

VIRGINIA DEPARTMENT OF EDUCATION
LABORATORY SCHOOLS COMMITTEE
COMPLETENESS & COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
ELEMENT 1: EXECUTIVE SUMMARY				
1	Provided a description of the need and purpose of the Lab School.	Yes	To provide robust, innovative, and transformative educational experiences to traditionally underserved students, who have not historically had access to opportunities and pathways that meet their needs and lead to high-demand and well-compensated career opportunities, as they simultaneously work toward certificates, two-, and four-year college degrees. ACCESS Academy is our response to these pressing challenges. We are committed to delivering robust, innovative, and transformative educational experiences that provide clear pathways to high-demand careers. By reducing administrative and financial burdens on students and their families, we are leveling the playing field and giving our students the chance they deserve. Our unique blend of problem-based learning, employability skills, and real-world experience with industry partners ensures that ACCESS Academy students are not only well-prepared but also in high demand within the information technology field and other critical industries.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes	ACCESS Academy has developed the following goals: To develop problem-based learning (PBL) and employability skills in ACCESS Academy students; To build wraparound services that will reduce the administrative and financial burden connected to college admissions for students and families; To provide dual enrollment and IT course credits to students and create pathways for students to earn micro-credentials and industry certificates while they work in IT-related fields; and to implement a professional learning and technical support program for teachers centered on PBL and employability skills. ACCESS Academy also has the following objectives: ACCESS graduates will have higher self-efficacy in their IT and employability skills; ACCESS wraparound services will allow students to reduce the administrative and financial burden of navigating the college admissions process; ACCESS Academy 11th and 12th grade students will earn 15-30 dual enrollment and IT course credits while being enrolled in 2- or 4-year degrees while working in IT-related fields; ACCESS graduates will earn micro-credentials and industry certificates; ACCESS graduates will earn 2- and 4-year degrees; ACCESS graduates will increase their earning potential; Employers will find ACCESS Academy graduates well-prepared for IT careers; ACCESS teachers will be competent in innovative teaching methods, specifically, ProblemBased Learning; ACCESS Academy 9th and 10th grade students will develop foundational skills in ProblemBased Learning and Employability.	Operational/Ready to Implement
3	Summarizes the instructional plan for the Lab School.	Yes	ACCESS Academy is intentionally designed with direct student on-ramps in 11th, and 12th grades, and phased in lab school preparation during 9th and 10th grades. Students in grades 9 and 10 will focus on completion of high school graduation requirements and begin to develop employability skills through teaching, learning, and curriculum innovations that leverage other existing programs in the student's base school. In grades 9 and 10, students will build the foundation necessary for success in subsequent grades. Students in grades 11 and 12 will be provided with a learning environment that is rich in problem-based learning activities and high-quality work-based learning experiences codelveloped with industry partners. Students will have access to industry-based internships and service learning in local middle and elementary schools to promote the application of content area and employability skills. This exposure will help these students not only to apply innovative problembased instructional approaches and develop transferable skills such as critical thinking, communication skills, and information literacy but also increase dual enrollment credits and/or industry certifications earned by graduating seniors Included p.8-9 in 3.6.24 revision	Operational/Ready to Implement
4	Overview of the sustainability plan for the Lab School.	Insufficient info	Industry partners, diversified funding strategy, continuous program evaluation, ongoing PD, scalable model, development of robust network, data analysis. Responsive to recent process changes, GMU will need to provide more details related to long term financial sustainability past the grant spend window	Emerging/Partial Detail
ELEMENT 2: MISSION AND VISION				
1	A description of the Lab School's mission and vision and how it is consistent with the Virginia Standards of Quality (SOQ), the Virginia Standards of Learning (SOL), and the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA). (See § 22.1-349.3 of the Code of Virginia.)	Yes	"The vision of ACCESS Academy is to prepare adaptable lifelong learners that collaboratively and creatively solve complex problems in any setting, as technologies, the nature of work, workers, and the workplace evolve over time. The mission of ACCESS Academy is to provide new innovative pathways for traditionally underserved students toward high-demand, well-compensated careers, while simultaneously working toward two- and four-year degrees to maximize their earning potential over their work life. Both the mission and vision of ACCESS Academy is consistent with the Virginia Standards of Quality (SOQ) and the Virginia Standards of Learning (SOLs). The school will foster competency-based career and technical education programs that integrate academic outcomes, career guidance, and job seeking skills. The educational program is based upon labor market needs and career guidance will include counseling about available employment opportunities and placement services. "	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	ACCESS Academy will provide students with high school and dual enrollment core curriculum coursework as well as specialized problem-based learning IT coursework that will prepare students to pursue high-demand careers in computing sciences. Coursework is consistent with Virginia Standards of Quality and aligned to the Virginia Standards of Learning. Courses are further aligned to the Fairfax County Portrait of a Graduate and the Virginia Department of Education's Profile of a Virginia Graduate. Revision includes description on page 11.	Operational/Ready to Implement

