Fairfax County Public Schools

West Potomac Governor's Health Sciences Academy
Executive Summary
April 4, 2013

Partnership: Fairfax County Public Schools, Northern Virginia Community College Medical Education Campus (dental, nursing, paramedic, PT/OT), Howard University College of Dentistry, Virginia Commonwealth University School of Pharmacy, Columbia University College of Dental Medicine, University of Maryland School of Dentistry, Virginia Dental Association, Inova Health System, Capital Caring Hospice and Palliative Care, Walgreens

Lead/Fiscal Agent: Fairfax County Public Schools

Lead Contact Person:
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Academy Locations: West Potomac High School

Number Students: The Governor's Health Sciences Academy will have the capacity to enroll 375 students, grades 10 -12. During the initial school year (2013-2014) applications will be accepted for 175 students.

Career Pathways:
Diagnostic Services (2013-2014)
Health Informatics (2013-2014)
Therapeutic Services (2013-2014)
Support Services (2014-2015)
Biotechnology Research and Development (2015-2016)

Academy Goals and Description: The overall goals of the Governor's Health Sciences Academy are to provide expanded options for students' health science literacy and other critical knowledge, skills, and credentials that will prepare them for high-demand, high-wage, and high-skills health sciences careers in Virginia.

Specific Governor's Health Sciences Academy objectives include:

- Improve academic achievement of students in the Academy;
- Increase completion of dual enrollment courses;
- Provide work-based experiences for students through strong partnerships with businesses and health care institutions;
- Increase high school graduation rates;
- Reduce dropout rates; and
- Increase enrollment and retention in postsecondary education.

Program Highlights:

As a result of participating in the Governor's Health Sciences Academy, students will:

- Gain a deeper understanding of the skills and knowledge incorporated in their health sciences fields of study;
- Benefit from specialized, project-based courses which develop critical-thinking, problem-solving, and decision-making skills, preparing them for the 21st century world;
- Acquire greater communication and collaborative skills;
- Develop workplace readiness skills;
- Receive opportunities to earn industry certifications preparing them to be more competitive in the work force and when applying to advanced training schools or postsecondary institutions;
- Obtain meaningful hands-on experiences in their career pathway studies; and
- Benefit from opportunities for internships, mentorships, clinical, and cooperative experiences, providing the student with an advantage when entering postsecondary education and/or the workplace.

The State Council of Higher Education for Virginia

Review of Governor's STEM Academy Proposal

Name of Lead Entity on Proposal: *Fairfax County Public Schools*

Date of Review: May 8, 2013

The State Council of Higher Education for Virginia recommends approval of: *Governor's Health Sciences Academy at the West Potomac High School*

Peter Blake
Director

5/8/13
Date

Virginia Department of Education
Governor's Health Sciences Academy
Planning Grant
Proposal Review Checklist

For

West Potomac High School
Governor's Health Sciences Academy
Fairfax County Public Schools

Virginia Department of Education
Governor's Academy for Health Sciences
Planning Grant Proposal Review Checklist

I. Partnership Capacity

Partnerships desiring to implement a Governor's Academy for Health Sciences shall provide the Department of Education with evidence of the following:

Criteria	Documentation			Comments
	Full	Partial	None	
A. An active, ongoing planning committee, including a list of members and signed certifications from each that they are willing and able to serve in that capacity. At a minimum, members must represent regional K-12 education (superintendents or designee), higher education, healthcare agencies, and business and industry. All partners must be represented on the committee.	X			
B. An advisory committee, including a list of members and signed certifications from each that they are willing and able to serve in the capacity.	X			
C. A written memorandum of agreement among school divisions, local businesses, postsecondary institutions, and any other partners that outlines ways in which community resources will contribute to the Governor's Academy for Health Sciences to broaden the scope of students' educational experiences.	X			
D. A statement of assurances that the Governor's Academy for Health Sciences Planning Committee has reviewed provisions of *Administrative Procedures Guide for the Establishment of Governor's Academies for Health Sciences* and agrees to follow the guidelines set forth in the document (see appendix).	X			

Criteria	Documentation			Comments
	Full	Partial	None	
E. A statement of assurances that an ongoing Governing Board will be established to reflect current Board of Education regulations relative to jointly operated schools and programs (see appendix).				N/A
Comments:				

II. Need/Rationale for the Academy

Partnerships desiring to implement a Governor's Academy for Health Sciences shall provide the Department of Education with evidence of the following:

Criteria	Documentation			Comments
	Full	Partial	None	
A. Demonstration of the need/rationale for the Academy. This statement should be concise and state the major reasons to have a Governor's Academy for Health Sciences, including need at the state, regional, and local levels.	X			
B. A description of the enhanced or additional offerings in health sciences as well as in career and technical education that will meet the need described above.	X			
C. A fiscal agent that is a school division, including a certification that the division is willing and able to serve in that capacity.	X			
Comments:				

III. Program Description

Each regional Governor's Academy for Health Sciences planning committee shall develop cooperatively with at least two or more school divisions, business and industry, community, healthcare agencies, and higher education partners and have available for review and dissemination, a program description.

A. A statement of program goals addressing the following criteria:

Criteria	Documentation			Comments
	Full	Partial	None	
1. Rigorous academic content with career and technical instruction.	X			
2. For year one of implementation, at least two of the five pathways for health sciences are well articulated and fully developed and available to students. The remaining three pathways must be fully articulated and implemented within the next three years.	X			
3. Individualized high school plans to ensure course selections that are aligned with students' transition and career goals after high school.	X			
4. Evidence that graduates will complete a college and career readiness curriculum for a particular health science career pathway.	X			
5. Incorporation of *Virginia's Workplace Readiness Skills for the Commonwealth*.	X			
Comments:				

B. A statement of program objectives and performance measures to:

Criteria	Documentation			Comments
	Full	Partial	None	
1. Improve academic achievement of Academy students;	X			
2. Increase completion of dual enrollment courses;	X			
3. Provide work-based experiences for students through strong partnerships with businesses;	X			
4. Increase high school graduation rates;	X			
5. Reduce dropout rates;	X			
6. Increase enrollment and retention in postsecondary education;	X			
7. Increase the proportion of students completing a college and career readiness curriculum in high school;	X			
8. Reduce the proportion of students requiring remediation in college;	X			
9. Increase the number of industry certifications awarded to high school students; and	X			
10. Increase the number of graduates employed in high-wage, high-demand and high-skill careers.	X			
Comments:				

C. A brief description of the proposed program, including:

Criteria	Documentation			Comments
	Full	Partial	None	
1. Site location;	X			
2. Number of students to be served;	X			
3. Grade levels;	X			
4. Curriculum design including CTE and academic;	X			
5. List of courses to be delivered;				
6. Description of how/where the courses will be delivered. Courses may be delivered on a high school, technical center or community college campus, online, or in other innovative ways; and	X			
7. Designation of full-day or part-day, academic-year program.	X			
Comments:				

D. Evidence of participation in the Governor's Exemplary Standards Award Program for Career and Technical Education:

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

E. Program and course descriptions:

E.1. For year one of implementation, at least two of the five well-articulated career pathways in health sciences must be available for students. The remaining three health sciences pathways must be implemented within the next three years.

Each of the five health science pathways must meet the following criteria:

Criteria	Documentation			Comments
	Full	Partial	None	
Pathway #1 – Therapeutic Services				
a. Must include opportunities to earn industry credentials, postsecondary certificates, diplomas or associate degrees while in high school and pursue additional industry credentials and academic degrees at the associate, bachelors and graduate levels.	X			
b. Must be in a high demand health science field identified by a statewide authority or organization, such as the Virginia Economic Development Partnership as a strategic growth area for Virginia, or	X			
c. Must address regional and local work force demand in high-wage, high-skill occupations as identified by employers and work force officials.	X			
d. This career pathway should drive the innovative capacity of the region and/or state.	X			
Comments:				

Criteria	Documentation			Comments
	Full	Partial	None	
Pathway #2 – Diagnostic Services				
a. Must include opportunities to earn industry credentials, postsecondary certificates, diplomas or associate degrees while in high school and pursue additional industry credentials and academic degrees at the associate, bachelors and graduate levels.	X			
b. Must be in a demanded health science field identified by a statewide authority or organization, such as the Virginia Economic Development Partnership as a strategic growth area for Virginia, or	X			
c. Must address regional and local work force demand in high-wage, high-skill occupations as identified by employers and work force officials.	X			
d. This career pathway should drive the innovative capacity of the region and/or state.	X			
Comments:				

Criteria	Documentation			Comments
	Full	Partial	None	
Pathway #3 – Health Informatics				
a. Must include opportunities to earn industry credentials, postsecondary certificates, diplomas or associate degrees while in high school and pursue additional industry credentials and academic degrees at the associate, bachelors and graduate levels.	X			
b. Must be in a demanded health science field identified by a statewide authority or organization, such as the Virginia Economic Development Partnership as a strategic growth area for Virginia, or	X			
c. Must address regional and local work force demand in high-wage, high-skill occupations as identified by employers and work force officials.	X			
d. This career pathway should drive the innovative capacity of the region and/or state.	X			
Comments:				

Criteria	Documentation			Comments
	Full	Partial	None	
Pathway #4 – Support Services				
a. Must include opportunities to earn industry credentials, postsecondary certificates, diplomas or associate degrees while in high school and pursue additional industry credentials and academic degrees at the associate, bachelors and graduate levels.	X			
b. Must be in a demanded health science field identified by a statewide authority or organization, such as the Virginia Economic Development Partnership as a strategic growth area for Virginia, or	X			
c. Must address regional and local work force demand in high-wage, high-skill occupations as identified by employers and work force officials.	X			
d. This career pathway should drive the innovative capacity of the region and/or state.	X			
Comments:				

Criteria	Documentation			Comments
	Full	Partial	None	
Pathway #5 – Biotechnology Research and Development				
a. Must include opportunities to earn industry credentials, postsecondary certificates, diplomas or associate degrees while in high school and pursue additional industry credentials and academic degrees at the associate, bachelors and graduate levels.	X			
b. Must be in a demanded health science field identified by a statewide authority or organization, such as the Virginia Economic Development Partnership as a strategic growth area for Virginia, or	X			
c. Must address regional and local work force demand in high-wage, high-skill occupations as identified by employers and work force officials.	X			
d. This career pathway should drive the innovative capacity of the region and/or state.	X			
Comments:				

E.2. List of all requirements for successful program completion:

Requirement for Program Completion	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

E.3. Academy graduates must achieve one or more of the following benchmarks:

Criteria	Documentation			Comments
	Full	Partial	None	
a. Earn one or more industry certifications or state occupational licenses, and/or demonstrate competencies on an assessment instrument recognized by postsecondary institutions such as CLEP examinations, collaboratively designed or mutually approved end-of-course tests, college placement tests, or student portfolios reviewed by a team of college and high school faculty; **or**	X			
b. Earn at least nine transferable college credits as defined in the Early College Scholars program (includes dual enrollment, AP and other options); **or**	X			
c. Earn an Associate Degree.	X			
Comments:				

E.4. Significant work-based experience must be included representing additional instruction or training beyond the classroom such as:

Criteria	Documentation			Comments
	Full	Partial	None	
a. Cooperative Education; **or**	X			
b. Internships; **or**	X			
c. Job Shadowing; **or**	X			
d. Mentorships; **or**	X			
e. Project-based learning; **or**	X			
f. Service learning; **or**	X			
g. A combination of the above.				
Comments:				

F. Length of program and daily schedule
Governor's Academies for Health Sciences are defined by program content, not by the location or delivery system of courses. Evidence of the following must be submitted:

Comments	Documentation			Comments
	Full	Partial	None	
Designation of full-day or part-day, academic-year program.	X			

G. Assurance from the fiscal agent that on-going operating funds and facilities are available to support the Governor's Academy for Health Sciences and are adequate to meet the needs of the program.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			

H. Materials and equipment to be provided to accomplish program goals and objectives.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			

I. A brief description of the proposed program, including:

Criteria	Documentation			Comments
	Full	Partial	None	
1. A review of the Academy's policies, procedures, and outcomes;	X			
2. A review of the program design and instructional delivery;	X			
3. Consideration of feedback from students, staff, parents, the community, and partnership members, and	X			
4. Annual collection and reporting of data to the Department of Education related to student achievement, goal achievement, and other indicators.	X			
Comments:				

IV. Administrative Procedures

Each Governor's Academy for Health Sciences must develop and maintain procedures developed cooperatively with participation partners. There should be evidence of procedures in the seven areas that follow:

A. Partnerships – The role of business and industry, public school divisions, health science related agencies, and postsecondary institutions in the partnership, and where appropriate, should include the role of work force and economic development entities.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

B. Student recruitment, selection criteria, and admissions.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

C. Code of student conduct and attendance.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

D. Transportation provided by the appropriate school division is in compliance with all applicable federal and state regulations.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

E. Staff recruitment, selection, and assignment – The Governor's Academy for Health Sciences shall hire staff members who meet the Virginia teacher licensure requirements and/or postsecondary faculty qualifications. Where applicable, they must have industry-specific education with training and experience, including industry certification.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

F. Staff development – The program will provide appropriate staff training in addition to staff instructional planning time.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

G. Staff evaluation – Staff will be evaluated according to the human resources policies of the agency or institution employment Academy personnel.

Evidence	Documentation			Comments
	Full	Partial	None	
	X			
Comments:				

H. Parent, student and community involvement

Criteria	Documentation			Comments
	Full	Partial	None	
1. Preparation for entering the Academy should begin by eighth grade.	X			
2. Students, parents, teachers, and school counselors should work collaboratively to: a. Complete career interest inventories;	X			
b. Prepare academic and career plans outlining an intended course of study in high school;	X			
c. Review multiple postsecondary pathways and the steps required to pursue them;	X			
d. Participate in career assessments to identify areas students should strengthen to qualify for their selected health science pathway; and	X			
e. Discuss available diplomas, seals and other recognitions including admission to specialized programs such as Governor's Academies.	X			
Comments:				

V. Documentation of insurance, budget, and other fiscal information:

Criteria	Documentation			Comments
	Full	Partial	None	
Insurance	X			
Budget (from appendix)	X			
Budget Narrative	X			
Other				
Comments:				

West Potomac High School

Proposal to Establish a Governor's Health Sciences Academy

Fairfax County Public Schools
Fairfax, Virginia
April 25th, 2013

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The Fairfax County Governor's Health Sciences Academy
at West Potomac Academy

Introduction

West Potomac Academy is one of six academy programs within Fairfax County Public Schools (FCPS). West Potomac Academy's enrollment comes from 26 high schools within Fairfax County. Courses offered through West Potomac Academy include health and human service programs provided to approximately 650 students from ninth through twelfth grade. The Academy currently introduces students to the many occupations and services in the Therapeutic Services and Diagnostic Services career pathways. Health and human service courses offered at West Potomac Academy are:

- Introduction to Health and Medical Sciences
- Medical Terminology
- Medical Assistant
- Dental Assistant
- Pharmacy Technician
- Occupational Therapy/Physical Therapy

As a Governor's Health Sciences Academy, the West Potomac Academy would be able to enhance current programs already offered by the addition of personnel, equipment, and supplies. These items would support additional Health Science classes in the growing career pathways of Health Informatics, Support Services, Biotechnology Research & Development. The opportunity to provide instruction and encourage students to pursue careers in these areas will assist in filling the large work force deficit currently seen in the healthcare industry. Appendix B shows the Career Clusters and pathways as they relate to the programs offered at West Potomac Academy.

Rationale

An Allied Health Professions overview (July 2012, www.explorehealthcareers.org) stated that the current number of healthcare workers, although in the millions, is "just a

drop in the bucket in terms of how many allied health care workers are needed to meet current and future health care needs in America." As a Governor's Health Sciences Academy, with additional classes and funding support, West Potomac Academy would be able to aid Virginia and the nation in filling that work force "bucket."

"In Virginia, 13.8% of all jobs to be filled in the next four years are expected to be STEM-H. That number increases to 23% in Northern Virginia" (Chmura Economics and Analytics, 2012). It is imperative that high school students be exposed to the health sciences as a means of increasing knowledge and experiences that may lead to postsecondary degrees in these areas, thus helping to meet the needs of Virginia's work force.

Health sector employment is projected to increase to nearly 18.3 million jobs in 2020. "The total number of health care workers will increase by more than 4.7 million between 2010 and 2020. In addition, another 2.7 million health care workers will be needed to replace individuals expected to leave their jobs (e.g., retirements, attrition from the profession, etc.) over the same period" (BLS Occupational Projections 2010-2020). There is a great need to close the gap of a projected healthcare worker shortfall.

The proposed Governor's Health Sciences Academy will provide programming in the following five areas to meet the current and future hiring needs locally and of the Commonwealth:

- Therapeutic Services
- Diagnostic Services
- Health Informatics
- Support Services
- Biotechnology Research and Development

Fairfax County Public Schools will provide funding required to operate the Fairfax County Governor's Health Sciences Academy through local staffing, local allocated funding, and Perkins grant funding.

Goals and Performance Measures

The baseline data will be collected during the 2013-2014 academic year.

1. The percentage of students that receive a B or better in their Academy will increase by 10 percent over the next four years.
2. The Academy plans to increase the number of students receiving dual enrollment credits. The percentage of students receiving dual enrollment credits will increase by 20 percent over the next four years.
3. The number of students participating in internship opportunities will increase by 10 percent over the next four years.
4. The Academy will collect baseline data on the graduation rates of its Academy students during the 2013-2014 academic year.
5. Reduce the number of students dropping out of the Academy by five percent over the next four years.
6. The CTE department of Fairfax County Public Schools will conduct a survey of graduates to determine the retention in postsecondary institutions.
7. Increase the number of students successfully completing the health science courses by five percent over the next four years.
8. Baseline data will be collected on the pass rates of students completing the NVCC placement tests during the 2013-2014 academic year.
9. Increase the number of students receiving industry certifications by 10 percent over the next four years.
10. The CTE department of Fairfax County Public Schools will conduct a survey of graduates to determine the number of students employed in the health science career pathway fields.

Program Description

The proposed Governor's Health Sciences Academy program will build on the existing Fairfax County Public Schools health and medical sciences courses at West Potomac Academy. It will also include extensions with other CTE program areas, such as Engineering & Technology, Business and Information Technology and Marketing programs to provide opportunities outlined in the Commonwealth of Virginia's Plan of

Study pathways for Therapeutic Services, Support Services, Diagnostic Services, Health Informatics, and Biotechnology Research and Development.

The current courses of Introduction to Health and Medical Sciences and Medical Terminology will serve as foundational courses to Dental Assistant, Medical Assistant, Pharmacy Technician, Physical Therapy/Occupational Therapy (PT/OT), and the proposed Biotechnology course. The PT/OT program offered to FCPS high school students is available only at West Potomac Academy. A strong Engineering and Business/IT program that is already aligned with our program could easily be adjusted to meet the Health Informatics and Biotechnology Research and Development pathways if approved as a Governor's Health Sciences Academy.

Students from all FCPS high schools will be eligible to attend. Students will receive transportation to the Academy site (if student minimum numbers are met for transportation requirements) to attend daily 90-minute classes at the Academy.

Prerequisites are outlined per the Health Science pathway plan of study. Starting in middle school, students will be encouraged to explore and prepare to follow a career pathway. The specialized health and medical sciences classes are taught by licensed teachers with professional healthcare credentials and industry experience.

An extensive network of healthcare professionals, business and industry partners, and higher education professionals provide extended learning opportunities to students via field trips, guest speaker opportunities, job shadow experiences, and internships. Industry partners specializing in high-tech professions, highly ranked medical facilities, as well as federal government facilities close to FCPS give the students unique access to these professionals. FCPS faculty has access to top universities and healthcare facilities to keep abreast with cutting-edge health practices. The Northern Virginia business and higher education communities value and support K-12 education. Dual enrollment opportunities and postsecondary pathways currently exist for dental, pharmacy, and PT/OT courses and will continue to grow and develop. The proposed

Biotechnology course will be dually enrolled with NVCC, and the students may ultimately earn a master's degree from George Washington University.

Highly specialized equipment specific to the health career specialty field (dental, nursing, pharmacy, etc.) is available to enable students clinical lab practice in a safe and supervised learning environment. Opportunities are available for virtual and simulated experiences to further enhance learning. Co-curricular participation in Health Occupations Students of America (HOSA) provides leadership, service learning, networking, and other professional learning opportunities for students. The programs will follow the Health Science Career Cluster pathways to enable a smooth transition to postsecondary education.

To satisfy the needs of the state and nation in the areas of health science, FCPS will continue to provide quality instruction. FCPS looks forward to the opportunity to have a Governor's Health Sciences Academy at the West Potomac Academy site, to increase awareness of this growing and ever-changing field, to increase knowledge and applicable skills of young adults moving ahead in their health science pathway of choice, and to increase their connection with industry professionals who can direct and encourage them to pursue Health Sciences-related careers. These students will learn and train at the Academy to provide more than a "drop in the bucket" in meeting the future healthcare needs of Virginia and the nation.

West Potomac Academy Overview

Site Location: West Potomac High School. The Academy occupies 10 classrooms within a section of the high school. We are a school within a school, having a designated administrator, administrative assistant, school counselor, career experience specialist, a special education support teacher, two English as a second language teachers, and 10 teachers for the specified classes.

Number of students to be served: The Academy serves 594 students who take 735 courses. Students can access the Academy from all of the high schools in Fairfax

County. The enrollment in the Academy has increased almost 231 percent in the last 10 years.

Grade levels: The Academy currently serves students in grades nine (1 percent), 10 (6 percent), 11 (38 percent) and 12 (55 percent). The Academy enrollment numbers continue to increase each year and should continue to see similar percentage increases at each grade level.

Curriculum Design: The Academy will ensure that all courses offered to the students will have a curriculum addressing and providing instruction in Workplace Readiness Skills for the Commonwealth and competencies aligned with those identified by the Virginia Department of Education. Students will have the opportunity to receive certifications for the specific CTE classes they are enrolled in as well as the Virginia Workplace Readiness Skills Certification.

List of courses to be delivered: Dental Assistant, PhysicalTherapy/Occupational Therapy (PT/OT), Pharmacy Technician, Introduction to Medical Health Sciences, Medical Terminology, Medical Assistant, Early Childhood Careers, Advanced Information Systems, and STEM Engineering. The proposed Biotechnology course is anticipated for the 2013-14 academic year. Dual enrollment classes are offered in English 12 and Entrepreneurship. Advanced Placement courses are offered in Biology, Physics, Chemistry, Computer Science, Calculus, Statistics, English, Micro and Macro Economics.

Description of course delivery: The Academy courses will be held within West Potomac High School. Each certified teacher has the professional and educational background to provide students with instruction that satisfies competencies in the particular course identified by the Virginia Department of Education as well as providing instruction in workplace readiness skills.

The Academy instructional schedule provides students the opportunity to take classes embedded into the traditional high school schedule. Each class period is approximately 90 minutes and meets every other day for one credit or every day for two credits. The

instructional period provides time for practical/hands-on experiences, bringing relevance to academic concepts taught by the teacher.

Student Demographics School Year 2011-2012

West Potomac Academy	
Total Number of Students	656
Total by Grade Level	
9th Grade	3
10th Grade	37
11th Grade	252
12th Grade	364
Male Students	275
Female Students	381
Students receiving special education services	116
Students receiving ESOL support	282
Students by Ethnic Classification	
Hispanic	32%
Black	27%
White	27%
Other	14%

III–A Program Goals

Fairfax County Public Schools (FCPS) offers comprehensive health and medical sciences courses at several key Academy sites. West Potomac Academy currently offers rigorous Career and Technical Education courses, including Introduction to Health and Medical Sciences, Medical Terminology, Dental Assistant, Medical Assistant, Pharmacy Technician, and Physical Therapy/Occupational Therapy. Mathematics and core science concepts of algebra, anatomy and physiology, microbiology, chemistry, psychology, and sociology are integrated throughout the curricula and are presented using the health and medical sciences context. Clinical lab practice, coupled with opportunities for job shadowing in associated healthcare agencies, strengthen the students' knowledge base of medical laboratory procedures, pharmacological concepts, pathophysiology, and biotechnology principles. The 21st

century skills of creativity, collaboration, communication, and critical thinking are an integral part of each course.

