**Application for Innovation School or Innovation School Zone**

**Cover Page and Checklist**

When submitting an Innovation Plan to the Colorado State Board of Education, please use this cover page and checklist to organize the Innovation Plan. Innovation Plans should be submitted to the School of Choice office at SOC@cde.state.co.us. *Please do not submit files via DropBox or Zip files*. We recommend that, when sending large files, you send a follow-up email to confirm receipt of your submission. For more information about the submission process, please see CDE’s Fact Sheet, [Innovation Act Waiver Requests](http://www.cde.state.co.us/choice/innovationactwaiverguidancefactsheet).

***Please provide the following information in the plan to help CDE review your Innovation Plan as efficiently as possible. For Innovation Zone applications, the following information must be provided for each school that is a part of the zone.***

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School district: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact for Innovation Plan (name, title, and email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is this plan for a new school or an existing school? **New / Existing**
	1. If the plan is for an existing school, please provide the most recent data concerning:
	2. Total student enrollment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Percentage of enrolled students who are:

|  |  |
| --- | --- |
| American Indian/Alaska Native: \_\_\_\_\_ | Hispanic/Latino \_\_\_\_\_ |
| Asian \_\_\_\_\_ | White \_\_\_\_\_ |
| Black \_\_\_\_\_ | Two or more races \_\_\_\_\_ |
| Hawaiian/Pacific Islander \_\_\_\_\_ |  |

* 1. Percentage of enrolled students who are:

|  |  |
| --- | --- |
| Free/Reduced-Price Lunch Eligible \_\_\_\_\_ | Gifted students \_\_\_\_\_ |
| English Learners (NEP,LEP,FEP,M1/M2) \_\_\_\_\_ | Students with disabilities (IEP) \_\_\_\_\_ |

1. Has the school applied for status as an Alternate Education Campus (AEC)? **Yes / No**
	1. If yes, please explain: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Has the school been assigned to a Priority Improvement or Turnaround plan? **Yes / No**
	1. If yes, for how many consecutive years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Is the school currently or has it previously participated in CDE’s Turnaround Network? **Yes / No**
4. Is the school a recipient of the federal School Improvement Grant (1003(g))?  **Yes/ No**
5. Has the school previously requested and/or received other waivers from state law? **Yes / No**
	1. If yes, please explain: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Innovation Application Checklist**

***When reviewing an Innovation Plan for completeness, CDE will verify that the plan includes each of the following components:***

|  **√** | **Plan Component** | **Description** |
| --- | --- | --- |
|  | Signed board resolution | *The school’s local school board must have adopted and signed a resolution signaling approval of the Innovation Plan and the intent to submit the plan to the State Board of Education for approval.*  |
|  | Mission and connection to plan | *A statement of the school’s mission and why designation as an Innovation School would enhance its’ ability to achieve its mission.* |
|  | Planned innovations | *A description of the innovations the school would implement, which may include, but need not be limited to (C.R.S. 22-32.5-104(3)(b)):** *innovations in school staffing;*
* *curriculum and assessment;*
* *class scheduling;*
* *use of financial and other resources;*
* *faculty recruitment, employment, evaluation, and compensation;*
* *formation of a community school;*
* *alternative governance for innovation school zones;*
* *and implementation of transformational school strategies such as:*
	+ *shared leadership,*
	+ *culturally relevant curriculum,*
	+ *student and family supports,*
	+ *positive discipline practices, and*
	+ *family and community engagement.*
 |
|  | Anticipated improvements | *A description of the improvements in academic achievement that the school expects to achieve as a result of the innovations. For example, a school may expect to see a narrowing in achievement gaps, or a decreased dropout rate, or increased scores on state assessments.* |
|  | For Community Schools, the plan implements the following:  | * *School engages at least 75% of families, students, and educators;*
* *Contains annual asset and needs assessment;*
* *A strategic plan for continuous improvement with problem-solving teams, clear roles for educators and community partners, and the plan utilizes key tools and lessons from improvement science in the continuous improvement process;*
* *A process to engage partners in implementing school’s goals; and*
* *A community school coordinator who will facilitate problem-solving teams and assemble stakeholders to solve problems identified in strategic plan and the annual asset and needs assessment.*
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|  | Affected programs, policies and/or operational documents | *A list of the programs, policies, and/or operational documents at the school that would be affected by the innovations, and how these would be affected. For example, if a school proposes to extend the school year, that would affect the school’s calendar. Other examples of programs/policies/documents that may be affected include:** *the research-based educational program the school would implement;*
* *the length of the school day and year at the school;*
* *student promotion and graduation policies;*
* *assessment plans; and*
* *staffing and/or compensation plans.*
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|  | Waivers from state statute/rules and district regulations/policies | *A listing of any state statutes or rules and any district policies or regulations that would need to be waived for the public school to implement its identified innovations.* |
|  | Replacement plans for each waiver from state law | *Each district that submits a plan on behalf of a school or zone shall specify the manner in which the Innovation School or Zone shall comply with the intent of the waived state statutes or rules and shall be accountable to the state for such compliance.* |
|  | Waivers from collective bargaining agreement  | *A description of any provision of the collective bargaining agreement (CBA) at the school that would need to be waived for the school to implement its identified innovations.* |
|  | Cost savings and increased efficiencies | *An estimate of the cost savings and increased efficiencies that the school expects to see as a result of the innovations, if any. If the applicant does not expect any cost savings or increased efficiencies, the plan should indicate this.* |
|  | School’s prior year budget (for existing school) and a proposed budget | *The proposed budget must account for funding required for innovations to be implemented. This budget should include all costs associated with innovations, including staffing costs, and information about any local, state, federal or private funds the school anticipates receiving.*  |
|  | Administrators’ approval | *Evidence that a majority of the administrators employed at the school consent to designation as an Innovation School.* |
|  | Teachers’ approval | *Evidence that a majority of the teachers employed at the school consent to designation as an Innovation School. Note: for a school that is seeking to waive one or more provisions of a CBA, the plan must include evidence of approval from at least 60% of the members of the collective bargaining unit who are employed at the Innovation School. The approval must be gathered by means of a secret ballot vote.* |
|  | SAC approval | *Evidence that a majority of the school accountability committee (SAC) for the school consent to designation as an Innovation School.* |
|  | Community support | *A statement describing the level of support for designation as an Innovation School demonstrated by other persons employed at the school, students and parents of students enrolled in the school, and the community surrounding the school.* |
|  | Additional requirements for ***Innovation Zone*** applications  | * *Each of the above components, for each school (i.e., consent from a majority of administrators, a majority of teachers and the SAC at each school);*
* *A description of how the schools will work together to achieve results that would be less likely if each school worked alone;*
* *An estimate of any economies of scale that may result from schools implementing innovations jointly; and*
* *A showing of how each school in the zone solicited input from students, parents, and community members concerning the selection of the schools in the zone and the strategies and procedures that would be used to implement and integrate innovations in schools within the zone.*
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|  | Additional requirements for **Innovation Zones with alternative governances**  | * *Explanation of how alternative governance will help achieve the vison and goals of the innovation zone;*
* *A description of the organization, the governing board, and governance structure;*
* *A description of the roles and duties of the organization’s governing board, which must include at least overseeing the implementation of the innovation plan and supporting academic progress;*
* *A description of the zone staffing structure and management the organization will provide;*
* *An accessible link to Federal Form 990, 990-EZ, or 990-PF on website;*
* *A description of the terms under and process by which a school within an innovation school zone may elect to leave the innovation school zone; and*
* *A description of the method the school district will use for determining the cost of services and a corresponding financial agreement with the innovation school zone.*
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