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3	The Lab School's core philosophy.	Yes	ACCESS Academy provides a robust, innovative, and transformative educational experience to traditionally underserved students, who have not historically had access to opportunities and pathways that meet their needs and lead to high-demand and well compensated career opportunities, as they simultaneously work toward two- and four-year college degrees. Revision includes description on page 11.	Operational/Ready to Implement
4	Information about the Lab School's targeted student population.	Yes	ACCESS Academy will initially serve students coming from traditionally underserved populations in grades 11 and 12 in Fairfax County Public Schools. Programming will be expanded to include students in grades 9 and 10 during 2025-2026 academic year. During the first year (2024-2025), ACCESS Academy will include a total of 60 students from grade 11 (n=30) and grade 12 (n=30). In the following year, there will be an expansion of the school to include grade 9 (n=30) and grade 10 (n=30) students. Lack of detail regarding definition of "underserved populations" or additional process for application/identification. Additional information on lottery and application (including rubric) on p. 31. 10/19 revision includes greater detail about targeted population. March 2024 updates include a pilot year implementation with only students from Loudoun County Public Schools.	Operational/Ready to Implement
ELEMENT 3: EDUCATIONAL PROGRAM				
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes	Although ACCESS Academy will initially begin with grades 11 and 12, the endeavor is planned for a grades 9-12 academic program. Students in grades 9 and 10 will pursue Fairfax County graduation requirements including English, social studies, math, science, and others as they prepare to start dual Virginia Board of Education College Partnership Laboratory School Application George Mason University Page 11 enrollment and specialized IT courses in grade 11. All graduation required courses are aligned to the Standards of Learning, meet the Standards of Quality, and fulfill the FCPS requirements for the standard diploma. Furthermore, students may also have the opportunity to pursue additional dual enrollment, elective, other advanced academic opportunities and/or an advanced diploma. Students will have access to different on and off ramps for ACCESS Academy. Potential off ramps might include coursework that leads to an AS or BS degree, career certifications, micro credentials, or a job. Additionally, employability skills are integrated across the curriculum at all grade levels, there is integration with existing Mason Early Identification Program (EIP) programming and peer mentoring, and alignment to other STEM programs in the school division. A full breakdown of on and off ramps is below. Revision includes description on pages 12-14.	Operational/Ready to Implement
2	An overview of the curriculum, and teaching methods to be used at the Lab School and a description of the learning environment and instructional strategies to be used at the Lab School, including scientifically research-based instructional strategies to ensure that student engagement and achievement are occurring.	Yes	PBL, multidisciplinary. Revision includes description on pages 14-15.	Operational/Ready to Implement
3	A plan for using internal and external assessments to measure and report student progress in accordance with the SOL.	Yes	The response does not answer the question Response amended in 11/27 updated application to meet compliance (p. 15)	Operational/Ready to Implement
4	A description of plans for identifying, evaluating, and successfully serving students with disabilities, students who are English Language Learners, students who are academically behind, and gifted students. Such plans must comply with applicable laws and regulations.	Yes	Need clear delineation of services and process of how GMU disability services office will be utilized. SWD will receive services from FCPS staff and supports (seemingly). Lack of clarity further confused by TTAC mention and how services from GMU TTAC would be used (GMU TTAC serves as regional hub and not just FCPS). Positive detail around provision of support for professional development. Additional detail added in 10/19 revision to provide sufficient information. March 2024 update specifies LCPS will manage student plans per their policies, practices and procedures.	Operational/Ready to Implement
5	An explanation of the procedures for corrective actions needed in the event that pupil performance at the Lab School falls below the standards outlined in the SOA. (See Part VIII of the SOA.)	Yes	"ACCESS Academy will implement the standards by which the Virginia Tiered Systems of Supports is in alignment across the Commonwealth. Additionally, the lab school will work closely in consultation with FCPS administration, teachers, and staff to implement Response to Intervention (RTI) as an approach to identify and address students who may struggle with literacy and mathematics. These interventions are in addition to providing professional development for teachers and instructional teams on PBL. The lab school believes that all students can learn and that the entire learning community is essential to support students who might need more support to meet standards." Will ACCESS Academy train its own staff on VTSS or use FCPS staff?	Operational/Ready to Implement