The FCPS programs are poised to meet at least two of the five pathways for the Governor's Health Sciences Academy at the onset of the grant implementation, with courses currently in place at West Potomac Academy.

Currently, the Therapeutic Services pathway is fully developed and transitions with postsecondary programs in community colleges and four-year universities in pharmacy technician, dental assistant and physical/occupational therapy. At West Potomac Academy these programs include nationally accepted industry licensure or certification. The courses have been in place for several years, have community support, and are available to all FCPS high school students meeting the course prerequisites.

The Health Informatics pathway is developed and recently began implementation. Currently the course best aligned for that pathway is Pharmacy Technician, offered at West Potomac Academy. All Academy courses are available to all FCPS high school students meeting the course prerequisites.

Health Informatics, Support Services, and Biotechnology Research and Development pathways will be further developed and implemented into the program beginning in the 2013-14 academic year. The Health Informatics pathway will be the first course of the three pathways and courses will be offered beginning in the 2013-14 academic year. To implement the Health Informatics program, the recommended CTE courses: Computer Solutions and Input Technologies (middle school course), Introduction to Health and Medical Sciences, Medical Terminology, and Medical Assistant (which are currently offered) will be aligned with the Health Informatics pathway.

The Support Services pathway will be developed by including the currently offered Introduction to Health and Medical Sciences and Medical Terminology with Leadership Development, or Entrepreneurship and Computer Information Systems and Advanced Computer Information Systems. The Biotechnology Research and Development pathway will add to the existing Medical Terminology and Introduction to Health and

Medical Sciences by incorporating the following CTE courses: Computer Information Systems, Biotechnology Foundations and Biomedical Technician.

Students work with counselors at their home schools as well as have access to school counselors and career experience specialists at the Academy to assist them in planning their course selections. Students attending health and medical sciences courses at the Academy also have additional opportunities and activities specifically designed to enhance career opportunities and assist with their transitions to careers and college. Field trips, guest speakers, interdisciplinary projects, and HOSA local and district events support and enrich the students' academic, leadership, and workplace skills to facilitate postsecondary transition after high school.

Health and medical sciences students attending West Potomac Academy programs follow the Virginia Department of Education college and career readiness curriculum. Health and medical sciences faculty, with the added support of career experience specialists, school counselors, and administrators, use teaching and learning best practices and curriculum enhancements to ensure that students meet all competencies and have the opportunity to earn certification/licensures that fulfills the Health Science Career Pathway. Examples of some of the expanded learning opportunities include job shadowing, expert guest speakers, enhanced clinical lab experiences using state-of-the-art industry equipment, and faculty with industry experience.

The *Workplace Readiness Skills for the Commonwealth* (WRS) are incorporated into each FCPS CTE course. In-service training for faculty regarding implementation of workplace readiness skills are embedded into the annual Federal Program Monitoring Improvement that all CTE faculty must complete. The career experience specialists and Academy counselor assist teachers in providing activities that implement WRS in all health and medical sciences classes. Students will pass the WRS exam as part of each course to demonstrate their competencies in this area and earn certification.

Program and Daily Schedule

Enrolled students will attend Academy courses as part of their regular course load during the academic day. Their Academy course will be offered in a 90-minute block daily or on alternate days, depending on the course selected.

West Potomac Academy is attached to a comprehensive high school and acts as a "school within a school." They will take their core academic courses at their base schools but would have the option to enroll, instead, in the high school attached to the Academy.

Academy classes are offered three times a day:

7:20–9:00 a.m.
9:30–11:00 a.m.
11:30 a.m.–1:00 p.m.

(See Appendix A—Bell Schedule)

Course Sequence

Students are able to complete one or more Academy classes within the duration of their high school career provided they follow the track toward completing and passing the required courses for graduation. Most students will start an Academy program during their junior year.

Below are examples of a student enrolled in more than one Academy course. FCPS students take biology in the ninth grade. (Example provided for each Academy course)

DENTAL ASSISTANT

English /Language Arts	Mathematics	Science	Social Studies/Science	Recommended Electives	Recommended Career and Technical Course
10	Geometry	Chemistry	World History 2	P.E. 10	Introduction to Health & Medical Sciences and Medical Terminology
11	Algebra 2	Physics	US/VA History	Economics & Personal Finance	Dental Assistant 1
12	PreCalculus	Geosystems	Government	Sports Medicine	Dental Assistant 2

PHYSICAL/OCCUPATIONAL THERAPY – Accessible at West Potomac Academy

English /Language Arts	Mathematics	Science	Social Studies/Science	Recommended Electives	Recommended Career and Technical Course
10	(Geometry)	Chemistry	World History 2	P.E. 10	Introduction to Health and Medical Sciences/ Medical Terminology
11	Algebra 2	Physics	US/VA History	Econ & Personal Finance	PT/OT 1
12	PreCalculus	Geosystems	Government	PT/OT	PT/OT 2

PHARMACY TECHNICIAN

English /Language Arts	Mathematics	Science	Social Studies/Science	Recommended Electives	Recommended Career and Technical Course
10	Geometry	Chemistry	World History 2	P.E. 10	Introduction to Health and Medical Sciences/ Medical Terminology
11	Algebra 2	Physics	US/VA History	Econ & Personal Finance	Medical Assistant 1 & 2
12	PreCalculus	Geosystems	Government	Sports Medicine	Pharmacy Technician 1 & 2

MEDICAL ASSISTANT

English /Language Arts	Mathematics	Science	Social Studies/Science	Recommended Electives	Recommended Career and Technical Course
10	Geometry	Chemistry	World History 2	P.E. 10	Introduction to Health and Medical Sciences/ Medical Terminology
11	Algebra 2	Physics	US/VA History	Econ & Personal Finance	Pharmacy Technician 1 & 2
12	PreCalculus	Geosystems	Government	Computer Information Systems	Medical Assistant 1 & 2

BIOTECHNOLOGY (proposed)

English /Language Arts	Mathematics	Science	Social Studies/Science	Recommended Electives	Recommended Career and Technical Course
10	Geometry	Chemistry	World History 2	P.E. 10	Introduction to Health and Medical Sciences and Medical Terminology
11	Algebra 2	Physics	US/VA History	Economics & Personal Finance	Biotechnology Foundations
12	PreCalculus	Geosystems	Government	Computer Information Systems	Biomedical Technician

(See Appendix B—Pathway Programs of Study)

Related Industry Certifications

Below are the certifications available to students who complete a two-course sequence in their respective Academy courses.

Dental Assistant

- American Heart Association Bloodborne Pathogens
- Career Safe Training (OSHA)
- Dental Assistant National Board (DANB)-Dental Radiation Health and Safety Certification

Introduction to Health and Medical Sciences/Medical Terminology

- Healthcare Provider CPR (AHA)
- Bloodborne Pathogens (AHA)
- First Aid (AHA)
- Career Safe Training (OSHA)

Medical Assistant

- Healthcare Provider CPR (AHA)
- Bloodborne Pathogens (AHA)
- Certified Clinical Medical Assistant (CCMA) National Healthcareer Association (NHA)

Physical/Occupational Therapy

- Healthcare Provider CPR (AHA)

Pharmacy Technician

- Pharmacy Technician (PhT) Virginia Board of Pharmacy
- Healthcare Provider CPR (AHA)
- Bloodborne Pathogens (AHA)

Course Descriptions

Pathway #1: Therapeutic Services

The following health and medical courses offered at West Potomac Academy, listed with certifications, are directly recommended for the Therapeutic Services pathway:

- Introduction to Health and Medical Sciences
- Medical Terminology
- Dental Assistant (Radiology Health Safety certification/DANB)
- Medical Assistant (Certified Clinical Medical Assistant/NHA)
- Pharmacy Technician (Pharmacy Technician/Virginia Board of Pharmacy)
- Physical/Occupational Therapy (PT/OT)

a. All of the above courses with the exception of the introduction to health and medical sciences, medical terminology and PT/OT offer industry credentials earned by achieving a passing score on the credentialing exam associated with the completed course. The industry credentials and certifying agencies are listed next to the course. Credentials for PT/OT are not available at the high school level, however, this course provides the academic foundations to prepare

students to earn credentials in postsecondary settings. All of the above courses extended learning opportunities at either the associate, bachelor's or graduate level.

b. According to the NoVaHealthFORCE study, Northern Virginia has a shortage of nearly 2,800 healthcare workers in 24 job categories. All of the above occupations are identified as in high-demand health science jobs. http://www.novahealthforce.com/images/Exec_Summary.pdf

c. Healthcare careers are listed as a high-demand job field, according to the Dulles Regional Chamber of Commerce 2012 Policy Position on Education and the Workforce. http://www.dullesregionalchamber.org/business-advocacy/education-and-workforce.html

d. The Therapeutic Services pathway will drive the innovative capacity for the Northern Virginia region by providing a pipeline for students to begin focused foundational work in high school with clear and articulated transitions to college and healthcare careers.

Pathway #2: Diagnostic Services

The Medical Assistant 1 and 2 courses are recommended for the diagnostic services pathway.

a. The Medical Assistant 1 and 2 courses provide students the opportunity to take the Certified Clinical Medical Assistant certification upon completion of the program. Postsecondary credentials are available at the associate level.

b. According to the NoVaHealthFORCE study, Northern Virginia has a shortage of nearly 2,800 healthcare workers in 24 job categories. All of the above occupations are identified as in high-demand health science jobs.
http://www.novahealthforce.com/images/Exec_Summary.pdf

c. Healthcare careers are listed as a high-demand job field according to the Dulles Regional Chamber of Commerce 2012 Policy Position on Education and the

Workforce. http://www.dullesregionalchamber.org/business-advocacy/education-and-workforce.html

d. The Diagnostic Services pathway will drive the innovative capacity for the Northern Virginia region by providing a pipeline for students to begin focused foundational work in high school with clear and articulated transitions to college and health care careers.

Pathway #3: Health Informatics

The Pharmacy Technician course coupled with Computer Solutions and Digital Input Technologies (middle school courses), and the introductory Health and medical sciences foundational courses, are recommended for the Health Informatics pathway.

a. The Pharmacy Technician course provides the Virginia Pharmacy Technician certification upon completion of the program, which develops the foundation necessary for students to purse the credentials that are available in the postsecondary setting.

b. According to the NoVaHealthFORCE study, Northern Virginia has a shortage of nearly 2,800 healthcare workers in 24 job categories. All of the above occupations are identified as in high-demand health science jobs. http://www.novahealthforce.com/images/Exec_Summary.pdf

c. Healthcare careers are listed as a high-demand job field, according to the Dulles Regional Chamber of Commerce 2012 Policy Position on Education and the Workforce.http://www.dullesregionalchamber.org/business-advocacy/education-and-workforce.html

d. The Health Informatics pathway will drive the innovative capacity for the Northern Virginia region by providing a pipeline for students to begin focused foundational work in high school with clear and articulated transitions to college and healthcare careers.

Pathway #4: Support Services

The foundational Health and Medical Sciences courses in addition to Computer Solutions and Digital Input Technologies (middle school courses), Leadership Development, or Entrepreneurship Education courses, with Advanced Computer Systems, are recommended for the Support Services pathway.

a. The Entrepreneurship course provides a three-credit dual enrollment opportunity with Northern Virginia Community College. FCPS enjoys a strong marketing program that will enhance this pathway. Postsecondary credentials are available at the associate level.

b. According to the NoVaHealthFORCE study, Northern Virginia has a shortage of nearly 2,800 healthcare workers in 24 job categories. All of the above occupations are identified as in high-demand health science jobs. http://www.novahealthforce.com/images/Exec_Summary.pdf

c. Healthcare careers are listed as a high-demand job field, according to the Dulles Regional Chamber of Commerce 2012 Policy Position on Education and the Workforce.http://www.dullesregionalchamber.org/business-advocacy/education-and-workforce.html

d. The Support Services pathway will drive the innovative capacity for the northern Virginia region by providing a pipeline for students to begin focused foundational work in high school with clear and articulated transitions to college and healthcare careers.

Pathway #5: Biotechnology Research and Development

The foundational Health and Medical Sciences courses, in addition to Computer Solutions and Digital Input Technologies (middle school courses), Biotechnology Foundations and Biomedical Technician, are recommended for the Biotechnology Research and Development pathway.

a. FCPS will be developing both a Biotechnology Foundations course and a Biomedical Technician course. Collaboration with faculty from Technology and Engineering Education and other strongly aligned STEM courses as well as with industry and business partners will foster a rich curriculum enhanced by extended learning opportunities. Preliminary conversations have begun between Northern Virginia Community College (NVCC) and FCPS to establish a dual enrolled biotechnology course in 2014. Dually enrolled technology students who complete the associate degree in biotechnology can enter George Washington University as juniors and complete their program in two years. In one additional year at GWU students can complete a master's in molecular biotechnology.

Postsecondary credentials are available at the associate level.

b. According to the NoVaHealthFORCE study, Northern Virginia has a shortage of nearly 2,800 healthcare workers in 24 job categories. All of the above occupations are identified as in high-demand health science jobs. http://www.novahealthforce.com/images/Exec_Summary.pdf

c. Healthcare careers are listed as a high-demand job field according to the Dulles Regional Chamber of Commerce 2012 Policy Position on Education and the Workforce.http://www.dullesregionalchamber.org/business-advocacy/education-and-workforce.html

d. The Biotechnology Research and Development pathway will drive the innovative capacity for the Northern Virginia region by providing a pipeline for students to begin focused foundational work in high school with clear and articulated transitions to college and healthcare careers.

Materials and Equipment

The West Potomac Academy's classrooms are outfitted with the required materials, equipment and technology to meet the needs of the career pathways in the health science courses currently in place. The equipment specified for each course is located within the classroom, such as examination tables, dental chairs, sterilization equipment,

digital X-ray machinery, and rehabilitation equipment, including physical therapy treatment tables, exercise equipment, assistive devices, hospital bed, and geriatric mannequins. A storage area houses additional equipment and materials for teacher use. Two mobile laptop carts are available for classroom use, as well as a computer lab containing 30 desktop computers and a printer.

Future equipment and material purchases will support the implementation of the remaining three pathways. This equipment will include electrophoresis equipment and materials, a spectrophotometer, equipment and materials for polymerase chain reaction activities, plasmid insertion materials, materials for cloning, sequencing, and Enzyme-Linked Immunosorbent Assay (ELISA) tests. In addition, computer hardware and software will be required.

Work-Based Learning and Other Experiences

West Potomac Academy has developed a career experience program to include hands-on, real-life applications that support and enrich the required curriculum, standards, competencies, and work force readiness skills. These learning opportunities offer a range of work experiences, from pediatrics to geriatrics, at varying degrees of health/wellness stages and from home to healthcare settings/environments.

The West Potomac Academy has a full-time career experience staff member who works with Academy faculty, students, local industry, business, nonprofit, government, and centers of postsecondary and higher education. Duties include developing, managing, and facilitating work-based experiences outside the classroom. This position fosters the implementation of problem-based learning, curricular mapping, and workplace readiness skills within classroom instruction. The career experience staff member builds and maintains business partnerships while promoting the Academy within the school, county, and community.

West Potomac Academy provides a career development program for all students that supports their exploration and development of 21st century work force needs. This program includes workshops in résumé writing and interview skills, understanding of the college selection and financing process, and job search skills. In addition, we are

honored to have industry professionals speak in the classroom to share the most up-to-date information from their field of expertise. Field trips are offered to professional locations; job shadowing opportunities are provided for entry-level careers, and professional connections and internship opportunities are available for longer term exploration. Hands-on career practice is also provided.

Internships

The Academy internship program offers select juniors and seniors opportunities to advance classroom knowledge and gain real-world experience in the workplace. Students are recommended by their Academy instructor after meeting set criteria, including meeting agency policies (health, immunizations, etc.), and must have student liability and personal health insurance. Students and their parents may attend an Internship Information Night hosted by the career experience specialist. Students and parents sign an internship contractual agreement, including a HIPAA confidentiality statement. Students are placed at an internship site based on individual availability at the clinical agency. Interns work two to four days per week over a set period of time, during which they are evaluated by their internship supervisor and Academy instructor.

Recent internship partners include:

- Capital Caring Hospice & Palliative Care
- Walgreens
- Fairfax County Fire and Rescue Department
- private healthcare practices
- local dental, orthodontics and maxillofacial surgical practices
- local PT/OT clinics and private practices
- local sports medicine clinics and private practices

Job Shadowing / Clinical Observations

Students participate in job shadowing and clinical observations throughout the year, as well as on National Job Shadow Day, in collaboration with the Northern Virginia Technology Council (NVTC). Area businesses, corporations, and healthcare facilities

host Academy students at their workplaces. Matched with a professional for the day, students gain valuable information on a specific career of interest, a typical workday, educational pathways, and a potential future employer.

Recent participating job shadow/clinical observation hosts include:

- Inova Health System
- local hospitals and healthcare facilities
- Capital Caring Hospice & Palliative Care
- Paul Spring Retirement Community
- Dr. Adrian Patterson, DDS, Oral & Maxillofacial Surgical Center
- Northern Virginia Dental Clinic

Service Learning

The career experience specialist provides students opportunities to volunteer to work with pediatric to geriatric patients, enabling students to gain a full range of career options offered through a variety of healthcare settings.

Recent service learning projects include:

- conduct health and wellness fairs – geriatric, special education student/adult
- assist with falls prevention course at retirement community
- host career camps for middle school students
- host “Passport to Health” for Head Start children
- integrate health careers to support Standards of Learning (SOL) science, mathematics and technology objectives – elementary students
- create holiday stockings to be given to children who will be in the hospital during winter holiday time
- provide health, wellness education and oral hygiene information to special education adult students in preparation for entering work force
- dental students teach oral hygiene and nutrition to students at area elementary schools and on-site pre-school

- volunteer with professional community organizations
- participate and compete in local, state, and national Health Occupations Student Association (HOSA) competitions through organizing service learning projects around philanthropic stated goals
- conduct monthly hands-on activities with elementary aged students with special needs applying Occupational Therapy strategies
- volunteer in retirement and nursing home facilities coordinating and participating in planned activities with residents.

Recent participating partners include:

- Capital Caring Hospice & Palliative Care
- Paul Spring Retirement Community
- Sunrise Senior Living
- HCR Manor Care
- Northern Virginia Mission of Mercy Project
- Inova Health System
- Head Start
- Pulley Career Center
- local middle and elementary schools
- Operation Smile

Academy Entrepreneurial Business or Job Opportunities:

- Select Dental Careers students work with a business partner to perform jobs and services for external customers.
- Dental students create and sell mouth guards to high school athletes.

Workshops/Training:

- The Academy offers students career readiness workshops on career planning, résumé preparation, interviewing, job search, college/university search and application process, dual enrollment, and scholarships.

- Workshops on a variety of medical topics and procedures.
- Academy students receive advanced technology and software training from industry professionals to prepare for careers in health care.
- Academy students receive CPR training/certification.
- Northern Virginia Community College—Biotechnology program—Manassas Campus offers training and other opportunities and invites students and staff to participate.

Guest Speakers:

- The career specialist works with Academy instructors to schedule guest speakers that represent multiple careers within the healthcare industry, including healthcare specialists, hospice, private practice, forensic medicine, military, public health, hospital staff, pharmacy, medical supply companies, vendors, administrative/front desk staff, college/universities, healthcare media.

Field Trips/Tours:

- Field trips and tours provide off-site and hands-on learning experiences.
- Students visit colleges and universities, medical and health facilities, hospitals, dental practices, physical and occupational therapy practices, pharmacies, surgery dome observations, and long-term care facilities.

Program Evaluation

The Fairfax County Governor's Health Sciences Academy teachers, in accordance with the guidelines outlined for the Governor's Exemplary Standards Awards for Career and Technical Education, participated in an evaluation process based on the U.S. Department of Education, Office of Educational Research and Improvement Exemplary Career and Technical Education Program Evaluation Criteria. Data from the FCPS CTE State Report Card, school attendance and disciplinary records, student performance on standardized tests (i.e., SOL, ACT, SAT, industry certification, credentials and licensure tests), and feedback from postsecondary programs and employees was compiled, maintained and evaluated by Academy staff. Program managers will continue to make

adjustments in programs based on analysis of the data.

Governor's Exemplary Standards Award Program

The new Academy's administrative staff will fully participate in the Governor's Exemplary Standards Award Program for Career and Technical Education.

Partnership Capacity

Governing Board

Members of the West Potomac administrative team will serve as the governing board for the Governor's Health Sciences Academy. Governing board members include the Academy administrator, Academy career experience specialist, Academy counselor, health and medical sciences instructional program manager and career and technical education instructional coordinator.

Planning and Advisory Committee

The Planning and Advisory Committee will be comprised of stakeholders from the community and school system. The committee will serve as an Advisory Committee during the implementation of the Governor's Health Sciences Academy. Members will utilize their areas of expertise to recommend implementation of curriculum. The Academy administrator will be responsible for the facilitation, coordination, and/or implementation of the Planning and Advisory Committee recommendations. (See Appendix D—Planning and Advisory Committee Agreements)

Coordination

Fairfax County Public Schools will use the current Academy administrator position to oversee the day-to-day operations of the Governor's Health Sciences Academy. This position will report to the Planning and Advisory Committee and is supervised by the principal of the high school.

Administrator Responsibilities

The Governor's Health Sciences Academy administrator will serve as a facilitator of the Academy's partners and Department of Education in the design, implementation, coordination, evaluation, and reporting of the Governor's Health Sciences Academy.

Responsibilities of the Academy administrator will include, but are not limited to, the following:

- facilitate the Governor's Health Sciences Academy Planning and Advisory Committee regarding the design and implementation process
- serve as a primary contact to the Virginia Department of Education (VDOE)
- develop Academy marketing materials, Web site, and forms
- assist with scheduling and coordination of events with sponsoring partners
- coordinate the application and selection process for the Governor's Health Sciences Academy
- serve as liaison with colleges and universities in the development and oversight of dual-enrollment courses
- facilitate business and organizational participation and support of the Academy
- prepare and monitor the budget related to the Academy and information requested by the VDOE, submit state reports, manage program data and demographics as related to defined Health Science outcomes.
- coordinate Academy staff development activities.

Progress will be measured against defined outcomes, grade reports, industry certification pass rates, number of postsecondary credits earned, internships and job shadowing student placements, program enrollment reports, and student surveys.

Administrative Procedures

Staff Recruitment

West Potomac Academy follows established FCPS policies and procedures regarding the hiring and recruitment of teachers. The following factors will be considered in the selection of Academy staff:

- professional experience
- credentials required for dual enrollment courses
- teaching experience

Staff will be interviewed by a panel that may include the director of Professional and Life Skills, coordinator of Career and Technical Education, program manager of Health and Medical Sciences, Academy administrators, health and medical sciences teachers.

Staff Development

Fairfax County Public Schools has a comprehensive and prescriptive professional development program that allows staff and administrators to tailor professional development to meet the needs of the teachers. Professional development at the Academy will come in many different forms, depending on the needs; it may include any of the following:

- college credit courses
- FCPS Academy Courses
- multi-day workshops
- specific training sessions
- professional learning community, peer-to-peer assistance
- Blackboard resources

Teachers will have 90 minutes every day to plan and pursue staff development opportunities. The Academy also has a line item in its budget for substitute teachers and staff development so teachers may attend training opportunities and stay current with the most effective teaching strategies and healthcare professional industry standards.

Staff Evaluation

West Potomac Academy will follow FCPS guidelines and procedures to evaluate teachers and staff effectiveness. Teachers are evaluated in the following seven areas:

- professional knowledge

- instructional planning
- instructional delivery
- assessment of and for student learning
- learning environment
- professionalism
- student academic progress

The evaluation process involves a teacher self-assessment, goal setting for student progress, multiple observations, mid-year conference, document log and final evaluation conference.

