Goals and Educational Objectives

Describe the goals and educational objectives of the proposed charter school. This section should include broad student achievement goals. The objectives should be expressed as a concrete, measurable statement of what students should know and be able to do at various levels of education and identify practices that will improve teaching and enhance learning. As required by law, the objectives and goals must meet or exceed the requirements of the Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning.

VI. Description of Education, Pupil Performance Standards, and Curriculum

Describe the curriculum and the methods of instruction, including teaching materials and any unique instructional techniques to be used. List the pupil performance standards and how they were established. This section should also provide the school calendar. As required by law, the elements in this section must meet or exceed the applicable requirements of the Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning.

VII. Pupil Evaluation: Assessments, Timeline, and Corrective Action

Describe the plan for evaluating student performance, including the types of assessments that will be used to measure student progress toward achieving the stated pupil performance standards and educational goals. Applications for secondary charter schools must describe 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 timeline for the achievement of the stated standards and goals and a procedure for corrective action if student performance falls below the stated standards and goals. This section should demonstrate how the charter school will be accountable to the Loudoun County School Board, parents, the community, and the state.

VIII. Admissions Process

Describe the student admission policy, including the lottery (random) process to be used if there are more applicants than spaces available. If applicable, the admission policy may be tailored to meet the specific mission and goals of the charter school. However, any admission process must be consistent with federal and Virginia state laws and regulations and constitutions regarding discrimination. This section should include a time frame for registering and admitting students and explain how the school will seek a cross-section of the community's children, including at-risk students. Describe how transfers of students between charter schools and non-charter schools will be accomplished and how students enrolled after the start of the school year will be accommodated. Please provide a copy of the parent enrollment forms and paperwork.

IX. Discrimination

Assure that the charter school will follow state and federal laws prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services.

X. Displacement Plan: Pupils and Employees

Describe the displacement plan for students and employees who will not attend or be employed in the charter school and for the placement of students and employees upon termination or revocation of the charter. This section should also include a plan for the placement of students and employees if the charter school facility is destroyed (i.e. by flood or fire), unable to be occupied, or dissolved for any reason.

XI. 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, which may include only parents of students in the charter school, teachers and administrators working in the charter school, or representatives of any community sponsor. This section should include (1) a detailed description of the relationship between the management committee and the Loudoun County 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 leader/principal.

XII. Employee Relations

Explain the relationship that will exist between the charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees. Terms and conditions of employment must be consistent with the Loudoun County School Board personnel policies and practices.

XIII. 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; 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.

XIV. 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 Loudoun County 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.

XV. Assurances

Assure that the charter school is non-religious and will not charge tuition by including a statement to that effect.

XVI. Legal Liability and Insurance Coverage

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

XVII. Indemnity

Assure that the Loudoun County 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.

XVIII. Facility

Describe the proposed 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 Loudoun County School Board, then the following must be provided before operation: (1) a certificate of occupancy; (2) a health inspection certificate; (3) an annual certificate of fire inspection; (4) proof of compliance with federal, Virginia, and Loudoun County 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 Loudoun County School Board, then describe plans, if any, for alteration or renovation.

XIX. Services

List the services and their estimated costs that the applicant wishes the Loudoun County School Board to provide (food service, accounting, maintenance, etc.). Any services provided by the Loudoun County School Board will be at cost. Also, list services and their estimated costs that will be provided by others.

XX. Transportation

Describe the plan for transporting students to and from school, including arrangements to be made with the Loudoun County School Board, private providers, or parents.

XXI. Waivers

Describe and justify any waiver from Loudoun County School Board policies and Virginia 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 does not permit the waiver of state or federal statutes.

XXII. Timeline

Provide a detailed timeline, identifying each step required to establish the charter school, including but not limited to the opening of an appropriate facility, staff hiring, locating and purchasing materials, obtaining necessary services, implementing the evaluation plan, and consulting with experts, if necessary.

XXIII. 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.