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6	Information regarding the minimum and maximum enrollment per grade for the full term of the contract as well as class size and structure for each grade. (See § 22.1-253.13:2 of the Code of Virginia.)	Yes	"For academic year 2024-25, the goal is to enroll 30 students for the junior and senior classes (total n=60). For academic year 2025-26, an additional 30 students will be added in grades 9, 10, and 11 bringing the total enrollment to 120 students. It is possible that enrollment per grade level can vary per year since ACCESS Academy will be a school of choice for families. Students who un-enroll will be replaced by a student on the waitlist at midyear or the beginning of the academic year. Further, enrollment may be adjusted by the addition of other school district partners and/or other sites."	Operational/Ready to Implement
7	The proposed calendar and sample daily schedule.	Yes	Aligned with FCPS and Annandale HS. Revision includes description in pages 17-18	Operational/Ready to Implement
8	A description of the performance-based goals and related measurable educational objectives to be achieved by the Lab School. (See § 22.1-253.13:1 B of the Code of Virginia.)	Yes	The performance-based goals and outcomes of ACCESS Academy are in alignment with § 22.1-253.13:1, and the Standards of Learning will be measured and assessed. Programming has been designed with short-term, mid-term, and long-term outcomes as defined below. These outcomes will be measured through both formative and summative evaluations which will be used to ensure effective design, development, implementation, as well continually improve as we work on a scalable model.	Operational/Ready to Implement
9	For each grade or course in the Lab School, please provide a detailed description of how the SOL and the corresponding SOL Curriculum Framework will be used as the foundation for curricula to be implemented. Include within the description how the goals and objectives of the curricula will meet or exceed the SOL, address student performance standards, relate to state and federal assessment standards, and include measurable student outcomes. (See http://www.doe.virginia.gov/testing/index.shtml on the Department's website for more information about the SOL.)	Yes	ACCESS Academy students in grades 9 and 10 will focus on completion of high school graduation requirements and begin to develop employability skills through teaching, learning, and curriculum innovations that leverage existing programs in the student's base school. The core curriculum design will include activities that provide an opportunity to practice and continue to develop employability skills and 9th and 10 th graders will build the foundation to succeed during 11 th and 12 th grade of the lab school, in turn developing college and career readiness. As ACCESS Academy will be based at Annandale High School, courses have been aligned with FCPS graduation requirements and the Program of Studies.	Operational/Ready to Implement
10	A description of the Lab School's assessment plan to obtain student performance data, which would include how these data will be used to monitor and improve achievement and how program effectiveness will be measured. The Applicant must also provide benchmark data for how student achievement will be measured over a specified period of time. The Applicant must address how these data will be established and documented in the first year of operation and how the data will be measured over the successive four-year period before the contract of such school is renewed by the Board. The benchmark data should address targets for student improvement to be met each year.	Yes	This part of the question is not answered: The applicant must also provide benchmark data for how student achievement will be measured over a specified period of time. The applicant must address how these data will be established and documented in the first year of operation and how the data will be measured over the successive four-year period before the contract of such school is renewed by the Board. The benchmark data should address targets for student improvement to be met in each year. Applicant provided required detail in response to comments on 11/27 amended application (p. 22).	Operational/Ready to Implement
11	A description of any assessment other than the SOL that may be used to measure progress during the academic year.	Yes	Please include a more complete list of measures. that will be used to measure progress. Applicant provided required detail in response to comments on 11/27 amended application (p. 22).	Operational/Ready to Implement
12	A detailed description of any alternative accreditation plan, in accordance with the SOA (8VAC20-131-420), for which the Lab School will request approval from the Board. (if applicable)	Yes	None requested	Operational/Ready to Implement
13	A general description of any incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s). (if applicable)	Yes	None requested	Operational/Ready to Implement

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14	If the Lab School plans to use virtual learning in its educational program, a description of how virtual learning will be used and estimates of how many students will participate. (if applicable)	Yes	Although virtual learning is not a defining feature of the proposed lab school project, students will not be restricted from pursuing any virtual learning opportunities offered either at the school site, through Fairfax County Public Schools, or through Northern Virginia Community College.	Operational/Ready to Implement