Parent, Student and Community Involvement

The minimum expectation for all instructors regarding parent communication is to provide a progress report via e-mail, quarterly. FCPS instructors are also to provide bi-weekly grade sheets to the parents of all students.

Academy representatives visit middle schools during elective and information fairs to promote the Health Sciences Academies to potential students and their parents. In this presentation attendees receive information about preparatory course selection options and career path ideas to assist them in their future course decision making.

Those students, parents, teachers, and school counselors involved in the decision making with the student will work collaboratively to investigate, inform, guide, and enroll the student toward these specialized courses.

- Complete career interest inventories: Resource school counselors and career experience specialist provide students with navigational/assessment tools to help them determine their career aptitude and interests (i.e., Family Connections tools, “Do What You Are,” and exploration of the 16 Career Clusters).
- Prepare academic and career plans outlining an intended course of study in high school. School counselors and career experience specialists provide academic advising during the third quarter of each year typically through mathematics, social studies, or English classes. Academic and career plans are updated during these meetings.

- Review multiple postsecondary pathways and the steps required to pursue them. School counselors, Career Center, and career experience specialists review and update postsecondary pathways during academic advising or by appointment made by either the student or faculty member. Based upon aspirations of the student, the faculty member will offer information on options to pursue (i.e., Give ASVAB, SAT, or ACT dates, deadlines, pricing, etc.)
- Participate in career assessments to identify areas that students should strengthen to qualify for their selected health science pathway; in addition, faculty members can show internships, jobs, or job shadowing examples within a given career area of interest.
- Discuss available diplomas, seals, course-specific scholarships and other recognitions including admission to specialized programs such as Governor's Academies.

During academic advising, school counselors will review and explain the difference between Standard and Advanced Studies diplomas (i.e., necessary credit, verified credits, courses, etc)., in addition to specialized programs such as Governor's School, Boy's State or Girl's State, etc., which are advertised via the counselor liaison for the program. Advertisements are displayed in e-mails, offered at interest meetings, and promoted through visual or audio announcements.

Student Enrichment Opportunities/Summer Experiences

As stated in the Work-Based Learning Section, Academy students have a wide variety of experiences from which to choose. In addition, younger students can attend the Tech Adventure Camp or STEM Camp to explore their area of interest in Health Sciences fields.

Student Recruitment

West Potomac Governor's Health Sciences Academy will be offered to all students in Fairfax County Public Schools through an open enrollment process. Fairfax County Academies conduct an extensive annual student recruitment program to increase enrollment.

Within the first two quarters of the school year, meetings between Academy counselors are held to discuss traditional, new, and efficient ways to best promote each Academy. In January, the academy counselor and/or support staff will attend the Department of Student Services meeting at the high and secondary schools to inform the directors and counselors about Fairfax County Governor's Health Sciences Academy's updates for the new academic year, review application procedures, and the deadline for admission. Within the first semester of the school year, West Potomac Academy takes part in an Annual CTE central office event known as "Camp CTE." This event invites middle and high school counselors to gain direct exposure through hands-on experience. Furthermore, the faculty and staff of the Academy take part in annual elective and curriculum fairs at feeder secondary and high schools, career centers, and alternative learning center.

Potential students and parents are invited to visit West Potomac Academy during annual open house recruitment programs, curriculum nights, and back-to-school night programs. Another opportunity for potential students to explore the Academy is through visits during the school day to observe classes of interest. High school and Academy counselors coordinate logistical support, instructions, visitor passes, and an updated bus schedule for interested students. West Potomac Academy advertises directly to counselors to promote this opportunity.

Academy application packets are managed by each school's counselor. The packets include application instructions and information on required documents: formal application form, student essay, attendance record, and school transcript. Applications are reviewed for completeness by school counselors and forwarded to West Potomac Academy for evaluation. Each year the application deadline is late March or early April. http://www.fcps.edu/is/cte/academyapplication.shtml

Code of Student Conduct

The Student Code of Conduct at the Governor's Health Sciences Academy is set by the FCPS Student Rights and Responsibilities (SR&R) policy. Students sign an SR&R

acknowledgment and understanding document at the Academy and their base school yearly.

Student compulsory attendance requirement is set by the Commonwealth of Virginia and Fairfax County School Board. Students' attendance will be monitored daily, and an automated phone call will be sent out for every student not in attendance for the day. If the student accumulates five unexcused absences, they will have an attendance referral submitted to the county attendance officer.

Transportation

Transportation to and from the Governor's Health Sciences Academy will be provided by Fairfax County Public Schools. This service is available from every high school, alternative high school, and career center with five or more students enrolled in the Academy. In addition, students may use private or public transit to transport themselves to the Academy.

Schools participating in the Governor's Health Sciences Academy (26)

Annandale High School
Bryant High School
Centreville High School
Chantilly High School
Edison High School
Fairfax High School
Falls Church High School
Hayfield Secondary School
Herndon High School
Lake Braddock Secondary School
Langley High School
Lee High School
Madison High School
Marshall High School
McLean High School
Mount Vernon High School
Oakton High School
Robinson Secondary School
South County High School
South Lakes High School
Stuart High School
Thomas Jefferson High School for Science and Technology
West Potomac High School
West Springfield High School
Westfield High School
Woodson High School

Career Centers

Davis Center

Pulley Center

Cedar Lane Center

Quander Road Center

Fiscal Agent/Certificates of Insurance

Fairfax County maintains a comprehensive program of insurance/self-insurance for its property and liability exposure. Fairfax County does not provide health insurance to students but does make it available through an outside vendor. Students participating in clinical internships must purchase student liability insurance through an outside vendor on a policy negotiated by Fairfax County Public Schools.

Budget

The Governor's Health Sciences Academy builds on the Academy's current CTE programs and optimizes existing qualified faculty, classroom, and laboratory resources. In light of current fiscal realities for our school division, every effort has been made to enrich program offerings within existing Academy budget parameters, and optimize strong working relationships, philanthropic support, and in-kind donations from postsecondary and higher education, industry and government, and trade associations. Organizations will be approached to provide funding as well as volunteers and other vital programmatic resources. One of the strengths of the Academy has been the willingness of area businesses and organizations to contribute in many ways to achieve the educational goals of the Academy, and this high level of regional commitment to the success of the program is expected to continue. In-kind contributions from our partners, including participation in the Advisory Committee—

although anticipated as being significant investments of time on the part of the committee members—have not been valued for this application.

Personnel

The following dual enrolled Academy course requires an additional 0.50 FTE position; the salaries will be paid by FCPS under current staffing formulas:

Personnel		
Course	FTE	Salary
Biotechnology Teacher	0.5	$26,023

The personnel costs were calculated based on the following assumptions:

- Costing is for a standard FCPS teaching contract of 194 days and assumes a teacher with a bachelor's degree and 15 years of experience at pay step 6.
- The position is for FY 2016 (July 2015 to June 2016), but it was costed using the projected salary increase of four percent for FY 2014 as included in the FY 2014 Proposed Budget.

Benefits

Total benefits for the position is based on FY 2014's projected average benefit rate of 41.0 percent, and totals $10,669.

Staff Development

If this proposal is accepted, $2,500 of the total $10,000 awarded to FCPS will be used to support professional development opportunities that will be determined by the needs of the program and instructional personnel.

Travel

Following the consultant's recommendation and the development of an

implementation plan, teachers will begin to visit other schools and attend conferences to develop curriculum and instructional best practices. The cost is $1,000.

Materials and Supplies

Funding for anticipated materials and supplies will come from three sources:

- Industry Certification – Industry certification funding for workplace readiness assessments and other industry relevant assessments will be provided through the funding from the state allotment and funding provided through the local school board.
- Perkins—Perkins will provide funding for equipment. The estimated cost is $16,000.
- Academy—Local instructional funds will provide classroom and laboratory resources for up to $5,000 per school year. Local textbook funds will cover expenses for adopted textbooks for new courses. Grant funding will be used to purchase additional instructional supplies up to $6,500 per year.

Partnerships

Business and community partnerships offer Academy students career and work-based experiences, extending learning outside the traditional classroom walls and preparing them for 21st century careers.

Academies have both formal and informal partnerships with industry professionals, nonprofit organizations, local businesses, national corporations, community organizations, and postsecondary educational institutions.

Official business partners follow the guidelines set by the county's Office of Business & Community Partnerships signing partnership agreements and Memoranda of Understanding (MOU). The career experience specialist works with the

business/community partner and the coordinator of the Office of Business & Community Partnerships to build such partnerships.

A committee comprised of stakeholders was compiled to provide guidance and support during the planning/advisory process of the Fairfax County Governor's Health Sciences Academy. Many of the members will serve on the Advisory Committee once the Fairfax County Governor's Health Sciences Academy is established.

The Fairfax County academies are honored to have vibrant and active partnerships of business and industry, public school divisions, healthcare institutions, and higher education institutions, including local government, local work force, and economic development entities. It is these strong partnerships that allow the academies to provide rich work force development experiences for our students and future work force strength, potentially to those partnerships with whom we collaborate, but certainly to the global work force needs.

Business and Community Partners

- Inova Health System
- Capital Caring hospice and palliative care
- Walgreens
- Entertainment Industries Council
- Mission of Mercy—Virginia Dental Association

Higher Education:

- University of Maryland School of Dentistry
- Howard University College of Dentistry
- VCU School of Pharmacy, Inova Campus
- Northern Virginia Community College, Medical Education Campus (dental, nursing, paramedic, PT/OT)
- Columbia University College of Dental Medicine, Program in Physical Therapy

Industry Professionals:

- Paul Spring Retirement Community
- Sunrise Senior Living
- Wise Hospice Options
- Dr. Jose Colon, forensic dentist
- Dr. John Tsaknis, dentist
- Dr. Marvin Pizer, oral maxillofacial- oncology
- Dr. Adrian Patterson, oral maxillofacial surgery
- Dr. Nahee Williams & Dr. Leaf, pediatric dentists
- Dr. Harry McLaughlin, Patterson Dental
- Great Lakes Orthodontics
- Brett Brocki, Kodak Digital X-Ray/Front Desk Software
- Dr. Michael Ellis, orthodontist
- Dr. Steele, South County Public Health dentist
- Dr. David Hughes, orthodontist
- Prestopino Brothers, Dental Lab
- Northern Virginia Mission of Mercy
- Operation Smile
- Back in Motion Physical Therapy
- Bodies in Motion Physical Therapy
- Select Physical Therapy
- Physical Therapy Sports Medicine Institute
- The Jackson Clinics
- Orthopedic Physical Therapy
- Manor Care of Arlington, Rehabilitation Department
- Anderson PT Clinics

Governor's Health Sciences Academy Advisory Committee

Business and Industry

Agustin Vilches – Sr. VP, Clinical Services, Wise Hospice Options

Tim Moore - Prince William County Fire & Rescue

Brent Moreau - Fairfax County Fire & Rescue

Marie Dyak – Executive VP - Entertainment Industries Council

Skylar Jackson – External Communications and Program Director, Entertainment Industries Council

Public School Divisions

Sandy Evans – School Board Member

Patty Reed – FCPS School Board

Dan Storck – FCPS School Board

Jack Dale - FCPS Superintendent (In agreement to provide FCPS support only – not serving on Advisory Council)

Kim Dockery - FCPS Assistant Superintendent, Department of Special Services

Jim Kacur - FCPS - Assistant Superintendent Cluster II

Cathy Benner – Principal, Falls Church High School

Paul Wardinski- FCPS, Director, Office of Professional and Life Skills

Denise Forrest – FCPS, Coordinator Early Childhood Special Education

Beth Downey – FCPS, Coordinator, Career and Technical Education

Regina Cronan – FCPS, Program Manager, Family and Consumer Sciences

Anne Marie Glynn – FCPS, Program Manager, Health and Medical Sciences

Cara Kirby – FCPS, Senior Career Experience Specialist

Lynn Eadie – FCPS, Therapy Service Supervisor

Health Care Institutions

Douglas Chan – Clinic Director, Montclair Physical Therapy

Patti DeiTos - Healthcare Consultant – PMMD Consulting

Altonia Garrett – General Manager - Capital Caring

Rebecca Hileman - INOVA Community Affairs

Matt Irwin, M.D. – Private Practice Physician and Capital Caring

Constance Kohler – Occupational Therapist, INOVA

Gerridain Lloyd – Dental Assistant with Dr. Miller, DDS

Adrian L. Patterson – DDS. Oral Surgeon, Northern Virginia Oral/Maxillofacial Surgery

Joan Perez – Dental Hygienist with Dr. Miller, DDS

Rolando Plummer – Assistant Financial Coordinator –Ellis Orthodontics

Love Ravenal – Office Manager – Ellis Orthodontics

Rene Guerrer Ruiz – Dental Assistant, Northern Virginia Community College, Medical Campus

Josh Tyler – Pharmacy Manager – Walgreens

Higher Education Institutions

Dr. Craig Cheifetz – Associate Dean of Medical Education – VCU School of Medicine Inova Campus

Dr. Ia Gomez – Biotechnology Program Head – Northern Virginia Community College

Local Government – including local work force and economic development entities

Kaye Kory – Delegate, 38th District – Virginia General Assembly

Penny Gross - Mason District Supervisor

Vicki Burman, Executive Director, Annandale Chamber of Commerce

APPENDICES

Appendix A

Bell Schedule

WEST POTOMAC ACADEMY
Communications and the Arts/Health and Human Services
2013-2014 CLASS SCHEDULES

7:30 AM - 9:00 AM (2 credits)	9:30 AM – 11:00 AM (2 credits)	11:30AM – 1:00 PM (2 credit)
Criminal Justice 1 *	Criminal Justice 1 *	Criminal Justice 2
Dance 1 *	Dance 1	Dance 2/3/4 - Betzel
Dental Careers 1	Dental Careers 1	Dental Careers 2
	Exploring Health Sciences (S1)	
	Exploring the Language of Medicine (S2)	
	Early Childhood Careers 1/2	
Fashion Design 1	Fashion Design 1	Fashion Design 2
Medical Assistant 1/2		Medial Assistant 1/2
Music & Computer Technology 1/2	Music & Computer Technology 1/2	Music & Computer Technology 1/2
Pharmacy Technician 1 / 2 (S1),(S2)	Pharmacy Technician 1 / 2 (S1), (S2)	Pharmacy Technician 1 / 2 (S1), (S2)
Occupational/Physical Therapy 1	Occupational/Physical Therapy 1	Occupational/Physical Therapy 2
Professional Television Production 1 *	Professional Television Production 1 *	Professional Television Production 2

*1 credit class scheduled on alternate days

Note: Transportation may be provided to Academies and specialized programs. Counselors should check with each respective location for transportation schedules relevant to each course offering.

Mimi Boyd, Administrative Asst.
703-718-2750
Cliff Hickman, Counselor
703-718-2752
Fax: 703-718-2760

Appendix B

Pathway Programs of Study

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Commonwealth of Virginia Plan of Study

Rev: 6/12

Fairfax County Public Schools
School: West Potomac Academy
Date: March 11, 2013

Cluster: Health Science **Pathway:** Therapeutic Services

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide http://www.cteresource.org/apg/	SAMPLE – Occupations Relating to This Pathway: http://www.doe.virginia.gov/instruction/career_technical/career_clusters/sample_plans_study/index.shtml http://www.careerclusters.org http://www.cteresource.org/cpg/
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)	Spanish 1	Computer Solutions (6609)	- EMT/Paramedic - Pharmacist/ Pharmacy Technician - Anesthesiologist Assistant - Athletic Trainer - Certified Nursing Assistant - Clinical Medical Assistant - Exercise Physiologist - LPN/RN - Physician -Physician Assistant - Surgical Technician
MIDDLE	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)	Spanish 2	Digital Input Technologies (6160)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard ☒ or other assessment (please indicate): Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Bridges Choices Explorer® or other assessment product.) Recommended Elective during 7th or 8th grade: Career Search and Investigation (semester course)								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):		
SECONDARY	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)		Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) DE	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Pharmacy Technician 1 & 2 (8305,8306)	
SECONDARY	12	English (1160) DE	Trigonometry/ Advanced Algebra (3137)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440) DE		Emergency Medical Technician 1 & 2(8333, 8334)	
		High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)						

List related certifications/credentials approved by VDOE and offered locally:
http://www.cteresource.org/apg (Go to Certification – License Section)

Pharmacy Technician
EMT-B
Workplace Readiness Skills for the Commonwealth

Additional Learning Opportunities:
CTSO Organization(s): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ FEA ☒ HOSA ☐ SkillsUSA ☐ TSA

Work-Based Learning:
☐ Career Research ☐ Cooperative Education ☒ Internship ☐ Mentorship
☒ Job Shadowing ☒ Service Learning Project ☐ Student Apprenticeship

Postsecondary: Placement Assessments such as Virginia Placement Test or College Entrance Exams such as ACT & SAT

COMPASS			
SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)			
Pathway	**Associate Degree, College Certificate, or Apprenticeship**	**Bachelors Degree**	**Postgraduate Degree**
Therapeutic Services	AAS Emergency Medical Services Northern Virginia Community College	BS Health Sciences in Emergency Health Services George Washington University	MS Health Sciences in Clinical Management and Leadership George Washington University

POSTSECONDARY

College: Northern Virginia Community College **School Division(s):** Fairfax County Public Schools

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally

Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives			
POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.								
Year 1 1st Semester	English 111 College Composition 1(May be dually enrolled)		NAS 150 Human Biology		EMT-Basic (Certification earned in high school) (8 credits)	SDV 101 Orientation to Health Care		
Year 1 2nd Semester			HLT 250 Pharmacology		EMS 151 Intro to Advanced Life Support	EMS 153 Basic ECG Recognition	EMS 170 ALS Internship 1	EMS 213 ALS Skills Development
Year 2 1st Semester					EMS 155 ALS Medical Care	EMS 159 EMS Special Populations	EMS 172 ALS Clinical Internship 2	EMS 173 ALS Field Internship 2
Year 2 2nd Semester			EMS 205 Advanced Pathophysiology		EMS 201EMS Professional Development	EMS 207 Advanced Patient Assessment	EMS 242 ALS Clinical Internship 3	EMS 243 ALS Field Internship 3
Year 3 1st Semester		HIM 130 Health Information Systems		Elective-Humanities	EMS 211 Operations	EMS 216 Paramedic Review	EMS 244 ALS Clinical Internship 4	EMS 245 ALS Field Internship 4
College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)								

Related Industry Certifications Available: EMT-P	**Additional Suggested Learning Opportunities:** **Work-Based Learning:** ☐ Cooperative Education ☒ Internship ☐ Mentorship ☒ Job Shadowing ☒ Service Learning Project ☐ Registered Apprenticeship

UNIVERSITY	University/College: Northern Virginia Community College Degree or Major: AAS Emergency Medical Services Number of Articulated CC Credits: **11**

Notes:

Rev: 6/12

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Commonwealth of Virginia Plan of Study

Student Name: _____
School: West Potomac Academy
Date: _____

Cluster: **Health Science** **Pathway:** Diagnostic Services

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide http://www.cteresource.org/apg/	SAMPLE – Occupations Relating to This Pathway: http://www.doe.virginia.gov/instruction/career_technical/career_clusters/sample_plans_study/index.shtml http://www.careerclusters.org http://www.cteresource.org/cpg/
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								Lab Technician Process Technician Data Entry Clerk Quality Assurance Technician Quality Control Technician Biochemist Microbiologist Research assistant Research Scientist Pharmaceutical chemist
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)	Spanish 1	Computer Solutions (6609)	
	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)	Spanish 2	Digital Input Technologies (6160)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard ☐ or other assessment (please indicate): Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Bridges Choices Explorer® or other assessment product.) Recommended Elective during 7th or 8th grade: Career Search and Investigation (semester course)								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):		
	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)			
	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) DE	
	12	English (1160) DE	Trigonometry/	Physics (4510) or Principles of Technology I and II	US/VA Government(2440) DE		Medical Assistant 1 & 2 (8545, 8546)	

		Advanced Algebra (3137)	(9811/9812)				

High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

List related certifications/credentials approved by VDOE and offered locally:
http://www.cteresource.org/apg (Go to Certification – License Section)

Certified Clinical Medical Assistant (National Healthcareer Association)

Workplace Readiness Skills for the Commonwealth

Additional Learning Opportunities:

CTSO Organization(s): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ FEA ☒ HOSA ☐ SkillsUSA ☐ TSA

Work-Based Learning:

☐ Career Research ☐ Cooperative Education ☐ Internship ☐ Mentorship ☒ Job Shadowing ☒ Service Learning Project ☐ Student Apprenticeship

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

College Entrance Exams such as ACT & SAT

POSTSECONDARY

SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY

Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)

Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelors Degree	Postgraduate Degree
Diagnostic Services	Medical Laboratory Technology AAS Northern Virginia Community College		

College: Northern Virginia Community College **School Division(s):** Fairfax County Public Schools

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

POSTSECONDARY -

Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives

POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.

Prerequisites	ENG 111 College Composition 1(May be dually enrolled)		BIO 141 Human Anatomy & Physiology 1		CHM 111 College Chemistry 1		SDV 101 Orientation to Health Care	
Year 1 1st Semester			BIO 142 Human Anatomy & Physiology 2	CST 229 Intercultural Communication	HIM 110 Intro to Human Pathology	HIM 11 Medical Terminology (dual enrolled)	MDL 101 Intro to Medical Laboratory Techniques	
Year 1 2nd Semester			BIO 150 Intro Microbiology or BIO 205 General Microbiology		MDL 127 Hematology	MDL 215 Immunology	MDL 261 Clinical Chemistry/Instrumentation 1	
Year 2 1st Semester					MDL 266 Clinical Chemistry Techniques	MDL 276 Clinical Hematology Techniques		
Year 2 2nd Semester				Elective-Social Sciences	MDL 216 Blood Banking	MDL 243 Intro to Clinical Molecular Diagnostics	MDL 251 Clinical Microbiology 1	MDL 252 Clinical Microbiology 2
Year 3 1st Semester				Elective-Humanities	MDL 277 clinical Immunohematology & Immunology Technique	MDL 278 Clinical Microbiology Techniques 2	MDL 281 Clinical Correlations	

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Related Industry Certifications Available:

Additional Suggested Learning Opportunities:

Work-Based Learning:

☐ Cooperative Education ☐ Internship ☐ Mentorship

☐ Job Shadowing ☐ Service Learning Project ☐ Registered Apprenticeship

UNIVERSITY	University/College: Northern Virginia Community College Degree or Major: AAS Medical Laboratory Technology Number of Articulated CC Credits: **6**
Notes:	

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Commonwealth of Virginia Plan of Study

Rev: 6/12

Fairfax County Public Schools
School: West Potomac Academy
Date: March 11, 2013

Cluster: Health Science **Pathway:** Health Informatics

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide http://www.cteresource.org/apg/	SAMPLE – Occupations Relating to This Pathway: http://www.doe.virginia.gov/instruction/career_technical/career_clusters/sample_plans_study/index.shtml http://www.careerclusters.org http://www.cteresource.org/cpg/
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								Admitting Clerk Health Educator Health Care Administrator Medical Assistant Medical Biller/Patient Financial Services Risk Management Medical Information Technologist
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)	Spanish 1	Computer Solutions (6609)	
MIDDLE	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)	Spanish 2	Digital Input Technologies (6160)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard ☐ or other assessment (please indicate): Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Bridges Choices Explorer® or other assessment product.) Recommended Elective during 7th or 8th grade: Career Search and Investigation (semester course)								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):		
SECONDARY	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)			
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) DE	
SECONDARY	12	English (1160) DE	Trigonometry/ Advanced Algebra (3137)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440) DE		Pharmacy Technician 1 & 2 (8305, 8306)	
		High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)						

List related certifications/credentials approved by VDOE and offered locally:
http://www.cteresource.org/apg (Go to Certification – License Section)

Pharmacy Technician (Virginia Board of Pharmacy)
Workplace Readiness Skills for the Commonwealth

Additional Learning Opportunities:
CTSO Organization(s): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ FEA ☒ HOSA ☐ SkillsUSA ☐ TSA

Work-Based Learning:
☐ Career Research ☐ Cooperative Education ☐ Internship ☐ Mentorship
☒ Job Shadowing ☒ Service Learning Project ☐ Student Apprenticeship

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

College Entrance Exams such as ACT & SAT

POSTSECONDARY

SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY
Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)

Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelors Degree	Postgraduate Degree

Health Informatics	Health Information Management AAS Northern Virginia Community College		

College: Northern Virginia Community College **School Division(s):** Fairfax County Public Schools

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally

Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives			
POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.								
Prerequisites	ENG 111 College Composition 1(May be dually enrolled)		BIO 141 Human Anatomy & Physiology 1		CST 229 Intercultural communication	HIM 11 Medical Terminology (dual enrolled)	SDV 101 Orientation to Health Care	
Year 1 1st Semester			BIO 142 Human Anatomy & Physiology 2		HIM 110 Intro to Human Pathology	HIM 141 Fundamentals of Health Information Systems 1	HIM 260 Pharmacology for HIM	
Year 1 2nd Semester		HIM 220 Health Statistics		Elective-Humanities	HIM 130 Healthcare Information Systems	HIM 142 Fundamentals of Health Information Systems 2	HIM 226 Legal Aspects of Health Record Documentation	
Year 2 1st Semester				Elective-Social Sciences	HIM 251 Clinical Practice 1	PED 116 Lifetime Fitness and Wellness		
Year 2 2nd Semester					HIM 229 Performance Improvement in Health Care	HIM 230 Information Systems and Technology in Health Care	HIM 249 Supervision and Management Practices for HIM	HIM 250 Health Data Classification Systems (CD-9-CM)
Year 3 1st Semester		HIM 233 Electronic Health Record Applications			HIM 252 Clinical Practice 2	HIM 254 Advanced Coding and Reimbursement	HIM 255 Health Data Classification Systems 2 (CPT)	HIM 280 Capstone Course

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Related Industry Certifications Available:	Additional Suggested Learning Opportunities: **Work-Based Learning:** ☐ Cooperative Education ☒ Internship ☐ Mentorship ☒ Job Shadowing ☒ Service Learning Project ☐ Registered Apprenticeship

UNIVERSITY	
	University/College: Northern Virginia Community College Degree or Major: AAS Health Information Management Number of Articulated CC Credits: 6

Notes:

Rev: 6/12

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Commonwealth of Virginia Plan of Study

Fairfax County Public School: Falls Church Academy / West Potomac Academy
Date: March 11, 2013

Cluster: Health Science **Pathway:** Support Services

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide http://www.cteresource.org/apg/	SAMPLE – Occupations Relating to This Pathway: http://www.doe.virginia.gov/instruction/career_technical/career_clusters/sample_plans_study/index.shtml http://www.careerclusters.org http://www.cteresource.org/cpg/
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)	Spanish 1	Computer Solutions (6609)	Biomedical/clinical Technician Central Service Manager Facilities Manager Materials Manager Ward Secretary Environmental Services Manager
MIDDLE	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)	Spanish 2	Digital Input Technologies (6160)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard ☐ or other assessment (please indicate): Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Bridges Choices Explorer® or other assessment product.) Recommended Elective during 7th or 8th grade: Career Search and Investigation (semester course)								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):	Introduction to Health and Medical Sciences (8302)	
SECONDARY	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383) DE	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Entrepreneurship Education (9093) DE	
SECONDARY	12	English (1160) DE	Trigonometry/ Advanced Algebra (3137)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440) DE		Advanced Computer Information Systems (6613)	
		High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)						

List related certifications/credentials approved by VDOE and offered locally:
http://www.cteresource.org/apg (Go to Certification – License Section)

Workplace Readiness Skills for the Commonwealth
Microsoft Office Specialist (MOS)

Additional Learning Opportunities:
CTSO Organization(s): ☒ DECA ☒ FBLA ☐ FCCLA ☐ FFA ☐ FEA ☒ HOSA ☐ SkillsUSA ☐ TSA

Work-Based Learning:
☐ Career Research ☒ Cooperative Education ☐ Internship ☐ Mentorship
☒ Job Shadowing ☒ Service Learning Project ☐ Student Apprenticeship

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

College Entrance Exams such as ACT & SAT

POSTSECONDARY

SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY
Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)

Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelors Degree	Postgraduate Degree

	Support Services	Health Science Career Studies Certificate Northern Virginia Community College		

College: Northern Virginia Community College **School Division(s):** Fairfax County Public Schools

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally

Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives			
POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.								
Year 1 1st Semester	ENG 111 College Composition 1(May be dually enrolled)		BIO 141 Human Anatomy & Physiology 1	Elective	HIM 11 Medical Terminology (dual enrolled)		SDV 101 Orientation to Health Care	Elective
Year 1 2nd Semester		MTH 151 Math for Liberal Arts 1	BIO 142 Human Anatomy & Physiology 2	Elective Humanities				
Year 2 1st Semester								
Year 2 2nd Semester								

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Related Industry Certifications Available:

Additional Suggested Learning Opportunities:

Work-Based Learning:
☐ Cooperative Education ☐ Internship ☐ Mentorship
☐ Job Shadowing ☐ Service Learning Project ☐ Registered Apprenticeship

UNIVERSITY

University/College: Northern Virginia Community College
Degree or Major: Certificate: Health Science Career Studies Certificate
Number of Articulated CC Credits: **6**

Notes:

Rev: 6/12

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Commonwealth of Virginia Plan of Study

Fairfax County Public Schools
School: Falls Church Academy / West Potomac Academy
Date: March 11, 2013

Cluster: Health Science **Pathway:** Biotechnology Research and Development

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide http://www.cteresource.org/apg/	SAMPLE – Occupations Relating to This Pathway: http://www.doe.virginia.gov/instruction/career_technical/career_clusters/sample_plans_study/index.shtml http://www.careerclusters.org http://www.cteresource.org/cpg/
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)	Spanish 1	Computer Solutions (6609)	Lab Technician Quality Assurance Technician Quality Control Technician Nuclear Medicine Technologist Cell Biologist Research Assistant Research Scientist
MIDDLE	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)	Spanish 2	Digital Input Technologies (6160)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard ☐ or other assessment (please indicate): Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Bridges Choices Explorer® or other assessment product.) Recommended Elective during 7th or 8th grade: Career Search and Investigation (semester course)								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):	Introduction to Health and Medical Sciences (8302)	
SECONDARY	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383) DE	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Biotechnology Foundations (9050) (proposed)	
SECONDARY	12	English (1160) DE	Trigonometry/ Advanced Algebra (3137)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440) DE		Biomedical Technician (8347) proposed	
High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)								

List related certifications/credentials approved by VDOE and offered locally:
http://www.cteresource.org/apg (Go to Certification – License Section)

Workplace Readiness Skills for the Commonwealth

Additional Learning Opportunities:
CTSO Organization(s): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ FEA ☒ HOSA ☐ SkillsUSA ☐ TSA

Work-Based Learning:
☐ Career Research ☐ Cooperative Education ☐ Internship ☐ Mentorship
☒ Job Shadowing ☒ Service Learning Project ☐ Student Apprenticeship

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

College Entrance Exams such as ACT & SAT

POSTSECONDARY

SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY
Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)

Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelors Degree	Postgraduate Degree

	Biotechnology Research and Development	Northern Virginia Community College Biotechnology AAS	George Washington University Bachelor's of Professional Studies in Integrated Information, Science, and Technology (track in Biotechnology)	

College: Northern Virginia Community College **School Division(s):** Fairfax County Public Schools

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally

Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives			
POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.								
Year 1 1st Semester	ENG 111 College Composition 1(May be dually enrolled)		BIO 101 General Biology	Elective	CHM 11 College Chemistry 1 or CHM 101 General Chemistry 1	SDV 101 Orientation to Health Care	MDL 101 Intro to Medical Laboratory Techniques	
Year 1 2nd Semester			BIO 147 Laboratory Collection for Biotechnology		BIO 250 Biotechnology Research Methods and Skills	BIO 253 Biotechnology Concepts	BIO 255 Bioinformatics and Computer Applications for Biotechnology	CHM 112 College Chemistry 2 or CHM 102 General Chemistry 2
Year 2 1st Semester			BIO 205 General Microbiology	Elective-Social Sciences				
Year 2 2nd Semester	ENG 115 Technical Writing		BIO 165 Principles in Regulatory and Quality Environments for Biotechnology	Elective-Biotechnology/Science	BIO 206 Cell Biology	BIO 180 Intro to Careers in Biotechnology	PED 116 Lifetime Fitness and Wellness	
Year 3 1st Semester	CST 126 Interpersonal Communication		BIO 251 Protein Applications for Biotechnology or BIO 252 Nuclei Acid Methods	Elective-Humanities	BIO Biology Internship/Special Project	BIO 254 Capstone Seminar in Biotechnology		

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Related Industry Certifications Available:

Additional Suggested Learning Opportunities:

Work-Based Learning:

☐ Cooperative Education ☒ Internship ☐ Mentorship
☐ Job Shadowing ☐ Service Learning Project ☐ Registered Apprenticeship

UNIVERSITY	University/College: Northern Virginia Community College Degree or Major: AAS Biotechnology Number of Articulated CC Credits: 6
Notes:	

Appendix C
Dual Enrollment Agreement

Dual Enrollment Contract
Between
Northern Virginia Community College
and
Fairfax County Public Schools

The purpose of this Agreement is to set out the terms and conditions upon which courses will be offered under the "Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges" pursuant to §§22.1-253.13:1(D)(10) and 23-9.2:3.02(G) of the *Code of Virginia*, which becomes effective July 1, 2012. The purpose of this offering is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation. This Agreement will be in effect July 1, 2012 – June 30, 2013 unless one of the parties wishes to terminate it. If either party wishes to terminate this Agreement, a written notice must be provided to the other party **within 90 days** of the requested termination date. Termination will not take place until dual enrollment courses in progress are completed. Addenda to this agreement will be reviewed annually by both parties.

Each party does hereby agree to the following:

1. Offerings

   To the extent possible, when requested by school officials, Northern Virginia Community College, (herein after "the College") will make available college-level courses to students of Fairfax County Public Schools, (herein after the "System.") Developmental and physical education courses will not be included in dual enrollment offerings.

   The "Host School" refers to the individual high school that is sponsoring dual enrolled course(s) through the College.

   The courses to be offered will be established by mutual agreement of both parties for the fall and spring semesters. Each academic year, a list of courses will be negotiated (*see Addendum 2)* and is hereby incorporated into this Agreement. Students will be given the option to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with receiving a high school diploma. The credit available for each dual enrollment course and Advanced Placement courses, which a student will earn with a qualifying exam score of three or higher, is listed in *Attachment A*, hereby incorporated herein.

   The responsibilities of the parties pursuant to this Agreement are conditional upon student registration for the course(s) being completed and subject to adequate student enrollment as determined by the College. The College and Host School reserve the right to cancel any class sections or add sections, no later than the census date for the class as determined by the College.

2. Tuition & Fees

All students enrolled in dual enrollment classes shall be charged tuition and fees at the in-state rate as established by the State Board for Community Colleges for the College and in effect at the time classes begin. Pursuant to the Virginia Plan for Dual Enrollment, schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no cost to them or their families. However, if the Host School charges students the dual enrolled rate for the class, the Host School will pay the College on the students' behalf.

3. Textbooks

The College will determine the textbooks used in dual enrollment courses. The Host School will determine if the students will be responsible to purchase the required textbooks or if the textbooks will be provided by the Host School.

4. Payment for Other Services

Fees and reimbursement for other costs and services will be determined by mutual consent of the Host School and the College per Addendum 1, which is hereby incorporated herein and made a part of this Agreement. A yearly Addendum will be sent to the System with changes in tuition and other agreed upon charges.

5. Faculty

a. Authority to Select/Hire

The selection and supervision of instructional faculty for all community college courses covered by this Agreement will be the responsibility of the College. The Host School may recommend qualified teachers who are interested in teaching in the dual enrollment program to the College for consideration. Each faculty member teaching in the dual enrollment program shall be a member of the college's full-time or part-time faculty and may also be an employee of the Host School.

Dual enrollment course faculty must meet the minimum credentialing requirements set forth in Attachment 1, Requirements for Faculty Teaching Contract Dual Enrollment Classes, Attachment 2, Form VCCS-29, and the Commission on Colleges of the Southern Association of Colleges and Schools.

b. Payment

If the instructor for dual enrollment course(s) is employed full time by the Host School and the course(s) is/are part of the assigned teaching workload, the College will not provide direct compensation to the instructor nor assess a charge for the instructor. If, however, the College employs an instructor who is not affiliated with the Host School, the College will compensate the faculty member directly and the Host School will be charged a fee based on the number of course credits. Direct reimbursement will be in accordance with the Virginia Community College System approved lecturer rates depending on qualifications of the instructor and will occur no later than the end of the semester of the course. Other reimbursement procedures, mutually agreeable to both the College and the System, can also be implemented as an alternative, if evidenced in writing by the parties.

c. Faculty Responsibilities

Instructors will be expected to conform to College policies for the dual enrollment courses they teach, such as preparing course syllabi according to the approved College format, verifying class rosters, taking attendance, and providing final grades at the end of the semester.

The instructor will provide 750 minutes of instruction for each lecture credit or lab contact hour per semester to (System/host school) students enrolled in college courses under this Agreement. In addition, the instructor will provide a maximum of 150 minutes for testing and evaluation for each course.

Online end-of-course student evaluations will be conducted for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the dean, program head/assistant dean, dual enrollment instructor, and designated System representative.

6. Students Selection and Eligibility to Participate in Dual Enrollment Program

   a. In order to be eligible to participate in the Dual Enrollment Program, high school students must be high school juniors or seniors, must have permission of their parent or guardian to participate, be recommended by their high school principal to cross register, and meet course prerequisites. These permissions are documented by submission of the College form 125-209 for each student.

   b. Students must meet admission and course placement requirements of the College. Admission requirements include the completion of an application for admission to the College, and the completion and receipt of satisfactory scores on the college's placement tests. In order to take ENG 111, students must place into ENG 111 College Composition I; to take college courses designed to transfer other than English, students must place into ENG 111 + ENG 9 Individualized Instruction in Writing or higher; and to take courses not primarily designed to transfer, students must place into ENG 1 Preparing for College Writing I and ENG 4 Preparing for College Reading I or higher.

   c. For dual enrollment courses that commonly transfer, all students in the class must be dual enrolled and take the class for college credit. For dual enrollment courses that do not commonly transfer, it is highly recommended that all students take the class for college credit.

   d. Exceptions to the policies established in 6.a, 6.b., and 6.c regarding student eligibility may be made on a case-by-case basis with the approval of the public school superintendent and appropriate College officials, so long as such exceptions are in accordance with the VCCS Policy Manual and College policies.

7. College Administrative Responsibilities

   a. The College, through its instructor(s), will provide the appropriate Host School officials with progress reports on each student from time to time as shall be agreed by the contracting System and College. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.

   b. A record will be maintained by the College for each student in the Dual Enrollment Program as a part of the permanent college record maintained by the College's Admissions and Records office.

   c. The College will send transcripts to colleges/universities upon a student's request.

d. The College will conduct faculty observations for its employees who act as dual enrollment instructors each semester using the College guidelines adopted for all adjunct faculty members. A copy of the observation results will be submitted to the designated System representative. The College will retain the evaluations in electronic or paper format for audit purposes.

8. High School Administrative Responsibilities

Each Host School will verify enrollments in each class section, and instructors will report grades to the College within a prescribed period of time, according to established College procedures.

9. Award of Credit

College and high school credit shall be awarded to the participating high school student upon successful completion of the course.

10. Course Standards

a. Course Equivalency, Evaluation, and Assessment

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment courses developed and implemented under the auspices of the Virginia Plan for Dual Enrollment and this Agreement shall include a formal mechanism for evaluation. The College has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the College, specifically in terms of course placement and pre-requisites, course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation. Instructors of all dual enrollment courses will follow the College course content summary for each course and will require the same texts as are required on campus.

b. Modifications of Policies

Modifications of on-campus policies, procedures, and rules appropriate to the high school setting may be agreed to by the parties in writing before each term begins.

c. Student Performance

Students wishing to take a dual enrolled class must score appropriately on the College placement test and have completed any prerequisite courses.

The College reserves the right to advise the student, parents, and Host School that the student does not have sufficient skills or abilities to continue in the courses selected during/ after the first semester.

The deadline date for adding/dropping classes (defined as the "census date") will be set by the College in accordance with Virginia Community College System policy. Withdrawing from classes after this adjustment period will be allowed without academic penalty within the first 60% of the session and students will receive a grade of W. Withdrawal after the first 60% of the session will result in a grade of F except under mitigating circumstances that must be documented on the course withdrawal form and approved by the instructor and the division dean.

11. Agreement Implementation Contacts

    Contact persons for this agreement are:

    Host School: The school principal / designee

    College: The Coordinator for Dual Enrollment dualenrollment@nvcc.edu and the division dean sponsoring any given course

12. Transferability

    Normally, academic courses intended for transfer with a grade of "C" or above will transfer to institutions of higher education. However, no guarantee can be made to students regarding transferability to all colleges and universities. Community college career-technical course credits earned are applicable to specific curricula and are intended to prepare students for employment in those areas. While some of these courses may be accepted for transfer, no unified policy on the transfer of VCCS courses exists. The System should advise students to consult with transfer institutions in order to determine if their courses will be accepted for transfer.

13. The College reserves the right to enroll other students in the courses subject to this contract when those courses are offered on the College's campus or sites not at the Host School.

14. Each party will be responsible for liability coverage of its employees and agents in fulfilling its responsibilities under this Agreement, to the extent authorized by law.

15. The College or the System shall not unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this Contract. Disabled students will continue to receive appropriate accommodations through the System pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C §1400. Modification in course requirements will not be made for students taking dual enrolled courses at the Host School or on the College campus.

16. Nothing herein shall be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia or the assumption of any liability contrary to Virginia law.

Signatures:

By: 9-4-12

Dr. Robert G. Templin, Jr. Date
President
Northern Virginia Community College

10/12/2012

Dr. Jack Dale Date
Superintendent
Fairfax County Public Schools

Attachments:

Attachment 1 Transferable Credits Earned While in High School

Attachment 2 Requirements for Faculty Teaching Contract Dual Enrollment Classes

Attachment 3 Form VCCS-29

Addendum 1 Tuition, Fees, and Billing for Current Year

Addendum 2 List of Proposed Contract Dual Enrollment Courses for Current School Year

ATTACHMENT I

EARNING COLLEGE CREDIT IN HIGH SCHOOL

This chart shows the requirements of the high school diploma and an Associate Degree in General Studies in the beginning and ending column. In between are the AP / IB and dual enrolled courses that can be used to earn college credit. DE courses are available to rising junior through senior high school students, unless there is an exceptional sophomore who could benefit.

VDOE Advanced / Standard High School Diploma *(Requirements for first time 9th graders in 2011 and beyond)*	**College credits earned by taking AP course and passing final exam** *(Two year programs allow a score of 3 or higher; Four year institutions usually require a 4 or 5 on AP exams) * Extra credits earned for accepted AP scores may be used to meet the general electives.*	**Dual Enrollment with NOVA; students receive college credits at the end of the course, C or better would most likely transfer to a Virginia college** *(Students who do not earn a C or better in the first course, will not be allowed to take the second course.)*	**College credits earned by taking higher level IB earning credit for either one or two courses depending on the score** *(/ with a score of 5 // with a score of 6-7) * Extra credits earned for good AP scores may be used to meet the general electives.*	**NOVA Associate of Science Degree in General Studies**
		SDV 100 College Success Skills		**SDV 100 College Success Skills** ***(1 credit)***
Health & PE ***2 / 2***	N / A		N/A	**PED 116 Lifetime Fitness and Wellness** ***(1 credit)***
1 additional student selected test for verified credit	AP Computer Science A = CSC 201 AP Computer Science AB = CSC 201-202	ITE 115 Intro to Computer Applications OR CSC 110 Intro to Computing	Computing Studies = / CSC 201 // CSC 201-202	**ITE 115 Intro to Computer Applications OR CSC 110 Intro to Computing** ***(3 credits)***
Fine Arts or CTE ***1 / 1***	AP Art History = ART 101-102 AP Music Theory = MUS 111-112	World Literature: ENG 251-252 OR other Literature courses; Upper Level World Language courses; OR approved Art or Drama courses.	Philosophy = / PHI 101 // PHI 101-102	**Humanities / Fine Arts Elective I & II** ***(6 credits total)***

VDOE High School Diploma	AP Courses	NOVA Dual Enrolled Classes	IB Courses	NOVA AS Degree in General Studies
		Principles of Public Speaking: CST 100 Introduction to Communication: CST 110 Small Group Communication: CST 115 Interpersonal Communication: CST 126 Business & Professional Communication: CST 227 Intercultural Communication: CST 229		**Communication Studies and Theater CST Elective *(3 credits)***
English ***4 / 4 credits;*** ***2 verified credits***	AP English Literature OR AP Language & Composition = ENG 111-112	College Composition: ENG 111-112	IB English A1 = / ENG 111 // ENG 111 -112 IB English B = / ENG 111 // ENG 111	**English 111-112 College Composition I & II** ***(3 credits each)***
Mathematics ***4 / 3 credits;*** ***2 / 1 verified credits***	AP Calc AB = MTH 173 AP Calc BC = MTH 173-174 AP Statistics = MTH 241	Math for the Liberal Arts I & II: MTH 151-152 Pre Calculus: MTH 163-164 Vector Calculus: MTH 277 Statistics I & II: MTH 241-242 Differential Equations: MTH 291-292	Mathematics = / MTH 173 // MTH 173-174	**Mathematics, MTH 151 or Higher** ***(3 - 5 credits depending on course)***
Lab Science ***4 / 3 credits;*** ***2 / 1 verified credits***	AP Biology = BIO 101 -102 AP Chemistry = CHM 111-112 AP Physics B = PHY 201-201 AP Environmental Science = ENV 121-122	Biology: BIO 101 -102 Chemistry: CHM 111-112 Physics: PHY 201-202 Environmental Science: ENV 121-122	IB Biology = / BIO 101 // BIO 101-102 IB Chemistry = / CHM 111 // CHM 111-112 IB Physics = / PHY 201 // PHY 201-202	**Physical or Life Science Elective w/Lab I & II** ***(4 credits each course)***
Economics & Personal Finance ***1 / 1***	AP Economics, Macro = ECO 201 AP Economics, Micro = ECO 202	Economics, Macro: ECO 201 Economics, Micro: ECO 202 Personal Finance: FIN 107 *(use these toward the social sciences or general elective requirements on next page)*		

VDOE High School Diploma	AP Courses	NOVA Dual Enrolled Classes	IB Courses	NOVA AS Degree in General Studies

History & Social Sciences
4/3 credits;
2 / 1 verified credits
	AP Human Geography = GEO 210
	AP Psychology = PSY 201-202
	AP US History = HIS 121-122
	AP European History = HIS 101-102
	AP World History = HIS 111-112
	AP US Government = PLS 211-212
	AP US Comparative Government & Politics = PLS 120
	AP US Government & Politics = PLS 135, PLS 211
	AP Economics, Macro = ECO 201
	AP Economics, Micro = ECO 202
		Any Equivalent Economics, Geography, History, Political Science, Psychology, OR Sociology Course	Geography = / GEO 220 // GEO 220 + GEO elective
			Psychology = / PSY 201 // PSY 201-202
			Social Anthropology = / SOC 211 // SOC 211-212
				Social Science Elective I & II
				(3 credits each)
				AND
				HIS Elective
				(3 credits)

Foreign Language ***3 / 2***	AP Chinese Language & Culture = CHI 201-202 AP French Language = FRE 201-202 AP French Literature = FRE 233-234 AP German Language = GER 201-202 AP Italian Language & Culture = ITA 201-202 AP Japanese Language & Culture = JPN 201-202 AP Latin / Literature or Virgil = LAT 101-102 *(only used as general elective for NOVA)* AP Russian Language & Culture = RUS 201-202 AP Spanish Language = SPA 201-202 AP Spanish Literature = SPA 233 + SPA elective OR SPA 271-272		French A1 or B = / no credit // FRE 201-202 German A1 or B = / no credit // GER 201-202 Spanish A1 or B = / no credit // SPA 201-202	**Humanities / Fine Arts Elective I & II** ***(includes foreign language courses)***

VDOE High School Diploma	AP Courses	NOVA Dual Enrolled Classes	IB Courses	NOVA AS Degree in General Studies
Fine Arts or CTE ***1 / 1***	AP Art History = ART 101-102 AP Music Theory = MUS 111-112	World Literature: ENG 251-252 OR other Literature courses; Upper Level World Language courses; OR approved Art or Drama courses.	Philosophy = / PHI 101 // PHI 101-102	**Humanities / Fine Arts Elective I & II** ***(6 credits total)***
Electives / Career & Technical Education CTE Sequence ***2 / 6***	AP Credits not used previously; must have a 3 or higher on examination and NOVA must have an equivalent course.	Any courses approved by the college or elective courses not used previously. CTE courses are available in a variety of fields but earned credits may not be transferable to a four year institution.	IB Credits not used previously; must have a score of 5 or better and NOVA must have an equivalent course.	**General Electives** ***(19 credits)***

Attachment 2

Requirements for Faculty Teaching Contract Dual Enrollment Classes

Pursuant to the Agreement to which this Attachment 1 is attached, the College and the System agree as follows:

The College will select, supervise and evaluate instructional faculty for all NOVA courses covered by this Agreement. The Host Schools are encouraged to recommend instructors who meet the College's credentialing criteria (see below) and who are interested in teaching the dual enrollment classes.
Each instructor teaching dual enrollment classes will be credentialed by the College to teach at the college level. This means that if a Host School teacher has the required credentials and will teach a dual enrollment class, the College will recognize that instructor as an adjunct faculty member.
If an instructor is employed full time by the Host School and the course is part of the assigned teaching workload, the College will not charge a faculty fee.

In addition to the credentialing requirements set forth in this Attachment 1, dual enrollment course faculty must meet the minimum credentialing requirements set forth by Form VCCS-29 and the Commission on Colleges of the Southern Association of Colleges and Schools.
All faculty teaching dual enrollment courses will be required to attend faculty orientation and other in-service programs. The College will evaluate dual enrollment instructors each semester they teach a dual enrollment class.

Minimum Credentialing Criteria for Faculty (VCCS-29):

Faculty who teach courses designed to transfer must have a Master's in field or Master's with 18 graduate semester hours in teaching field. This includes all Humanities, Social Sciences, Natural Sciences, Math and Student Development as well as transferable courses in other fields such as Accounting and IT.

Faculty who teach career-technical courses not designed to transfer must have a Bachelor's in teaching field or Associate's in teaching field with demonstrated competency in teaching field (minimum of 2 years current related occupational experience). This includes Associate of Applied Science or Applied Arts degree fields such as Horticulture, Automotive, and Hospitality Management. Some IT courses fall into this category.

VCCS-29 Normal Minimum Criteria for Each Faculty Rank Effective July 1, 2005

	Faculty in Humanities, Soc. Sciences, Natural Sciences and Math, Developmental Studies, Counselors, Librarian,		*Faculty in Specialized Professional or Technical Associate in Applied Sciences or Arts Degree Fields*		*Faculty in Non-Associate Degree Occupational Fields*	
	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ASSISTANT INSTRUCTOR	Appointment on a temporary or emergency basis for a period of one year for persons who meet most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year. A one-year renewal only of assistant instructor appointment may be considered upon request of the college administrator for a person who is actively pursuing completion of the necessary requirements.					
INSTRUCTOR						
Teaching Effectiveness	Good		Good		Good	
Academic Preparation	Master's in field or Master's w/18 grad. s.h. in teaching field (The minimum requirement for faculty teaching developmental courses at the instructor level is a baccalaureate degree.)		Bachelor's in teaching field or Associate's in teaching field with demonstrated competency in teaching field.		H.S. dip. or equiv. Assoc. or equiv. in teaching field preferred.	
Experience:						
Related Occup. Exp.	0 yrs.		2 yrs.		5 yrs. current exper.	
Total Teaching Exp.	0 yrs.		0 yrs.		0 yrs.	
F/T Community College Experience	0 yrs.		0 yrs.		0 yrs.	
Professional Activities and Contributions	Demonstrates Potential		Demonstrates Potential		Demonstrates Potential	
ASSISTANT PROFESSOR						
Teaching Effectiveness	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good
Academic Preparation	Master's + 24 grad s.h. (27 grad s.h. in teaching field.)	Master's + 15 grad. s.h. (27 grad. sem. hrs in teaching field)	Bachelor's in teaching field + 24 grad. s.h	Bachelor's in teaching field +15 grad s.h.	Assoc. or equiv. (Major in teaching field)	High school or equiv. + 30 s.h. hrs. toward an Assoc Degree
Experience:						
Related Occup. Exp.	0 yrs.	0 yrs.	2 yrs.	2 yrs.	5 yrs.	5 yrs.
Total Teaching Exp.	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.
F/T Community College Experience	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.
Professional Activities and Contributions	Good	Good	Good	Good	Good	Good
ASSOCIATE PROFESSOR						
Teaching Effectiveness	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent
Academic Preparation	Doctorate (36 grad s.h. in teaching field)	Master's + 33 grad. s.h. (36 grad hours in teaching field)	Master's related to teaching field +15 grad s.h.	Master's related to teaching field	Bachelor's related to the teaching field	Assoc. related to the teaching field or equiv. + 30 s.h.
Experience:						
Related Occup. Exp.	0 yrs.	0 yrs.	2 yrs.	2 yrs.	5 yrs.	5 yrs.
Total Teaching Exp.	6 yrs.	6 yrs.	6 yrs.	6 yrs.	6 yrs.	6 yrs.
F/T Community College Experience	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.
Professional Activities and Contributions	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good
Min. VCCS Exp. in Previous Rank	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.
PROFESSOR						
Teaching Effectiveness	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent
Academic Preparation	Doctorate (36 grad s.h. in teaching field)	Doctorate (36 hours in teaching field)	Master's related to teaching field + 36 grad. s.h.	Master's related to teaching field + 36 grad s.h.	Master's related to the teaching field	Master's related to the teaching field
Experience:						
Related Occup. Exp.	0 yrs.	0 yrs.	2 yrs.	2 yrs.	5 yrs.	5 yrs.
Total Teaching Exp.	9 yrs. Post secondary	9 yrs.	9 yrs. Post secondary	9 yrs.	9 yrs. Post secondary	3 yrs.
F/T Community College Experience	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.
Professional Activities and Contributions	Exceptional	Excellent	Exceptional	Excellent	Exceptional	Excellent
Min VCCS Exp. in Previous Rank	0 yrs.	3 yrs.	0 yrs.	3 yrs.	0 yrs.	3 yrs.

Addendum 1

TUITION, FEES, AND BILLING 2012-2013

The purpose of this addendum is to clarify the charges for dual enrollment for the 2012-2013 academic year, and to outline the dual enrollment billing process to be used by the college. All terms and conditions are subject to changes in the College catalog and its administrative policies.

Dual Enrollment Tuition and Fees

The full tuition for a course will be charged by the College for each student in the dual enrollment class. The host school will receive an 85% discount on the cost per credit for the use of its own facility. There will be no faculty charge if a credentialed high school teacher serves as faculty. If the instructor is not a teacher at the host high school, a faculty charge of $950 per credit hour will be applied. This charge will be added to the total invoice amount.

For example, using the in-state tuition and fees for 2012-2013, the chart demonstrates the cost of a course using a *NOVA faculty member versus a high school teacher who is a NOVA adjunct:

Course	# Credits	Cost per Credit	# Students	Sub-total	Facility Discount = 85% of Sub-total	Total Charge	Faculty Charge per Credit	Total Invoice
* SDV 100	1	$ 145.25	10	$1,452.50	$1234.60	$217.90	**$950**	$1,167.90
SDV 100	1	$145.25	10	$1,452.50	$1234.60	$217.90	$0	$217.90

Billing Process

After one month from the start of the semester, student additions and drops will be considered complete. The Office of Dual Enrollment will send an email to the teacher asking him / her to review the roster(s) and provide any necessary changes. Once approval has initially been given, an electronic roster will be created and emailed to the dual enrollment teacher for review and final approval. When the teacher submits the roster, it will automatically be forwarded to the principal / designee for final approval. When the principal / designee accepts and submits the roster, this demonstrates agreement that the bill for the semester will be based upon the agreed upon rosters.

Based on the signed roster(s), a dual enrollment bill will be created by the College listing each course being taught at the high school. The final cost will reflect 15% of the total in-state tuition and fees and there will be a faculty charge only if the instructor is provided by the College. You will be notified when the tuition and fees are changed by the Virginia Community College System and accordingly, the cost of a credit will be increased while still maintaining the 85% discount.

It is the responsibility of the host school to collect any funds due from students, and the (System/host school) will be responsible for the payment of the bill. Under no circumstances will the College interface directly with individual students in collecting the necessary tuition.

Payment of the dual enrollment bill will be expected within 30 days of receipt of the bill with the intention to have each semester's charges paid before the end of each semester.

Questions about dual enrollment bills should be addressed to the Dual Enrollment Director, Ms. Ruthe Brown. rdbrown@nvcc.edu or 703-919-5983.

Addendum II

Proposed Courses for 2012 - 2013
(Changes may occur if agreed upon by College and host school)

Fall 2012

High School	Course	Credits	Teacher	Campus	Dean	Mentor
Bryant	SDV 100	1	Dierdre Magro*	AL	D. Scott	Delores Scott
Chantilly Acad.	ITN 154	4		MA	D. Martin	Charlene Phillips
Chantilly Acad.	ITN 154	4		MA	D. Martin	Charlene Phillips
Chantilly Acad.	ITN 156	4		MA	D. Martin	Charlene Phillips
Edison Acad.	ITD 132	3		AL	Bruce Bowman	Kevin Reed
Falls Church	ENG 111 T	3		AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 111 T	3		AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 111 T	3	Ari Jones	AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 111 HT	3	Ari Jones	AN	C. Calobrisi	Jean Dubro
Jeb Stuart	ENG 111 T	3	Cheryl Binkley	AL	J. McClellan	Jarrod Waetje
Marshall H.S.	ENG 111 T	3	Tiffany Santana	AN	C. Calobrisi	Jean Dubro
Marshall H.S.	ENG 111 T	3	Tiffany Santana	AN	C. Calobrisi	Jean Dubro
Mount Vernon	ENG 111 T	3		AL	J. McClellan	Jarrod Waetje
Mount Vernon	ENG 111 T	3		AL	J. McClellan	Jarrod Waetje
South Lakes	ENG 111 T	3	Patricia Smith	LO	J. Turner	Stacy Rice
South Lakes	ENG 111 T	3	Larry Ward	LO	J. Turner	Stacy Rice
South Lakes	ENG 111 T	3	Larry Ward	LO	J. Turner	Stacy Rice
West Potomac	ENG 111 T	3	Paul Russell	AL	J. McClellan	Jarrod Waetje
West Potomac	ENG 111 T	3	Bernie Cabral	AL	J. McClellan	Jarrod Waetje

Spring 2013

Annandale	AUT 100	2	Joe Desio	AL	B. Bowman	Geoffrey Brow
Annandale	BUS 116	3	Stephanie Harmony	LO	J. Samuels	Miguel Corrigan
Bryant	SDV 100	1	Deirdre Magro *	AL	D. Scott	Delores Scott
Chantilly Acad.	BUS 116	3	Michelle Gaffin	MA	R. Buchanan	John Phillips
Chantilly Acad.	BUS 116	3	Michelle Gaffin	MA	R. Buchanan	John Phillips
Chantilly Acad.	BUS 116	3	Michelle Gaffin	MA	R. Buchanan	John Phillips
Chantilly Acad.	BUS 116	3	Michelle Gaffin	MA	R. Buchanan	John Phillips
Chantilly Acad.	BUS 165	3	Michelle Gaffin	MA	R. Buchanan	John Phillips
Chantilly Acad.	ITN 155	4		MA	D.Martin	Charlene Phillips
Chantilly Acad.	ITN 155	4		MA	D.Martin	Charlene Phillips
Chantilly Acad.	ITN 157	4		MA	D.Martin	Charlene Phillips
Edison	AIR 111	3	Robert Stringham	WO	T. Seaman	Patrick Dennis

Edison	AIR 121	4	Robert Stringham	WO	T. Seaman	Patrick Dennis
Edison	AUT 100	2	John Bogan	AL	B. Bowman	Geofrey Brown
Edison	HRI 106	3	Glenn Walden	AN	J. Sass	Janet Sass
Edison	HRI 107	3	Glenn Walden	AN	J. Sass	Janet Sass
Edison	HRI 158	3	Glenn Walden	AN	J. Sass	Janet Sass
Edison	ITD 134	3		AL	B. Bowman	Kevin Reed
Falls Church	BUS 116	3	Fred Coulter	LO	J. Samuels	Miguel Corrigan
Falls Church	ENG 112 T	3		AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 112 T	3		AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 112 T	3	Ari Jones	AN	C. Calobrisi	Jean Dubro
Falls Church	ENG 112H T	3	Ari Jones	AN	C. Calobrisi	Jean Dubro
Herndon	BUS 116	3	David Petruzzi	LO	J. Samuels	Miguel Corrigan
Herndon	BUS 116	3	Julie Pickering	LO	J. Samuels	Miguel Corrigan
Herndon	BUS 165	3	David Petruzzi	LO	J. Samuels	Miguel Corrigan
JEB Stuart	ENG 112 T	3	Cheryl Binkley	AL	J. McClellan	Jarrod Waetje
Marshall Acad.	BUS 116	3	Jennifer Hendrickson	LO	J. Samuels	Miquel Corrigan
Marshall Acad.	BUS 116	3	Jennifer Hendrickson	LO	J. Samuels	Miquel Corrigan
Marshall Acad.	BUS 116	3	Jennifer Hendrickson	LO	J. Samuels	Miquel Corrigan
Marshall Acad.	BUS 165	3	Jennifer Hendrickson	LO	J. Samuels	Miquel Corrigan
Marshall H.S.	ENG 112 T	3	Tiffany Santana	AN	C. Calobrisi	Cheri Spiegle
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South Lakes	ENG 112 T	3	Larry Ward	LO	V. Bates	Stacy Rice
South Lakes	ENG 112 T	3	Patricia Smith	LO	V. Bates	Stacy Rice
West Potomac Acad.	HLT 141	1		MEC	A. Cornell	Jodi Gundrom
West Potomac Acad.	PTH 151	5		MEC	A. Cornell	Jodi Gundrom
West Potomac H.S.	ENG 112 T	3	Bernie Cabral	AL	J. McClellan	Jarrod Waetje
West Potomac H.S.	ENG 112 T	3	Paul Russell	AL	J. McClellan	Jarrod Waetje

Appendix D
Planning and Advisory Committee Agreements

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

Advisory Committee Members Agreement

Key to the success of the Governor's Health Sciences Academy @ Falls Church/@ West Potomac Academy (Fairfax County Public Schools) is an actively engaged and knowledgeable Advisory Committee of representatives from industry, business, postsecondary and higher education and government.

As a member of the Advisory Committee, I will effectively:

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5. Provide ongoing evaluation of the programs, courses and co-curricular initiatives to assure achievement of the Academy's critical educational mission.
6. Serve as an ambassador of the Governor's Health Sciences Academy @ West Potomac Academy to the general community, business, industry, and government.

Name: Agustin O. Vilches, RPh

Title: Sr. Vice President, Clinical Services

School/Institution/Organization: Wise Hospice Options

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Agustin O. Vilches

Signature

February 20, 2013

Date

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Name: Tim Moore

Title: Technician II

School/Institution/Organization: Prince William County Dept. of Fire & Rescue

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

12-6-12

Date

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Name: Patricia S. Reed

Title: Elected School Board Representative

School/Institution/Organization: FCPS School Board, Providence District

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Patricia S. Reed

Signature

2-19-13

Date

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Name: Beth Downey

Title: Instructional Coordinator, CTE

School/Institution/Organization: Fairfax County Public School

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/11/2013

Date

Advisory Committee Certification

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Name: DOUGLAS CHAN PT

Title: CLINIC DIRECTOR

School/Institution/Organization: MONTCLAIR PHYSICAL THERAPY

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Douglas Chan

Signature

2/20/13

Date

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Fairfax County's Governor's Health Sciences Academy

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Name: Craig E. Cheifetz, MD, FACP

Title: Associate Dean for Medical Education

School/Institution/Organization: VCU School of Medicine Inova Campus

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

12/5/12

Date

Advisory Committee Certification

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6. Serve as an ambassador of the Governor's Health Sciences Academy @ West Potomac Academy to the general community, business, industry, and government.

Name: Rolando Plummer

Title: Assistant Financial Coordinator

School/Institution/Organization: Ellis Orthodontics

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Rolando W. Plummer Jr

Signature

2-21-13

Date

Advisory Committee Certification

~~Fairfax~~ County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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Name: Brent Morgan

Title: Firefighter/Paramedic

School/Institution/Organization: Fairfax County Fire & Rescue

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Signature

12/5/12

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

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Name: Cara Kirby

Title: Career Experience Specialist

School/Institution/Organization: Fairfax County Public Schools Office of Career and Technical Education

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Cara K Kirby — Signature

2-7-13 — Date

Advisory Committee Certification

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Name: Joan Perez

Title: Dental Hygienist

School/Institution/Organization: _____

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_____ Signature

2-2013 Date

Advisory Committee certification

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Name: Ia Gomez

Title: Biotechnology Program Head

School/Institution/Organization: Northern Virginia Community College

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

1/31/2013

Date

Advisory Committee Certification

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Name: Lane Rauscher

Title: Office Manager

School/Institution/Organization: Ellis Orthodontics

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/21/13

Date

Advisory Committee Certification

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Name: Kim Paddison Dockery

Title: Assistant Superintendent Department of Special Services

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Kim P Dockery

Signature

Dec. 6, 2012

Date

Advisory Committee Certification

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Name: Anne-Marie Glynn

Title: Program Manager, Health + Medical Sciences

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Anne-Marie Glynn — 2/15/13

Signature — Date

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Name: Rene A. Guerrero Ruiz

Title: Dental Assistant

School/Institution/Organization: NV

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Signature

2-2013

Date

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Name: Penelope A. Gross

Title: Mason District Supervisor

School/Institution/Organization: Fairfax County Board of Supervisors

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Penelope A. Gross

Signature

Dec. 7, 2012

Date

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Name: Matt Irwin, M.D.

Title: Physician and West Potomac Academy Advisor

School/Institution/Organization: West Potomac Academy

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/20/13

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

Advisory Committee Members Agreement

Key to the success of the Governor's Health Sciences Academy @ Falls Church/@ West Potomac Academy (Fairfax County Public Schools) is an actively engaged and knowledgeable Advisory Committee of representatives from industry, business, postsecondary and higher education and government.

As a member of the Advisory Committee, I will effectively:

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5. Provide ongoing evaluation of the programs, courses and co-curricular initiatives to assure achievement of the Academy's critical educational mission.
6. Serve as an ambassador of the Governor's Health Sciences Academy @ West Potomac Academy to the general community, business, industry, and government.

Name: __Marie Gallo Dyak__

Title: ___Exec VP Program Services & Government Relations

School/Institution/Organization: _Entertainment Industries Council, Inc. (EIC)

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Marie Gallo Dyak

Signature

Feb 20, 2013

Date

Advisory Committee Certification

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Name: James J. Kacur

Title: Assistant Superintendent Cluster II

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

December 7, 2012

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

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Name: Regina Cronan

Title: Family & Consumer Sciences Program Manager

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Regina Cronan — Signature

2/15/13 — Date

Advisory Committee Certification

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Name: Matt Irwin, M.D.

Title: Physician and West Potomac Academy Advisor

School/Institution/Organization: ~~West Potomac Academy~~ Capital Caring Private Practice and

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/20/13

Date

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Name: Sandy Evans

Title: School Board Member

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Sandy Evans

Signature

12-16-12

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

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Name: Constance R. Kohler

Title: Occupational therapist

School/Institution/Organization: INOVA and COAK, OT

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2/20/13

Date

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6. Serve as an ambassador of the Governor's Health Sciences Academy @ West Potomac Academy to the general community, business, industry, and government.

Name: Cathy Benner

Title: Principal

School/Institution/Organization: Falls Church High School

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Cathy Benner

Signature

2-20-13

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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Name: _____Lynn Eadie, OTR/L_____

Title: _____Therapy Service Supervisor_____

School/Institution/Organization: ___Fairfax County Public Schools_____

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Lynn Eadie OTR/L — 20 FEB 2013

Signature — Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

Advisory Committee Members Agreement

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Name: Adrian L. Patterson

Title: DDS. Oral Surgeon

School/Institution/Organization: West Potomac HS

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

A. Patterson

Signature

20 Feb 2012

Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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Name: Vicki Burman

Title: Executive Director

School/Institution/Organization: Annandale Chamber of Commerce

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

V Burman — 11 December 2012

Signature — Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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A. Patterson

Signature

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Name: ____Skylar Jackson_____

Title: _____External Communications and Program Director

School/Institution/Organization: ___Entertainment Industries Council, Inc. (EIC)

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Jackson
Signature

20 Feb 13
Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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Name: Denise Forrest

Title: Coordinator, Early Childhood Special Ed.

School/Institution/Organization: FCPS

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Signature

12/10/12

Date

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Name: Patricia DeiTos

Title: Healthcare Consultant

School/Institution/Organization: PMMD Consulting

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

12/7/2012

Date

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Name: Constance R. Kohler

Title: occupational therapist

School/Institution/Organization: INOVA and CORK, OT

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Signature

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Date

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Fairfax County's Governor's Health Sciences Academy

at West Potomac Academy

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Name: Dan Storck

Title: School Board Member, Mount Vernon District

School/Institution/Organization: Fairfax County Public Schools

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy at West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Daniel G. Storck — 2-27-13

Signature — Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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6. Serve as an ambassador of the Governor's Health Sciences Academy @ West Potomac Academy to the general community, business, industry, and government.

Name: Geridain Lloyd

Title: Dental Assistant

School/Institution/Organization: Dr. Miller, DDS

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/20/13

Date

VIRGINIA DEPARTMENT OF EDUCATION
Governor's Health Sciences Academy
School Division Agreement

The **Fairfax County Public School System** agrees to fully plan and implement a Governor's Health Sciences Academy that offers a plan of study in each of the five health science career pathways. Further, the academy will serve two or more school divisions within the respective region or two or more high schools within the school division and will comply with all criteria as identified in the Guidance Document for the *Establishing A Governor's Health Sciences Academy* (Superintendent's Memo #251-12). The **Fairfax County Public School System** will serve as the fiscal agent for the Governor's Health Sciences Academy at the Falls Church Academy.

Check one: ___ Regional Governor's Health Sciences Academy (serving two or more school divisions)

_x_ School Division Governor's Health Sciences Academy (serving two or more high schools within the division)

Superintendent's Certification:

JACK D. DALE
Typed or Printed Name of Superintendent

FAIRFAX COUNTY
School Division

Superintendent's Signature

11/28/12
Date

Advisory Committee Certification

Fairfax County's Governor's Health Sciences Academy

@ Falls Church/@ West Potomac

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Name: Paul A Wardinski

Title: Director

School/Institution/Organization: Instructional Services

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

2/15/13

Date

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Name: Rebecca Hileman

Title: Community Affairs Executive

School/Institution/Organization: Inova Health System

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Rebecca Hileman

Signature

Dec. 7, 2012

Date

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Name: Gerridain Lloyd

Title: Dental Assistant

School/Institution/Organization: Dr. Miller

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Name: Josh Tyler

Title: Pharmacy Manager Emerging Leader.

School/Institution/Organization: Walgreens.

My Signature below certifies my willingness to be an active member on the combined planning and advisory committee for the proposed Governor's Health Sciences Academy @Falls Church/ @ West Potomac Academy described in detail in the accompanying application for this distinguished designation.

Signature

8/20/13

Date

Appendix E
Professional Development Opportunities

Change Text Size
High Contrast Setting
Have an account?
Please enter your credentials and click the Login button below.
Username:
Password:
Forgot Your Password?
Login
FCPS
FAIRFAX COUNTY PUBLIC SCHOOLS
24-7 Learning
Parent Information
Student Information
Staff Information
System Announcements
FCPS 24-7 Learning will be unavailable on March 15 at 11pm until March 16 at 8am for maintenance. (Friday, March 8, 2013)

eLearnIT
Login
About
eLearnIT provides FCPS employees free access to online training and skills development via the Internet. Through eLearnIT, Employees have access to thousands of online courses and reference and audio books on a 24x7 basis.
inGenius
FCPS' Internet-based Books 24x7 program, part of eLearnIT, has been updated and now includes the inGenius social learning feature. Social learning combines the power of social media technology with the appeal of a collaborative environment that encourages ongoing informal learning, knowledge sharing and transfer, and the development of in-house subject matter experts.
Books 24x7 Mobile
To access Books 24x7 Mobile, click here.
Enter your FCPS network user name, eLearnIT password and Group Code: B6Z3M
Books 24x7 FAQ
First Time Users
Click on the login link at the top of this page.
For the User ID, enter your FCPS network user name (e.g. zwsmith).
For the password, enter your six-digit FCPS Employee ID.
Click here to test to ensure your computer and web browser are configured correctly.
eLearnIT Contact
Scott Simmons
Senior IT Specialist
Technical Support
IT Service Desk
703-503-1600
eLearnIT User QRG (PDF)
Webpage Curator
Scott Simmons
scott.simmons@fcps.edu
Last Updated
February 11, 2013

FCPS
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my PLT
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Please use your FCPS username and FCPS password when you log in.
(Remember, the password you change using the Forgot Password link is your FCPS password)
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Benefits & Capabilities of My PLT
Implementation Timeline
Frequently Asked Questions
User Quick Reference Guide
View Professional Learning & Accountability Catalogs
Technical Support
If you are having technical problems with MyPLT, please contact the IT Service Desk at (703) 503-1600 while at your computer if possible. You may also e-mail ITServiceDesk@fcps.edu

Appendix F
STEM Camp

STEM Camp is designed to give students the opportunity to explore engineering careers and technology as they rotate through different classes over a one week program.

This camp will provide students with an opportunity to experience new technologies while they rotate through activities such as: **Rocketry, CNC & CAD, LEGO Robotics, Structures, Solar Cars, and Green Technologies.**

STEM CAMP 2013	
Dates:	July 8 - 12, 2013
Location:	Lake Braddock Secondary School
Student Hours:	8:30 a.m. – 2:00 p.m.
Eligibility:	STEM Camp is open to students in **grades 3-5** during the 2012-2013 school year.
Learn More:	 PLAY VIDEO **Contact:** Tony Casipit Camp Coordinator 571-423-4593 Tony.Casipit@fcps.edu
REGISTRATION INFORMATION	
Registration:	**February 4th – May 31st** REGISTRATION FORM

Appendix G
Tech Adventure Camp

AUTOMOTIVE TECHNOLOGY CULINARY ARTS ENGINEERING COMPUTER TECHNOLOGY GAMING TV PRODUCTION

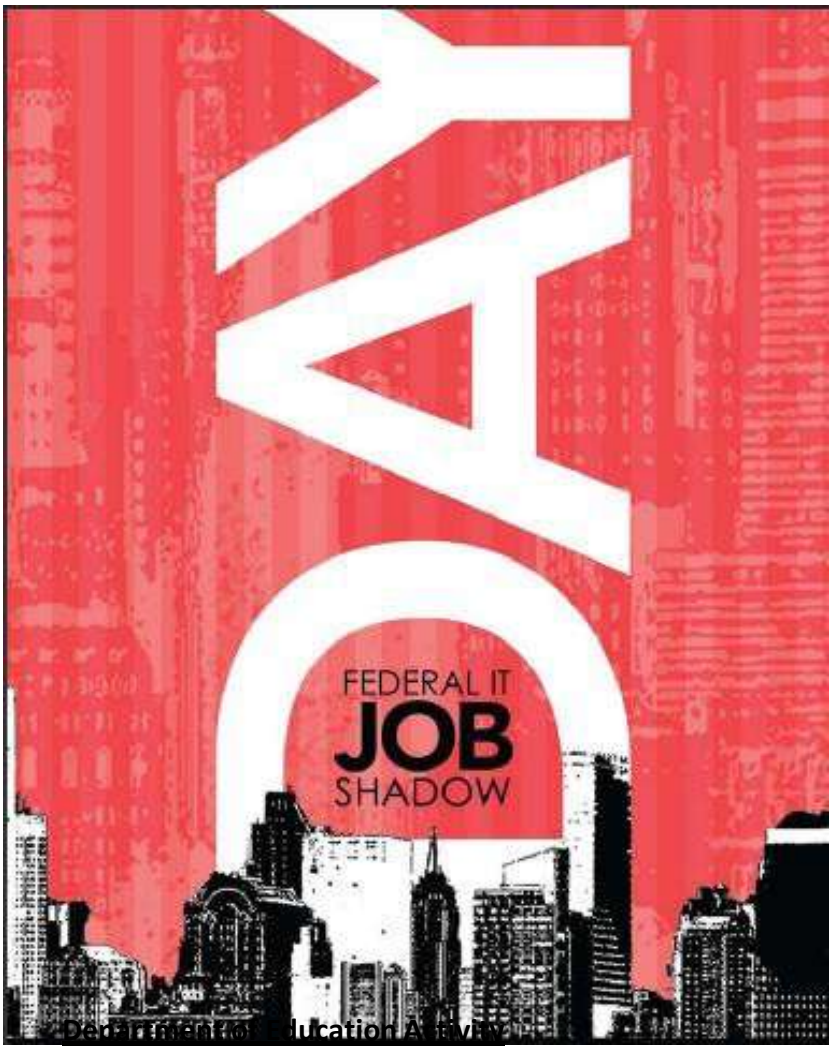
Tech Adventure Camp

Tech Adventure Camp is designed to give students the opportunity to explore careers and technology as they rotate through eight areas over a two week program. The camp is open to students in grades 5-7 during the 2012-2013 school year.

TECH ADVENTURE CAMP 2013	
Dates:	July 15 - 26, 2013
Location:	Lake Braddock Secondary School
Student Hours:	8:30 a.m. – 2:00 p.m.
Eligibility:	Tech Adventure Camp is open to students in **grades 5-7** during the 2012-2013 school year.
Course Offerings:	• Automotive Technology • Computer Technology • Culinary Arts • Cyber Security (tentative) • Engineering/Robotics • Gaming • Integrated Technology • TV Production
Learn More:	 PLAY VIDEO
REGISTRATION INFORMATION	
Registration:	**February 4th – May 31st** REGISTRATION FORM Deadline for registration is May 31, 2013.

Appendix H

Internships and Job Shadow Experiences



Students from academy programs had the opportunity to participate in the Federal IT Job Shadow Day. Students visited and shadowed professionals at the Department of Defense Education Activity and the Department of Veterans Affairs.

MITRE

presents

Young Women in Engineering

Friday, March 15, 2013 8:00 a.m. – 2:00 p.m.

McLean, VA

Are you interested in a career in Technology?

Do you want to learn more about the opportunities for women in Technology & Engineering?

If you answered *"yes"* to these questions;

Visit MITRE on Friday, March 15, 2013

Teachers,

Email Cara Kirby (ckkirby@fcps.edu) with the following;

- Student Names
- Citizenship Declared
- Student Email Address
- DEADLINE FOR REGISTRATION: FEBRUARY 18TH

Appendix I

Parent, Student, and Community Access

FCPS Academies Invite Prospective Students and Parents to Open Houses

As registration for the 2013-14 school year gets underway, parents and high school studentscan look to Fairfax County Public Schools' **six high school academies for elective options.** A high school academy is a center within an existing high school that offers advanced technical and specialized courses that successfully integrate career and academic preparation.

Complete information about the high school academy program is available online. Detailed information about each academy is available at the individual academy websites below. Students and parents are invited to attend any of the open houses listed below.

- Chantilly Academy: A Governor's STEM Academy; Open House and Spaghetti Dinner, Wednesday, February 27, 6 to 8 p.m.
- Edison Academy: International Studies and Business; Engineering and Scientific Technology. (**Note**: Edison Academy has already held its open house, but students may still enroll for its courses.)
- Fairfax Academy: Communication and the Arts; Information Night: Thursday, February 28, 7 to 9 p.m.
- Falls Church Academy: Health and Human Services; Open House and Pasta Dinner, Wednesday, February 13, 6 to 7:30 p.m.
- Marshall Academy: International Studies and Business; Engineering and Scientific Technology; Open House and Spaghetti Dinner, Wednesday, February 20, 5:30 to 7 p.m.

  Explore Marshall Academy

  - 7:45 to 11 a.m., Parents may observe classes in action (on-site registration from 7:30 to 9:45 a.m. that day).
  - 5:30 to 7 p.m., Teacher Meet and Greet and complimentary spaghetti dinner (Marshall High School cafeteria).
- West Potomac Academy: Communications and the Arts; Health and Human Services; Open House, Thursday, February 21, 9 a.m. to 1 p.m.

For more information, contact Beth Downey at 571-423-4526 or beth.downey@fcps.edu.

News for You

- Registration Now Open for FCPS 2013 Summer Programs
- Fairfax County School Board Approves Advertised FY 2014 Budget
- FCPS Academies Invite Prospective Students and Parents to Open Houses
- FCPS African and African-American Heritage Conference Set for February 23 at Jackson Middle School
- Fairfax County School Board Approves FY 2014-18 Capital Improvement Program
- Kinship Care Guide and Resources Available to Relatives Raising Children

Parent Resources

- Calendars
- Lunch Menus
- FCPS 24-7 Learning (Blackboard)
- FCPS Parent Resource Center
- 2012-13 FCPS Handbook: A Guide for Parents (pdf)
- Strategies for School Success

Keep in Touch Plus

Sign up for Keep in Touch Plus to receive information about specific schools and topics you choose as well as community outreach messages.

Appendix J

Health Sciences Academy Application

Staple Here

APPLICATION FOR ACADEMY AND SPECIALIZED PROGRAMS
2013-2014

Staple documents behind this application in the following order: Student Transcript, Current Year's SASI Period Attendance/Days of Activity, Student Statement, other support documentation. This becomes the application packet. View detailed application instructions at: http://www.fcps.edu/is/cte/academyapplication.shtml. Application packet must be received at the specified location by **March 22, 2013.**

Name _____ (Last / First / MI) Student ID# _____

Student Phone (cell) _____ (or NA) Student E-Mail _____

Parent/Guardian _____ (Last / First) Work/Cell Ph _____ E-Mail _____

Base School _____ Counselor _____ Counselor Phone _____

Time of Day Preference: _____ AM _____ Mid-Day _____ PM Transportation *may* be available. If so, is it requested? _____ Yes _____ No

Counselor: On a separate page, include scheduling restraints, additional comments, or other relevant information which could help with selection, placement and/or support services.

Location Legend (Please Check √) ***Send Original Application to Academy Location or as Specified (must be received by March 22):***

Academy Courses: ____ Chantilly (C) ____ Edison (E) ____ Fairfax (FX) ____ Falls Church (FC) ____ Marshall (M) ____ West Potomac (WP)

Classroom on the Mall (COM): ____ Fair Oaks (FO) ____ Tysons Corner (TC) *Send Classroom on the Mall application to Marketing Program Manager at Fairfax Ridge*

Practical Nursing: Fairfax County School of Practical Nursing ___ (FCSPN at Plum Ctr) *Send Practical Nursing application to Health and Medical Sciences Program Manager at Fairfax Ridge*

Construction Tech: Spring Village Residential Site: ____ (SV) *Send Spring Village application to Trade & Industrial Education Program Manager at Fairfax Ridge*

Course Selection – Please indicate *preferred* course with a "1" and *alternate* course with a "2"

Note: If you are applying for and plan to attend two (2) or more courses, a separate application and statement is required for each course.

ALL COURSES OR COURSE COMBINATIONS (S1 &S2) ARE EQUIVALENT TO TWO (2) CREDITS UNLESS OTHERWISE NOTED.

____Aerospace Science 1 (1 credit – 848726) (M)
____Aerospace Science 2 (1 credit – 848826) (M)
____Air Force JROTC 1 (Foundation) (791627) (C)
____Air Force JROTC 2 (Advanced) (791927) (C)
____Animal Science 1 (831027) (C) (E)
____Animal Science 2 (831127) (C) (E)
____Automotive Collision Service 1 (1 credit – 867626) (C) (E) (M)
____Automotive Collision Service 2 (867727) (C) (E) (M)
____Automotive Collision Service 3 (867827) (C) (E) (M)
____Automotive Technology 1 (1 credit – 850626) (C) (E) (M)
____Automotive Technology 2 (850727) (C) (E) (M)
____Automotive Technology 3 (850827) (C) (E) (M)
____Business Cooperative Internship (679920)
____Carpentry 1 (1 credit – 860126) (C) (E)
____Carpentry 2 (860227) (C)
____Carpentry 3 (860327) (C)
____Chinese 1 (1 credit – 581026) (FX) (M)
____Chinese 2 (1 credit – 582026) (FX) (M)
____Chinese 3 (1 credit – 583026) (M)
____Chinese 4 (1 credit – 584026) (M)
____Chinese 3 & 4 (583033, S1 & 584034, S2) (FX)
____Chinese, AP (1 crd – 584004), IB SL I (1 crd – 584208), IB SL II (1 crd – 585208) (M)
____Cisco 1 Part A & B (½ crd – 854232, S1 & ½ crd – 854332, S2) (C)** (M-health focus)
____Cisco 2 Part A & B (½ credit – 854432, S1 & ½ credit – 854532, S2) (C)**
____Classroom on the Mall: Fashion Marketing 2 (1 credit – 814523) (COM-FO) (COM-TC)
____Classroom on the Mall: Marketing Management (1 credit – 813223) (COM-FO) (COM-TC)
____Computer Systems Technology - A+ Level 1 & Level 2 (862232, S1 & 862332, S2) (C) (E) (M)
____Construction Tech 1 – Spring Village (1 credit – 851561) (SV)
____Construction Tech 2 – Spring Village (851662) (SV)
____Construction Tech 3 – Spring Village (851762) (SV)
____Cosmetology 1 (852727) (C) (E) (M)
____Cosmetology 2 (852827) (C) (E) (M)
____Criminal Justice 1 (1 credit – 870226) (C) (E) (FC) (M) (WP)
____Criminal Justice 2 (870327) (C) (E) (FC) (M) (WP)
____Criminal Justice 3 (870427) (C) (E) (FC) (M) (WP)
____Culinary Arts 1 (827527) (C) (E) (M)
____Culinary Arts 2 (827627) (C) (E) (M)
____Dance 1 (1 credit – 931126) (FX)** (WP)
____Dance 2 (1 credit – 931326) (FX)** (WP)
____Dance Performance & Appreciation (formerly Dance 1) (931127) (FX)** (WP)
____Dance Performance & Technique (formerly Dance 2) (931327) (FX)** (WP)
____Dance Performance & Artistry (formerly Dance 3) (931527) (FX)** (WP)
____Dance Performance & Choreography (formerly Dance 4) (931927) (FX)** (WP)
____Dental Careers 1 (832827) (C) (FC) (WP)
____Dental Careers 2 (832927) (C) (FC) (WP)
____Early Childhood Careers 1 (828527) (C) (FC) (WP)
____Early Childhood Careers 2 (828627) (C) (FC) (WP)
____Electrical Construction and Engineering 1 (1 credit – 853326) (E)
____Electrical Construction and Engineering 2 (853427) (E)
____Electrical Construction and Engineering 3 (853527) (E)
____Engineering Math (1 credit – 316326) (C)
____Engineering Physics 2 (1 credit – 452026) (C)
____Engineering Systems 1 (1 credit – 845126) (C)
____Engineering Systems 1 – Girls Exploring Engineering (1 crd – 845126) (C)
____Engineering Systems 2 (1 credit – 845226) (C)
____Entrepreneurship 1 (1 credit – 909326) (C) (M)
____Entrepreneurship 2 (1 credit – 909416) (C) (M)
____Exploring Health Sciences (830226 S1) & Exploring the Language of Medicine (838326 S2) (C) (FC) (WP)
____Fashion Design 1 (828027) (FX)** (WP)
____Fashion Design 2 (828127) (FX)** (WP)
____Fire & Emergency Medical Sciences 1 & 2 (833326 S1 & 833426 S2) (FC)
____Geographic Information Systems 1 (1 credit – 842326) (C)
____Heating, Ventilation, Air Conditioning, and Refrigeration 1 (1 cr–850326) (E)
____Heating, Ventilation, Air Conditioning, and Refrigeration 2 (850427) (E)
____Heating, Ventilation, Air Conditioning, and Refrigeration 3 (850527) (E)
____Hotel Marketing 1 (816027) (E) (M)
____Hotel Marketing 2 (816227) (E) (M)
____Independent Research – Engineering (1 credit – 845326) (C)
____Introduction to Hotel Marketing (1 credit – 816026) (E) (M)
____Korean 1 (1 credit – 587026) (FX)
____Korean 2 (1 credit – 587526) (FX)
____Korean 3 & 4 (588026 S1 & 588526 S2) (FX)
____Landscape Architecture and Turf Management 1 (1 credit – 803626) (E)
____Landscape Architecture and Turf Management 2 (805127) (E)
____Manufacturing Systems 1 (1 credit – 842526) (C)**
____Marketing Cooperative Internship (Co-op) (819920 or 819921)
____Medical Assistant 1 & 2 (834526 S1 & 834626 S2) (C) (FC) (WP)
____Music & Computer Technology 1 (922527) (FX)** (WP)
____Music & Computer Technology 2 (922627) (FX)** (WP)
____Network Administration 1 & 2 (665032 S1 & 665132 S2) (C)** (E) (M)
____Oracle 1 & 2 (666032 S1 & 666232 S2) (C) (E)
____Pharmacy Technician 1 & 2 (830526 S1 & 830626 S2) (C) (FC) (WP)
____Physical Therapy/Occupational Therapy 1 (836527) (WP)
____Physical Therapy/Occupational Therapy 2 (836627) (WP)
____Practical Nursing 1 & 2 (835726 S1 & 835826 S2) (FCSPN at Plum Ctr)
____Professional Musical Theatre & Actor's Studio 1 (143027) (FX)**
____Professional Musical Theatre & Actor's Studio 2 (144027) (FX)**
____Professional Musical Theatre & Actor's Studio 3 (145027) (FX)**
____Professional Photography Studio 1 (1 credit – 860726) (FX)
____Professional Photography Studio 2 (860827) (FX)
____Professional Photography Studio 3 (860927) (FX)
____Professional Television Production 1 (1 credit – 868826) (FX)** (WP)
____Professional Television Production 2 (868927) (FX)** (WP)
____Professional Television Production 3 (869027) (FX)** (WP)
____Small Engine Repair (1 credit – 872426) (E)
____Teachers for Tomorrow 1 (1 credit – 906226) (C)
____Teachers for Tomorrow 2 (1 credit – 907226) (C)

** This Fairfax course requires an audition/interview
** This Chantilly course may be taken as part of the *Governor's STEM Academy*. For more information, visit http://www.fcps.edu/ChantillyAcademy/.

No student in Fairfax County Public Schools shall, on the basis of race, color, sex, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

OFFICE USE ONLY: _____ Accepted _____ Waitlisted _____ Denied _____ SASI _____ FMP

DATE RECEIVED

STUDENT STATEMENT FOR HIGH SCHOOL ACADEMY AND SPECIALIZED PROGRAM

Student Statement must be sent as a part of the Application Packet (see instructions at the top of the application form).
Application Packets must be received at the specified location by **March 22, 2013**.

Name_____ _____ _____ Student ID# _____
Last First Middle Initial

Please write a personal statement (one paragraph) describing your interest, experiences and goals as they relate to the course for which you are applying. A personal statement provides detail beyond grades and numbers on your transcript. It will help the academy to know you better. Therefore, be thorough as to why you should be considered for admission.

Here are some guidelines that may be helpful as you write your statement:
• Include your goals for the future (career).
• Explain your interest in the course.
• Include activities (in or out of school) in which you have participated that relate to the desired academy program. These may include courses, work experience (paid or unpaid), hobbies, organizations, or other activities.
• If you have any special circumstances that you would like the academy to consider, please include this information as well.

The content of your statement is the most important consideration (as opposed to grammar and spelling). Your paragraph should not exceed 350 words. Please make sure the statement is legible if it is hand written. This document is also available electronically as a fillable form at http://www.fcps.edu/is/cte/academyapplication.shtml. If you choose to type your statement, please print two (2) copies to give to your school counselor

Appendix K
Liability and Certificate of Property Insurance

FAIRFAX COUNTY PUBLIC SCHOOLS
Risk Management, Office of the Comptroller
Gatehouse Administration Center I
8115 Gatehouse Road
Falls Church, VA 22042-1203

STATEMENT OF INSURANCE/SELF-INSURANCE

This statement shall serve to certify both the accuracy of the information as well as the financial ability of the School Board to meet the obligation imposed by the retention levels.

PROPERTY

Fairfax County Public Schools (FCPS) purchases commercial insurance from The Lexington Insurance Company to protect its property and other property in the care, custody, and control of FCPS with a self-insured retention of $100,000.

LIABILITY

Fairfax County Public Schools (FCPS) funds a liability self-insurance plan and assumes the following risks with a self insured retention of $2,000,000 and excess coverage with a $10,000,000 limit for: comprehensive general, vehicle, and school board legal liability coverages. This plan covers the School Board, its employees, approved volunteers, and certain others. Other persons/organizations cannot become additional insureds under the plan.

INDEMNIFICATION

General Counsel to the Fairfax County School Board has concluded that, because school boards in Virginia are immune from tort liability pursuant to the doctrine of sovereign immunity, the School Board cannot contractually assume such liability by way of an indemnification agreement. Without specific statutory authority to do so, the School Board has no legal authority to assume tort liability of another by way of indemnification, or to otherwise waive its sovereign immunity.

ARBITRATION

Fairfax County Public Schools cannot legally enter into any agreement/contract that specifies arbitration as a means of resolving disputes. Virginia law does provide authority to public bodies to enter into agreements that would utilize alternative dispute resolution procedures; however, such procedures would be non-binding. The Fairfax County Board of Supervisors did not adopt this option (for the School Board) into its Purchasing Resolution.

STATEMENT OF RESPONSIBILITY

Any property rented, leased, or in any other manner under the care, custody, and control of FCPS will be treated as though it is FCPS property, barring legal contract language to the contrary. Any questions concerning property coverage or liability, based upon FCPS care, custody, and control of property not owned by FCPS, will be dealt with by FCPS as though the questions arose due to an occurrence or situation involving FCPS owned property. FCPS will be liable for the acts and omissions of its own employees and agents, including the provision of liability coverage to the extent authorized by law.

Signature: Mary Jane Fick
Mary Jane Fick, Coordinator, Risk Management
571-423-3645

Date: 7/2/12

Appendix L

Budget

GOVERNOR'S HEALTH SCIENCES ACADEMY

PLANNING/IMPLEMENTATION GRANT BUDGET

*(Includes the first $5,000 Payment)**

A - Director Costs	TOTAL			
	$5,000* Grant State Funds	Perkins Funds	Other Funds (Local or grant funds to be described in Budget Narrative)	In-Kind
1. Personnel - 1000				$26,023
2. Employment Benefits - 2000				$10,669
3. Purchased/Contractual Services - 3000				
4. Internal Services - 4000				
5. Staff Development - 5000	$2,500			
6. Summer Component Activities - 5000				
7. Travel - 5000	$1,000			
8. Contractual Services - 5000				
9. Materials and Supplies - 6000		$3,000	$5,000	
10. Equipment - 8000	$6,500	$16,000		
11. Facilities - 8000				
B - Indirect Costs**				
TOTAL	$10,000	$19,000	$5,000	$36,692

**If recovering indirect costs, the rate must not exceed the state approved indirect cost rate of the fiscal agent.

August 31, 2012

Appendix M

Memorandum of Agreement

MEMORANDUM OF UNDERSTANDING

The purpose of this MEMORANDUM OF UNDERSTANDING (MOU) is to define and document the details and process for the Fairfax County School of Practical Nursing. Fairfax County School Board which operates the Fairfax County Public Schools (School) and Capital Area Pediatrics (Institution) mutually agree to provide selected individuals with appropriate clinical experience and instruction in preparation for licensure and employment as practical nurses as determined by the polices and regulations of the Virginia State Plan for Career and Technical Education and the Virginia State Board of Nursing on the following terms.

I. OBLIGATIONS OF SCHOOL

Develop a detailed plan for each clinical experience with the Institution prior to the start of the first clinical experience in the specific specialty.

Initiate requests for clinical experiences for a specified semester thirty (30) days prior to the beginning of each school year. Requests for student placement shall be made in writing and shall include the estimated number of students and the dates, and hours of each clinical experience.

The School shall provide the Institution with the final roster not less than thirty (30) days prior to the start of each clinical experience.

Ensure that students, clinical instructors, employees, and agents of the School observe the rules, regulations, policies and procedures of the Institution and strictly adhere to all laws and regulations pertaining to confidentiality and patient rights. Each participant shall sign an acknowledgment letter prior to participation in the clinical experience agreeing to abide by the confidentiality provisions of this MOU.

Prior to the start of each semester, submit to the Institution evidence of the current license by the Virginia State Board of Nursing and the curriculum vitae that describes the educational background and experience as a practitioner and teacher for each clinical instructor.

Arrange for at least one clinical instructor to attend an orientation at the Institution prior to the beginning of the school year. Such clinical instructor shall be responsible for disseminating the information to all other clinical instructors. Clinical instructors shall assure that all students are aware of the Institution's rules, regulations, policies, procedures, and to the specific patient care unit to which students are assigned.

Provide at least one clinical instructor for every ten (10) students assigned to a patient care unit.

Provide concurrent teaching and supervision by a clinical instructor of students' patient care activities and all other clinical and non-clinical student activity occurring as part of the clinical experience.

Ensure that each student and clinical instructor, prior to performing duties pursuant to this MOU, is familiar with the terms of this MOU that relate to their respective roles hereunder and understands his or her obligations and responsibilities.

Retain full responsibility for the education of the students and for the design, delivery, quality and curriculum of the program and for the planning and execution of the clinical experience.

Ensure that clinical instructors and faculty participate on a regular basis with appropriate Institution staff in the periodic evaluation of the students and the clinical experiences.

Require that name pin identification (indicating the name of the School and students), or such other identification as may reasonably be required by the Institution, be appropriately displayed by students at all times on Institution grounds.

Require that students and clinical instructors provide documentation, prior to the beginning of each clinical experience, certifying each meets the health requirements established by the Institution. Such documentation shall be provided to the Institution at least six (6) weeks prior to the beginning of the clinical experience. Each student and clinical instructor shall maintain health insurance coverage and shall provide evidence of such coverage.

Provide evidence of inoculation for Hepatitis B or a declination signed by each student and clinical instructor; provide educational program(s) for students and clinical instructors regarding Occupational Safety and Health Act (OSHA) compliance standards; and otherwise comply with applicable federal, state and local law and regulations, including but not limited to those contained in OSHA and implementing regulations.

Ensure that each clinical instructor is covered for comprehensive general liability insurance for occurrences during the term of this MOU with limits as set forth in Section VIII.

Maintain general liability insurance or self-insurance, with a limit of $1,000,000/occurance, $4,000,000/aggregate, to cover its board members, employees, and volunteers.

Maintain malpractice liability insurance or self-insurance in an amount not less than the maximum malpractice award permitted under Virginia Law. (See Va. Code § 8.01-581.15.) Such insurance shall insure against malpractice liability attributable to the negligence of School or its students and faculty in connection with the operation of the Program. If such insurance is maintained on a claims-made basis, such insurance shall continue throughout the term of this Agreement; and upon the termination of this Agreement, or the expiration or cancellation of the insurance, School shall purchase, or arrange for the purchase of, either (i) an extended reporting endorsement ("Tail Coverage") for the maximum period that may be purchased from its insurer; (ii) "Prior Acts" coverage from the new insurer with a retroactive date on or prior to the date on which the Program began; or (iii) maintain continuous coverage with the same carrier for the period of the statute of limitations for personal injury. A copy of the certificates of insurance shall be provided to the Institution.

Designate a person at the School who will act as liaison for all matters related to this MOU and provide the Institution with the name and telephone number of such person.

The parties agree that the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and regulations promulgated thereunder, including the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E), require certain protection of Protected Health Information (as defined by HIPAA and the Privacy Rule).

II. OBLIGATIONS OF INSTITUTION

Develop a detailed plan for each clinical experience with the School prior to the start of the first clinical experience in the specific specialty.

Provide an orientation at the Institution to a designated clinical instructor prior to the beginning of the school year to inform the clinical instructor of the Institution's rules, regulations, policies and procedures that must be observed. The designated clinical instructor shall disseminate the information to the remaining clinical instructors.

Provide clinical facilities suitable for fulfillment of the course objectives for the clinical experiences.

Provide opportunities for students to observe and participate in diagnostic or treatment modalities in which patients to whom they are assigned are involved.

Within normal limits imposed by the institutional setting and facility constraints of the Institution, provide classrooms or conference rooms for the clinical experience.

Permit students and clinical instructors to use available cafeteria facilities at their own expense.

Permit students and clinical instructors to utilize parking spaces. If the Institution chooses to charge for the use of such parking spaces, students and clinical instructors shall be responsible for the payment of such parking fees.

Permit students and clinical instructors to use the medical library for research and study provided that library books and materials shall not be removed from the library.

Permit students and clinical instructors to attend appropriate staff conferences, meetings and educational events which may enhance the learning opportunity for students. Fees for such conferences, meetings and events shall be the responsibility of the students, the clinical instructors, or the School.

Orient appropriate Institution staff to the objectives of the clinical experience, the academic level of the students and the overall nursing curriculum.

Ensure that Institution staff and clinical instructors participate on a regular basis in the periodic evaluation of the students and the clinical experiences.

Provide emergency medical treatment to students and clinical instructors. The cost of such treatment shall be the responsibility of the student or clinical instructor.

Designate a person at the Institution who will act as liaison with the School for matters referred to herein and provide the School with the name and telephone number of such person.

III. NURSING CARE TO PATIENTS

The Institution shall retain responsibility for the overall nursing care provided to patients. Students shall at all times be under the direct supervision and guidance of a clinical instructor or preceptor while performing activities at the Institution. The Institution reserves the right to establish limits on the numbers and types of students permitted in each patient care unit and to restrict specific student activities.

IV. NO PAYMENTS

The clinical experience furnished to students in connection with this MOU is gratuitous and voluntary and shall be accomplished without any payment made by the Institution to the School, its clinical instructors, students, employees, or agents. The School shall be responsible for any income tax withholding, social security taxes, workers' compensation, unemployment compensation, or any other financial withholding or other responsibility imposed by virtue of any alleged employment relationship between School and its clinical instructors, students, employees or agents.

V. NO AGENCY

In the performance of duties and obligations hereunder, no clinical instructor, student, employee, or agent of the School shall, for any purpose, be deemed to be an agent, servant or employee of the Institution. In the performance of duties and obligations hereunder, no employee, agent or servant of the Institution shall, for any purpose, be deemed to be an employee, agent or servant of the School.

VI. RIGHT TO REFUSE OR TERMINATE STUDENTS AND CLINICAL INSTRUCTORS

The Institution reserves the right to refuse acceptance of any student or clinical instructor designated by the School for participation in the clinical experience and to terminate participation when, in the sole opinion of the Institution, (i) the student or clinical instructor is deemed to be a risk to the patients, employees, agents or to himself/herself; (ii) the student or clinical instructor fails to meet or abide by the rules, regulations, policies or procedures; (iii) the student or clinical instructor fails to accept or comply with the direction of the Institution staff; or (iv) when further participation by the student or clinical instructor would be inappropriate for any reason.

The School reserves the right to terminate a student's or clinical instructor's participation in the Clinical Experience when, in its sole discretion, further participation by the student or clinical instructor would be inappropriate.

VII. CONFIDENTIALITY

Students, clinical instructors, employees and agents of the School shall not at any time during or after the term of this MOU, without the prior written consent of the Institution, either directly or indirectly divulge, disclose or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. This prohibition extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This paragraph, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the students, clinical instructors, employees or agents of the School; provided that the School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. Any breach of the terms of this paragraph shall be a material breach of this MOU. The School shall inform each student, clinical instructor, and any of its employees or agents who perform activities pursuant to this MOU of his or her obligations pursuant to this paragraph.

This confidentiality provision shall survive termination of this MOU.

VIII. INSURANCE

The School shall ensure that each student who performs activities at the Institution is covered by professional liability insurance for occurrences during the term of this MOU with the following limits:

a. The per claim limit shall be equal to or greater than the damage cap for medical malpractice claims in the Commonwealth of Virginia.

b. The annual aggregate limit shall be equal to or greater than three (3) times the damage cap for medical malpractice claims in the Commonwealth of Virginia.

The School shall ensure that each student provides certificates of insurance evidencing such coverage and shall request students notify the School of any changes regarding such insurance coverage.

Nothing in this MOU shall be construed or interpreted as releasing the insurance carrier under any insurance policy or the School or the Commonwealth of Virginia under any self-insurance program from (a) its obligation under said policy or program to defend the School, students, clinical instructors, agents and employees in any legal claim or action connected with or arising out of any activity which is the subject of this MOU; (b) its

obligation to pay under any such policy or program any claims or damages assessed against the School, its students, clinical instructors, agents or employees connected with or arising out of any activity which is the subject of this MOU; or (c) any other obligation under the terms of any such policy or program.

Consistent with the foregoing provisions and to the extent permitted by Virginia law, the School shall be responsible for the acts or omissions of its agents, employees, clinical instructors or students causing harm to persons not a party to this MOU.

Consistent with the foregoing, nothing herein shall be deemed as a waiver of sovereign immunity.

IX. RECORDS

Until the expiration of four (4) years after the furnishing of services under this MOU, the School shall make available to the Secretary of Health and Human Services, the U.S. Comptroller General, or any of their duly authorized representatives, upon written request, this MOU and such of the School's books, documents and records as are necessary to verify the nature and extent of costs incurred by the Institution or the School with respect to such services for which payment may be made under Title XVIII or Title XIX of the United States Social Security Act.

X. ASSIGNMENT

This MOU shall not be assigned or subcontracted whether individually or by operation of law by either party hereto.

XI. GOVERNING LAW

This MOU shall be construed under and enforced in accordance with the laws of the Commonwealth of Virginia and shall be construed in a manner so as to conform with all federal, state and local laws and regulations.

XII. SEVERABILITY

Should any provision of this MOU be held invalid, unlawful or unenforceable, the validity of any other provision or the MOU as a whole shall not be affected.

XIII. HEADINGS

Headings used in this MOU are solely for the convenience of the parties and shall be given no effect in the construction or interpretation of this MOU.

XIV. WAIVER

No waiver of any breach hereof shall be valid or binding unless approved in writing by the nonbreaching party. Forbearance or indulgence by the nonbreaching party shall not constitute a waiver of the covenant or condition to be performed by the breaching party

or of any remedy available to the nonbreaching party. No waiver of any breach of this MOU shall constitute or be deemed a waiver of any other or subsequent breach. All remedies afforded in this MOU shall be taken and construed as cumulative to every other remedy provided hereby or at law.

XV. NOTICE

All notices under this MOU shall be in writing and deemed given when delivered by hand or deposited, postage prepaid, in first-class U.S. mail, registered or certified and return receipt requested.

XVI. TERM

The term of this MOU shall be the two (2) year period from January 1, 2012 to December 31, 2013.

This MOU may be renewed upon the mutual written consent of the parties.

This MOU may be terminated by either party without cause by giving prior written notice of not less than sixty (60) days.

This MOU shall terminate automatically upon a material breach by the School or the Institution upon notice of the material breach by the nonbreaching party to the breaching party.

This agreement is subject to yearly appropriations by the Fairfax County Public School Board and the Fairfax County Board of Supervisors.

XVI. NONDISCRIMINATION

The parties agree that they will not discriminate against any student or clinical instructor on the basis of color, race, religion, sex, age or national origin except where religion, sex, age, or national origin is a bona fide qualification reasonably necessary to the normal operation of the Institution. Furthermore, the parties shall not discriminate against any otherwise qualified student or clinical instructor because of a disability except where accommodation would result in undue hardship on the Institution or fundamentally alter the nature of the services provided.

This MOU contains the final and entire agreement between the parties, and they shall not be bound by any terms, conditions, statements or representations, oral or written, not herein contained or contained in a written amendment of this MOU executed by the parties hereto. This MOU may be amended only by written agreement executed by the parties. This agreement supersedes any prior agreement between the parties with respect to clinical experiences for nursing students.

XVII. STUDENT RECORDS

For purposes of obtaining access to Pupil Records in connection with the performance of this agreement, each employee, agent, or subcontractor of the Institution shall abide by

the requirements of Confidentiality of Student Records Section herein and shall be deemed to be the designated representative of the School Principal.

Confidentiality of Student Records.

The Institution hereby covenants and agrees that it shall maintain in strict confidence and trust, and that it shall cause each employee of the Institution and all other agents, subcontractors, and authorized representatives of the Institution to maintain in strict confidence and trust, all student records, reports and other documents or materials of any nature relating to any student enrolled in Fairfax County Public Schools (collectively, the "Pupil Records"). The Institution shall not use or disclose, and shall take all reasonable steps necessary to ensure that no employee of the Institution or agents, subcontractors, or authorized representatives of the Institution shall use or disclose any Pupil Records. Upon expiration of the Term, or termination of this Agreement for any reason, the Institution promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each employee of the Institution and all agents, subcontractors, and authorized representatives of the Institution promptly to deliver to the School Board, all Pupil Records. The Institution shall (i) designate one Institution employee to be responsible for ensuring the Institution's confidentiality of Pupil Records, (ii) train the Institution Staff with regard to confidentiality responsibilities, and (iii) maintain at all times a list of Institution Staff members with access to Pupil Records.

XVIII. RESPONSE TO INFORMATION THAT PARTICIPATING PUPIL OR OTHERS ARE AT RISK OF HARM

Institution shall notify FCPS staff of information that has been disclosed or obtained in any form that suggests that a Pupil may be at risk for harming himself/herself or others and/or if the student has been harmed by someone else, to include abuse or neglect by a person responsible for the Pupil's care. Institution shall cooperate as necessary with School staff to comply with the current version of School Board Regulation 2115 which requires that a report be made to Child Protective Services within 72 hours of a suspicion of child abuse or neglect. Institution shall cooperate as necessary with School staff to comply with Section 22.1-272.1 of the Code of Virginia, requiring notification to parent or to Fairfax County Department of Social Services if the Participating Pupil is at imminent risk of suicide.

Date: 12/1/11 By: Ann Kafer Magee
Capital Area Pediatrics (Institution)

Date: 10/24/11 By: [signature]
Superintendent, Fairfax County Public Schools

EXHIBIT A

CONFIDENTIALITY ACKNOWLEDGMENT

(Clinical Instructor)

I, _____, employed by the Fairfax County School of Practical Nursing, Fairfax County Public Schools (School), will be participating as a clinical instructor in a clinical experience for students at _____(Institution).

In performing my duties as a clinical instructor, I understand that I may come in contact with, or be provided with, confidential or proprietary information. Therefore, I hereby agree that I will not now or at any time in the future, without the prior written consent of the Institution, either directly or indirectly divulge, disclose, or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. I understand that this prohibition extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This document, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the School, its students, clinical instructors, employees or agents; provided that School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. I further agree that in the event I breach this confidentiality requirement, and without limiting the right of the Institution to seek any other remedy or right to which it may be entitled under law, I consent to injunctive relief in favor of the Institution. My acknowledgments and agreements set forth herein shall survive termination of the Memorandum Of Understanding, dated _____.

Date: _____ Signature: _____

Printed Name: _____

EXHIBIT B

CONFIDENTIALITY ACKNOWLEDGMENT

(Student)

I, _____, a student at the Fairfax County School of Practical Nursing, Fairfax County Public Schools (School), will be participating as a student in a clinical experience for _____(Institution).

In performing my duties as a student, I understand that I may come in contact with, or be provided with, confidential or proprietary information. Therefore, I hereby agree that I will not now or at any time in the future, without the prior written consent of the Institution, either directly or indirectly divulge, disclose, or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. I understand that this prohibition extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This document, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the School, its students, clinical instructors, employees or agents; provided that School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. I further agree that in the event I breach this confidentiality requirement, and without limiting the right of the Institution to seek any other remedy or right to which it may be entitled under law, I consent to injunctive relief in favor of the Institution. My acknowledgments and agreements set forth herein shall survive termination of the Memorandum Of Understanding, dated _____.

Date: _____ Signature: _____

Printed Name: _____

EXHIBIT C
NURSING STUDENTS UNDER PRECEPTORS

"Preceptor" shall mean a nurse duly licensed by the Commonwealth of Virginia and on staff at the Facility to supervise Student activity at the Facility as part of the Clinical Experience.

Obligations of Institution. Institution shall:

Provide Preceptors to facilitate student learning and to supervise Student activity at the Facility as part of the Clinical Experience.

Provide to the school the name and telephone number of the Preceptor who shall:

(i) plan, in conjunction with the Director and or Clinical Faculty, Clinical Experiences which will fulfill the Program's educational requirements and meet the objectives mutually agreed upon by the parties;

(ii) meet with the Faculty to discuss any problems;

(iii) provide guidance to the Students during the Clinical Experiences; and

(iv) participate in periodic evaluation conferences in which the Clinical Experiences are evaluated, and provide an evaluation for each Student who participates in a Clinical/Occupational Experience on forms furnished by the Institution.

Obligations of School: School shall:

Ensure appropriate oversight by a Clinical Instructor of Student activity, either before, concurrent with and/or following Preceptor instruction and supervision.

MEMORANDUM OF UNDERSTANDING

The purpose of this MEMORANDUM OF UNDERSTANDING (MOU) is to define and document the details and process under which the Fairfax County School of Practical Nursing, Fairfax County Public Schools (School) and Capital Caring (Institution) mutually agree to provide selected individuals with appropriate clinical experience and instruction in preparation for licensure and employment as practical nurses as determined by the polices and regulations of the Virginia State Plan for Career and Technical Education and the Virginia State Board of Nursing.

I. OBLIGATIONS OF SCHOOL

Develop a detailed plan for each clinical experience with the Institution prior to the start of the first clinical experience in the specific specialty.

Initiate requests for clinical experiences for a specified semester thirty (30) days prior to the beginning of each school year. Requests for student placement shall be made in writing and shall include the estimated number of students and the dates, and hours of each clinical experience.

The School shall provide the Institution with the final roster not less than thirty (30) days prior to the start of each clinical experience.

Ensure that students, clinical instructors, employees, and agents of the School observe the rules, regulations, policies and procedures of the Institution and strictly adhere to all laws and regulations pertaining to confidentiality and patient rights. Each participant shall sign an acknowledgment letter prior to participation in the clinical experience agreeing to abide by the confidentiality provisions of this MOU.

Prior to the start of each semester, submit to the Institution evidence of the current license by the Virginia State Board of Nursing and the curriculum vitae that describes the educational background and experience as a practitioner and teacher for each clinical instructor.

Arrange for at least one clinical instructor to attend an orientation at the Institution prior to the beginning of the school year. Such clinical instructor shall be responsible for disseminating the information to all other clinical instructors. Clinical instructors shall assure that all students are aware of the Institution's rules, regulations, policies, procedures, and to the specific patient care unit to which students are assigned.

Provide at least one clinical instructor for every ten (10) students assigned to a patient care unit.

Provide concurrent teaching and supervision by a clinical instructor of students' patient care activities and all other clinical and non-clinical student activity occurring as part of the clinical experience.

Ensure that each student and clinical instructor, prior to performing duties pursuant to this MOU, is familiar with the terms of this MOU that relate to their respective roles hereunder and understands his or her obligations and responsibilities.

Retain full responsibility for the education of the students and for the design, delivery, quality and curriculum of the program and for the planning and execution of the clinical experience.

Ensure that clinical instructors and faculty participate on a regular basis with appropriate Institution staff in the periodic evaluation of the students and the clinical experiences.

Require that name pin identification (indicating the name of the School and students), or such other identification as may reasonably be required by the Institution, be appropriately displayed by students at all times on Institution grounds.

Require that students and clinical instructors provide documentation, prior to the beginning of each clinical experience, certifying each meets the health requirements established by the Institution. Such documentation shall be provided to the Institution at least six (6) weeks prior to the beginning of the clinical experience. Each student and clinical instructor shall maintain health insurance coverage and shall provide evidence of such coverage.

Provide evidence of inoculation for Hepatitis B or a declination signed by each student and clinical instructor; provide educational program(s) for students and clinical instructors regarding Occupational Safety and Health Act (OSHA) compliance standards; and otherwise comply with applicable federal, state and local law and regulations, including but not limited to those contained in OSHA and implementing regulations.

Ensure that each clinical instructor is covered for comprehensive general liability insurance for occurrences during the term of this MOU with limits as set forth in Section VIII.

Maintain general liability insurance or self-insurance, with a limit of $1,000,000/occurance, $4,000,000/aggregate, to cover its board members, employees, and volunteers.

Maintain malpractice liability insurance or self-insurance in an amount not less than the maximum malpractice award permitted under Virginia Law. (See Va. Code § 8.01-581.15.) Such insurance shall insure against malpractice liability attributable to the negligence of School or its students and faculty in connection with the operation of the Program. If such insurance is maintained on a claims-made basis, such insurance shall continue throughout the term of this Agreement; and upon the termination of this Agreement, or the expiration or cancellation of the insurance, School shall purchase, or arrange for the purchase of, either (i) an extended reporting endorsement ("Tail Coverage") for the maximum period that may be purchased from its insurer; (ii) "Prior Acts" coverage from the new insurer with a retroactive date on or prior to the date on which the Program began; or (iii) maintain continuous coverage with the same carrier for the period of the statute of limitations for personal injury. A copy of the certificates of insurance shall be provided to the Institution.

Designate a person at the School who will act as liaison for all matters related to this MOU and provide the Institution with the name and telephone number of such person.

The parties agree that the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and regulations promulgated thereunder, including the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part

160 and part 164, subparts A and E), require certain protection of Protected Health Information (as defined by HIPAA and the Privacy Rule).

Provide any necessary follow-up and documentation as required by the Institution.

II. OBLIGATIONS OF INSTITUTION

Develop a detailed plan for each clinical experience with the School prior to the start of the first clinical experience in the specific specialty.

Provide an orientation at the Institution to a designated clinical instructor prior to the beginning of the school year to inform the clinical instructor of the Institution's rules, regulations, policies and procedures that must observed. The designated clinical instructor shall disseminate the information to the remaining clinical instructors.

Provide clinical facilities suitable for fulfillment of the course objectives for the clinical experiences.

Provide opportunities for students to observe and participate in diagnostic or treatment modalities in which patients to whom they are assigned are involved.

Within normal limits imposed by the institutional setting and facility constraints of the Institution, provide classrooms or conference rooms for the clinical experience.

Permit students and clinical instructors to use available cafeteria facilities at their own expense.

Permit students and clinical instructors to utilize parking spaces. If the Institution chooses to charge for the use of such parking spaces, students and clinical instructors shall be responsible for the payment of such parking fees.

Permit students and clinical instructors to use the medical library for research and study provided that library books and materials shall not be removed from the library.

Permit students and clinical instructors to attend appropriate staff conferences, meetings and educational events which may enhance the learning opportunity for students. Fees for such conferences, meetings and events shall be the responsibility of the students, the clinical instructors, or the School.

Orient appropriate Institution staff to the objectives of the clinical experience, the academic level of the students and the overall nursing curriculum.

Ensure that Institution staff and clinical instructors participate on a regular basis in the periodic evaluation of the students and the clinical experiences.

Provide emergency medical treatment to students and clinical instructors. The cost of such treatment shall be the responsibility of the student or clinical instructor.

Designate a person at the Institution who will act as liaison with the School for matters referred to herein and provide the School with the name and telephone number of such person.

III. NURSING CARE TO PATIENTS

The Institution shall retain responsibility for the overall nursing care provided to patients. Students shall at all times be under the direct supervision and guidance of a clinical instructor or preceptor while performing activities at the Institution. The Institution reserves the right to establish limits on the numbers and types of students permitted in each patient care unit and to restrict specific student activities.

IV. NO PAYMENTS

The clinical experience furnished to students in connection with this MOU is gratuitous and voluntary and shall be accomplished without any payment made by the Institution to the School, its clinical instructors, students, employees, or agents. The School shall be responsible for any income tax withholding, social security taxes, workers' compensation, unemployment compensation, or any other financial withholding or other responsibility imposed by virtue of any alleged employment relationship between School and its clinical instructors, students, employees or agents.

V. NO AGENCY

In the performance of duties and obligations hereunder, no clinical instructor, student, employee, or agent of the School shall, for any purpose, be deemed to be an agent, servant or employee of the Institution. In the performance of duties and obligations hereunder, no employee, agent or servant of the Institution shall, for any purpose, be deemed to be an employee, agent or servant of the School.

VI. RIGHT TO REFUSE OR TERMINATE STUDENTS AND CLINICAL INSTRUCTORS

The Institution reserves the right to refuse acceptance of any student or clinical instructor designated by the School for participation in the clinical experience and to terminate participation when, in the sole opinion of the Institution, (i) the student or clinical instructor is deemed to be a risk to the patients, employees, agents or to himself/herself; (ii) the student or clinical instructor fails to meet or abide by the rules, regulations, policies or procedures; (iii) the student or clinical instructor fails to accept or comply with the direction of the Institution staff; or (iv) when further participation by the student or clinical instructor would be inappropriate for any reason.

The School reserves the right to terminate a student's or clinical instructor's participation in the Clinical Experience when, in its sole discretion, further participation by the student or clinical instructor would be inappropriate.

VII. CONFIDENTIALITY

Students, clinical instructors, employees and agents of the School shall not at any time during or after the term of this MOU, without the prior written consent of the Institution, either directly or indirectly divulge, disclose or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. This prohibition

extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This paragraph, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the students, clinical instructors, employees or agents of the School; provided that the School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. Any breach of the terms of this paragraph shall be a material breach of this MOU. The School shall inform each student, clinical instructor, and any of its employees or agents who perform activities pursuant to this MOU of his or her obligations pursuant to this paragraph.

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Nothing in this MOU shall be construed or interpreted as releasing the insurance carrier under any insurance policy or the School or the Commonwealth of Virginia under any self-insurance program from (a) its obligation under said policy or program to defend the School, students, clinical instructors, agents and employees in any legal claim or action connected with or arising out of any activity which is the subject of this MOU; (b) its obligation to pay under any such policy or program any claims or damages assessed against the School, its students, clinical instructors, agents or employees connected with or arising out of any activity which is the subject of this MOU; or (c) any other obligation under the terms of any such policy or program.

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Consistent with the foregoing, nothing herein shall be deemed as a waiver of sovereign immunity.

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Until the expiration of four (4) years after the furnishing of services under this MOU, the School shall make available to the Secretary of Health and Human Services, the U.S. Comptroller General, or any of their duly authorized representatives, upon written request, this MOU and such of the School's books, documents and records as are necessary to verify the nature and extent of costs incurred by the Institution or the School with respect to such services for which payment may be made under Title XVIII or Title XIX of the United States Social Security Act.

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XIII. HEADINGS

Headings used in this MOU are solely for the convenience of the parties and shall be given no effect in the construction or interpretation of this MOU.

XIV. WAIVER

No waiver of any breach hereof shall be valid or binding unless approved in writing by the nonbreaching party. Forbearance or indulgence by the nonbreaching party shall not constitute a waiver of the covenant or condition to be performed by the breaching party or of any remedy available to the nonbreaching party. No waiver of any breach of this MOU shall constitute or be deemed a waiver of any other or subsequent breach. All remedies afforded in this MOU shall be taken and construed as cumulative to every other remedy provided hereby or at law.

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This MOU may be terminated by either party without cause by giving prior written notice of not less than sixty (60) days.

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This agreement is subject to yearly appropriations by the Fairfax County Public School Board and the Fairfax County Board of Supervisors.

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The parties agree that they will not discriminate against any student or clinical instructor on the basis of color, race, religion, sex, age or national origin. Furthermore, the parties shall not discriminate against any otherwise qualified student or clinical instructor because of a disability except where accommodation would result in undue hardship on the Institution or fundamentally alter the nature of the services provided.

This MOU contains the final and entire agreement between the parties, and they shall not be bound by any terms, conditions, statements or representations, oral or written, not herein contained or contained in a written amendment of this MOU executed by the parties hereto. This MOU may be amended only by written agreement executed by the parties. This agreement supersedes any prior agreement between the parties with respect to clinical experiences for nursing students.

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For purposes of obtaining access to Pupil Records in connection with the performance of this agreement, each employee, agent, or subcontractor of the Institution shall abide by

the requirements of Confidentiality of Student Records Section herein and shall be deemed to be the designated representative of the School Principal.

Confidentiality of Student Records.

The Institution hereby covenants and agrees that it shall maintain in strict confidence and trust, and that it shall cause each employee of the Institution and all other agents, subcontractors, and authorized representatives of the Institution to maintain in strict confidence and trust, all student records, reports and other documents or materials of any nature relating to any student enrolled in Fairfax County Public Schools (collectively, the "Pupil Records"). The Institution shall not use or disclose, and shall take all reasonable steps necessary to ensure that no employee of the Institution or agents, subcontractors, or authorized representatives of the Institution shall use or disclose any Pupil Records. Upon expiration of the Term, or termination of this Agreement for any reason, the Institution promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each employee of the Institution and all agents, subcontractors, and authorized representatives of the Institution promptly to deliver to the School Board, all Pupil Records. The Institution shall (i) designate one Institution employee to be responsible for ensuring the Institution's confidentiality of Pupil Records, (ii) train the Institution Staff with regard to confidentiality responsibilities, and (iii) maintain at all times a list of Institution Staff members with access to Pupil Records.

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Institution shall notify FCPS staff of information that has been disclosed or obtained in any form that suggests that a Pupil may be at risk for harming himself/herself or others and/or if the student has been harmed by someone else, to include abuse or neglect by a person responsible for the Pupil's care. Institution shall cooperate as necessary with School staff to comply with the current version of School Board Regulation 2115 which requires that a report be made to Child Protective Services within 72 hours of a suspicion of child abuse or neglect. Institution shall cooperate as necessary with School staff to comply with Section 22.1-272.1 of the Code of Virginia, requiring notification to parent or to Fairfax County Department of Social Services if the Participating Pupil is at imminent risk of suicide.

XX ILLEGAL ALIEN CERTIFICATION

By the signature of its authorized official on this MOU, Institution hereby covenants and agrees that it does not, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien (as such term is defined in the federal Immigration Reform and Control Act of 1986).

Date: 2/17/2012 By: _____

Capital Caring(Institution)

Date: 12-14-11 By: _____

Superintendent, Fairfax County Public Schools

EXHIBIT A

CONFIDENTIALITY ACKNOWLEDGMENT

(Clinical Instructor)

I, _____, employed by the Fairfax County School of Practical Nursing, Fairfax County Public Schools (School), will be participating as a clinical instructor in a clinical experience for students at _____(Institution).

In performing my duties as a clinical instructor, I understand that I may come in contact with, or be provided with, confidential or proprietary information. Therefore, I hereby agree that I will not now or at any time in the future, without the prior written consent of the Institution, either directly or indirectly divulge, disclose, or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. I understand that this prohibition extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This document, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the School, its students, clinical instructors, employees or agents; provided that School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. I further agree that in the event I breach this confidentiality requirement, and without limiting the right of the Institution to seek any other remedy or right to which it may be entitled under law, I consent to injunctive relief in favor of the Institution. My acknowledgments and agreements set forth herein shall survive termination of the Memorandum Of Understanding, dated _____.

Date: _____ Signature: _____

Printed Name: _____

EXHIBIT B

CONFIDENTIALITY ACKNOWLEDGMENT

(Student)

I, _____, a student at the Fairfax County School of Practical Nursing, Fairfax County Public Schools (School), will be participating as a student in a clinical experience for _____(Institution).

In performing my duties as a student, I understand that I may come in contact with, or be provided with, confidential or proprietary information. Therefore, I hereby agree that I will not now or at any time in the future, without the prior written consent of the Institution, either directly or indirectly divulge, disclose, or communicate in any manner whatsoever to any person not employed or affiliated with the Institution: (a) any confidential information, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and (b) any confidential or proprietary information concerning any matters affecting or relating to the business or operations or future plans of the Institution or any of its affiliates, including, but not limited to, policies, procedures, rules, regulations, and protocols. I understand that this prohibition extends to, but is not limited to, divulging such information for the purpose of acting as an expert witness, reviewer, or consultant on behalf of a plaintiff or an attorney acting on behalf of a plaintiff, in a claim or action against the Institution, or any of its affiliates. This document, however, shall not prohibit or restrict any such divulgence, disclosure or communication made pursuant to an order of a court of competent jurisdiction or otherwise required by law, including testimony or other sworn statements or activities pursuant to lawful process or subpoena; and furthermore shall not prohibit any such divulgence, disclosure or communication required in connection with the defense of any claim or action against the School, its students, clinical instructors, employees or agents; provided that School notifies the Institution of its need to disclose and works with the Institution to limit the disclosure to information required for its defense. I further agree that in the event I breach this confidentiality requirement, and without limiting the right of the Institution to seek any other remedy or right to which it may be entitled under law, I consent to injunctive relief in favor of the Institution. My acknowledgments and agreements set forth herein shall survive termination of the Memorandum Of Understanding, dated _____.

Date: _____ Signature: _____

Printed Name: _____

EXHIBIT C

NURSING STUDENTS UNDER PRECEPTORS

"Preceptor" shall mean a nurse duly licensed by the Commonwealth of Virginia and on staff at the Facility to supervise Student activity at the Facility as part of the Clinical Experience.

Obligations of Institution. Institution shall:

Provide Preceptors to facilitate student learning and to supervise Student activity at the Facility as part of the Clinical Experience.

Provide to the school the name and telephone number of the Preceptor who shall:

(i) plan, in conjunction with the Director and or Clinical Faculty, Clinical Experiences which will fulfill the Program's educational requirements and meet the objectives mutually agreed upon by the parties;

(ii) meet with the Faculty to discuss any problems;

(iii) provide guidance to the Students during the Clinical Experiences; and

(iv) participate in periodic evaluation conferences in which the Clinical Experiences are evaluated, and provide an evaluation for each Student who participates in a Clinical/Occupational Experience on forms furnished by the Institution.

Obligations of School: School shall:

Ensure appropriate oversight by a Clinical Instructor of Student activity, either before, concurrent with and/or following Preceptor instruction and supervision.

SCHOOL AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (the "Agreement") is made as of this 1 day of January, 2013 by and between Fairfax County School Board, hereinafter referred to as "School" and Virginia Psychiatric Company, Inc., d/b/a Dominion Hospital hereinafter referred to as "Hospital."

WITNESSETH:

WHEREAS, School offers to enrolled students a degree program in the field of Practical Nursing; and

WHEREAS, Hospital operates a comprehensive acute-care psychiatric facility; and

WHEREAS, School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in a health care facility; and

WHEREAS, Hospital has agreed to make its facility available to School for such purposes;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

I. RESPONSIBILITIES OF SCHOOL.

(a) **Clinical Program.** School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:

(i) Orientation of students to the clinical experience at Hospital, in cooperation with the Hospital as appropriate;

(ii) Provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital;

(iii) Preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital;

(iv) Continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information;

(v) Supervision of students and their performance at Hospital;

(vi) Participation, with the students, in Hospital's Quality Assurance and related programs, as appropriate;

(vii) Performance of such other duties as may from time to time be agreed to between School and Hospital;

(viii) Provide adequate documentation attesting to competency of each instructor, as appropriate.

All students, faculty, employees, agents and representatives of School participating in the Program at Hospital (the "Program Participants") shall be accountable to the Hospital's Administrator.

(b) **Student Statements.** School shall require each Program Participant to sign a Statement of Responsibility, in the form attached hereto as Exhibit A, and a Statement of Confidentiality and Security, in the form attached hereto as Exhibit B.

(c) **Insurance.** School maintains general and professional liability self-insured coverage in amounts not less than the maximum malpractice award permitted under Virginia law (Va. Code § 8.01-581.15) for each Program Participant, covering the acts and omissions of Program Participants. Such coverage may be is through the Commonwealth of Virginia Risk Management Program Reserve and is evidenced by the attached Certificate of Coverage.

(d) **Health of Program Participants.** All Program Participants shall pass a medical examination acceptable to Hospital prior to their participation in the Program at Hospital at least once a year or as otherwise required by Virginia law. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.

Program Participants will present the following health records prior to their educational experience at Hospital (Program Participants will not be allowed to commence experiences until all records are received::

(i) Tuberculin skin test within the past 12 months or documentation as a previous positive reactor; and

(ii) Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and

(iii) Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and

(iv) Annual flu vaccination as required by Hospital; and

(v) Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated.

(vi) Proof of Influenza vaccination during the Flu season, October 1 to March 31, (or dates defined by CDC), or a signed Declination Form.

(vii) In addition, evidence of a Negative 10-panel drug screen, performed upon admission to the school, or, closer to the start time of clinical rotations, will be provided to the hospital.

(e) **Dress Code; Breaks.** School shall require the students to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same. All Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.

(f) **Performance.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.

(g) **Background Checks.** School shall advise each and every Program Participant that, in order to participate in Hospital's program, he or she is required to consent in writing, under oath, to a criminal background check. The School shall advise those completing the consent forms to indicate that the Hospital is to receive the results of such criminal background checks. In accordance with the Hospital's request, the School shall send the consent forms along with payment for processing either to the Virginia Central Criminal Records Exchange, a criminal justice agency, or directly to the Hospital. The background check shall include, at a minimum, the following:

(i) Social Security Number Verification;

(ii) Criminal Search (7 years or up to 5 criminal searches);

(iii) Employment Verification to include reason for separation and eligibility for re-employment for each employer (if applicable);

(iv) Violent Sexual Offender and Predator Registry Search;

(v) HHS/OIG List of Excluded Individuals/Entities

(vi) GSA List of Parties Excluded from Federal Programs; and

(vii) U.S. Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nationals (SDN).

The background check for Program Participants who are licensed or certified caregivers shall include all of the above and, in addition, shall include the following:

(i) Education verification (highest level);

(ii) Professional License Verification;

(iii) Certification & Designations Check;

(iv) Professional Disciplinary Action Search;

(v) Department of Motor Vehicle Driving History, based on responsibilities;

(vi) Consumer Credit Report, based on responsibilities.

Should the Hospital determine that a background check discloses (1) conviction of a felony offense, (2) a misdemeanor offense, if job related, (3) termination from a previous job related to criminal conduct or sexually predatory behavior, (4) providing a false statement on the application or resume, (5) inappropriate use of drugs, (6) inclusion on the list of Ineligible Persons by or of any student and/or member of the staff/faculty, or (7) other adverse information that would affect the student's and/or member of the staff/faculty's participation, it shall notify the School, which shall immediately remove said student and/or member of the staff/faculty from participation in the Program at Hospital.

(h) **Drug and Alcohol Testing.** School represents that it will timely conduct (or will have timely conducted) a drug and alcohol test on each and every Program Participant.

(i) To ensure the accuracy and fairness of the testing program, all collection and testing will be conducted pursuant to guidelines established by the Medical Review Officers of the testing facility and, if applicable, in accordance with Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines a confirmatory test; the opportunity for a split sample review; review by an MRO, including the opportunity for employees or students who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

(ii) Substances tested prior to placement at Hospital must at a minimum include amphetamines, barbiturates, benzodiazepines, opiates, marijuana, codeine, and cocaine. Reasonable suspicion and reportable accident testing should include amphetamines, barbiturates, benzodiazepines, carisoprodol opiates, fentanyl analogues, methadone, medperidine, marijuana, and cocaine.

(i) **School Status.** School represents and warrants to Hospital that the School and its Program Participants participating hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the "Federal health care programs"); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in the School or a Program Participant being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and the School shall immediately notify Hospital of any change in status of the representation and warranty set forth in this section. Any breach of this Paragraph 1(h) shall give Hospital the right to immediately terminate this Agreement for cause.

2. **RESPONSIBILITIES OF HOSPITAL.**

(a) Hospital shall accept the Program Participants assigned to the Program by School and reasonably cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide reasonable opportunities for such Program Participants, who shall be supervised by School and Hospital, to observe and assist in various aspects of patient care to the extent permitted by applicable law and without disruption of patient care or Hospital operations. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.

(b) Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

3. **MUTUAL RESPONSIBILITIES.** The parties shall cooperate to fulfill the following mutual responsibilities:

(a) Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Hospital or the School.

(b) Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

4. **WITHDRAWAL OF PROGRAM PARTICIPANTS.**

Hospital may request in writing that School withdraw or dismiss a student or other Program Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program at Hospital shall immediately cease. It is understood that only School can dismiss the Program Participant from the Program.

5. **INDEPENDENT CONTRACTOR; NO OTHER BENEFICIARIES.**

The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. No Program Participant or other third person is entitled to, and shall not, receive any rights under this Agreement.

6. **NON-DISCRIMINATION.**

There shall be no unlawful discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Program Participant's effective participation in the Program.

7. **INDEMNIFICATION.**

Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own actionable wrongdoing or the actionable wrongdoing of its officers, owners, employees, or other for whom the party is legally responsible. Nothing herein shall be construed to waive or impair the School's sovereign immunity under Virginia law.

8. **CONFIDENTIALITY.**

School and its agents, Program Participants, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Hospital and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of Hospital. School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School.

9. **TERM; TERMINATION.**

(a) The initial term of this Agreement shall be one (1) year(s), commencing on January 1, 2013 and ending on December 31, 2013.

(b) Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital, such completion not to exceed six (6) months.

10. **ENTIRE AGREEMENT.**

This Agreement and its accompanying Exhibits set forth the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

11. **SEVERABILITY.**

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

12. **CAPTIONS.**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

13. **NO WAIVER.**

Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

14. **GOVERNING LAW.**

This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

15. **ASSIGNMENT; BINDING EFFECT.**

School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

16. **NOTICES.**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to Hospital: Dominion Hospital
2960 Sleepy Hollow Road
Falls Church, VA 22044
Attention: Chief Executive Officer

Copy to: HCA
One Park Plaza
Nashville, Tennessee 37203
Attention: Operations Counsel

If to School: Fairfax County School Board
OCTE/Health and Medical Services
3877 Fairfax Ridge Road, 3rd Floor
Fairfax, VA 22030
Attention: Anne-Marie Glynn

or to such other persons or places as either party may from time to time designate by written notice to the other.

17. **EXECUTION OF AGREEMENT.**

This Agreement shall not become effective or in force until all of the below named parties have fully executed this Agreement.

18. **HIPAA Requirements.**

To the extent applicable, School acknowledges that Hospital is a "covered entity" as that term is defined at 45 C.F.R. §160.103. School agrees to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act"), the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C.A. § 1320d *et seq.* ("HIPAA") and any current and future regulations promulgated under the HITECH Act

or HIPAA, including without limitation the federal privacy regulations contained in 45 C.F.R. §§ 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. §§ 160, 162 and 164 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. §§ 160 and 162 (the "Federal Electronic Transaction Regulations"), all as amended from time to time and collectively referred to herein as the "HIPAA Requirements". School agrees not to use or further disclose any "Protected Health Information," including "Electronic Protected Health Information," (as such terms are defined in the HIPAA Requirements) other than as permitted by the HIPAA Requirements and the terms of this Agreement.

School will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements.

The School shall direct its Program Participants to comply with the policies and procedures of Hospital, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR §§ 160, 162 and 164. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of Hospital's protected health information, the Program Participants are defined as members of the Hospital's workforce, as that term is defined by 45 CFR §§ 160.103, when engaged in activities pursuant to this Agreement. However, the Program Participants are not and shall not be considered to be employees of Hospital.

19. **No Requirement to Refer.**

Nothing in this Agreement requires or obligates School to admit or cause the admittance of a patient to Hospital or to use Hospital's services. None of the benefits granted pursuant to this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party. Neither party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

20. **Compliance with Hospital Policies and Procedures.** School and Program Participants shall comply with Hospital Policies and Procedures to the extent such Hospital Policies and Procedures do not conflict with the terms of this Agreement.

THE PARTIES HERETO have executed this Agreement as of the day and year first above written.

Fairfax County School Board

By: _____

Title: Division Superintendent

Virginia Psychiatric Company d/b/a Dominion Hospital

By: _____

Title: Chief Executive Officer

EXHIBIT A

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in a clinical setting at Virginia Psychiatric Company d/b/a Dominion Hospital ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by the undersigned while participating in the Program operated by Fairfax County School Board ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

_____ _____

Signature of Program Participant Date

_____

Print Name

_____ _____

Parent or Legal Guardian if Program Participant is under 18 Date

_____

Print Name

EXHIBIT B

PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

- Protected Health Information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to, patient's name, account number, birth date, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to PHI during their clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access PHI.

Initial each to accept the Policy

Initial	Policy
	1. It is the policy of the school/institution to keep PHI confidential and secure.
	2. Any or all PHI, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
	3. Whether at the school or at a clinical site, students are not to discuss PHI, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
	4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Case presentation material will be used in accordance with healthcare facility policies.
	5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of PHI concerning those patients.
	6. A computer ID and password are assigned to individual students and faculty. Students and faculty are responsible and accountable for all work done under the associated access.
	7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
	8. Students and faculty agree to follow Hospital's privacy policies.
	9. Breach of patient confidentiality by disregarding the policies governing PHI is grounds for dismissal from the Hospital.

- I agree to abide by the above policies and other policies at the clinical site. I further agree to keep PHI confidential.
- I understand that failure to comply with these policies will result in disciplinary actions.
- I understand that Federal and State laws govern the confidentiality and security of PHI and that unauthorized disclosure of PHI is a violation of law and may result in civil and criminal penalties.

_____ _____

Signature of Program Participant Date

_____

Print Name

_____ _____

Signature of Parent or Legal Guardian if Program Participant is under 18 Date

_____

Print Name

Appendix N

Statement of Assurances

Governor's Health Sciences Academy

STATEMENT OF ASSURANCES

The authorized signature on this page certifies to the Virginia Department of Education that the authorized official assures that:

1. The planning committee has reviewed the provisions of *Administrative Procedures Guide for the Establishment of Governor's Health Sciences Academy* outlined in the Guidance Document, and understands that an implementation proposal will need to address these criteria and/or others approved by the Virginia Board of Education.

2. The planning committee agrees to follow the guidelines set forth in the *Administrative Procedures Guide for the Establishment of Governor's Health Sciences Academy* document.

3. The regional Governor's Health Sciences Academy will be a jointly-operated program of at least two school divisions, an ongoing governing board will be established or maintained to reflect current Board of Education regulations relative to jointly-operated schools and programs.

4. A public school division will serve as the grant fiscal agent.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the partners participating in this process to establish a regional Governor's Health Sciences Academy, and that the applicant will comply with the statements of assurances.

Jack D. Dale	Superintendent
Typed or Printed Name of Authorized Official	Title
	February 27, 2013
Signature of Authorized Official	Date

(copy as needed)