ELEMENT 4: GOVERNANCE				
1	Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team. (See § 22.1-299.2 B of the Code of Virginia.)	Yes	Mason, NOVA, FCPS, Industry, Parent Community. See p. 22-23 in 3.6 revision.	Operational/Ready to Implement
2	A chart that clearly presents the Lab School's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), the Board, and any external organizations that will play a role in managing the school.	Yes		Operational/Ready to Implement
3	A clear description of the roles and responsibilities for the governing board, the Lab School's leadership and management team, and any other entities shown in the organization chart. This includes a description of the functions, roles, and duties of the governing board and its proposed composition and bylaws. The description must detail the specific role of the governing board in the operation and oversight of the Lab School.	Yes		Operational/Ready to Implement
4	A description of the governing board's relationship with the affiliated public or private institution of higher education and its Board of Visitors, any local school boards, parents, and community organizations.	Yes	The Advisory Board represents the voice of a range of stakeholders including parents, community, and industry representatives. Two parent members will be appointed by the Fairfax County School Board. George Mason University in consultation with Northern Virginia Community College, and Fairfax County Public Schools will appoint two industry or chamber stakeholder and two community members.	Operational/Ready to Implement
ELEMENT 5: MANAGEMENT STRUCTURE				
1	Staffing chart for the Lab School's first year and a staffing plan for the term of the contract.	Yes		Operational/Ready to Implement
2	Plans for recruiting and developing Lab School leadership and staff.	Yes	Outlined in detail within application	Operational/Ready to Implement
3	A description of the academic/professional experience/qualifications of the Lab School's leadership and proposed faculty who will teach at the Lab School.	Yes	Outlined in detail within application	Operational/Ready to Implement

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4	An assurance that the Applicant will meet the conditions in § 22.1-349.9 of the Code of Virginia, which states that "teachers who work in a college partnership laboratory school shall hold a license issued by the Board or, in the case of an instructor in the Board-approved teacher education program of the institution of higher education, be eligible to hold a Virginia teaching license. Teachers working in a college partnership laboratory school shall be subject to the requirements of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4 that are applicable to teachers employed by a local school board."	Yes	High school teachers who work for ACCESS Academy will be required to hold a license issued by the Board or be eligible to hold a Virginia teaching license. Teachers working at ACCESS Academy will be subject to the requirements of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4 applicable to teachers employed by Fairfax County Public Schools. College faculty who teach PBL IT courses will be required to meet licensure requirements for teachers of CTE courses as required by VDOE. ACCESS Academy will comply with all federal, state, and local laws regarding background checks for those adults in direct contact with students enrolled in the lab school. Background checks will be monitored through the College of Education and Human Development for those who work directly for Mason. Northern Virginia Community College will monitor background checks for those faculty who work directly for NOVA. Teachers who work for Fairfax County Public Schools will undergo background checks through FCPS.	Operational/Ready to Implement
5	The Lab School's leadership and teacher employment policies, including performance evaluation plans. Such performance evaluation plans must be consistent with the policies of the institution of higher education.	Yes	"The director of the lab school, career coach, professional development coordinator, and advisor/recruiter will adhere to the guidelines outlined in the Mason Administrative/Professional Faculty Handbook, as per the policies established by Mason (https://hr.gmu.edu/updatedadministrative-professional-faculty-handbook/). Teacher recruitment for 9th and 10th grade courses will abide by the established guidelines and personnel policies set forth by FCPS, which can be found at https://www.fcps.edu/departments-of-human-resources https://insys.fcps.edu/schoolboardapps/report_policy/cache/numeric-4000.htm For 11th and 12th grade dual enrollment courses, recruitment will also be handled by FCPS as noted above. Dual enrollment teachers must also meet criteria established by NOVA to teach dual enrollment coursework. For 11th and 12th grade PBL IT courses, recruitment will be handled by NOVA and Mason, as per the policies established by each (https://universitypolicy.gmu.edu/policies/recruitment-and-hiring-of-university-employees/ and https://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=CB55Z812A23F)."	Operational/Ready to Implement
6	A plan that addresses the qualifications of the teachers and administrators at the Lab School, including compliance with state law and regulations regarding Board licenses and endorsements. (See § 22.1-349.9 of the Code of Virginia.)	Yes	The lab school will ensure that the educational and professional qualifications of its teachers and administrators meet VDOE requirements for licensing and/or endorsement areas, FCPS will ensure compliance with its human resources policies, which are available at https://go.boarddocs.com/vsba/fairfax/Board.nsf/files/C23GYE46122B/\$file/R4130.pdf	Operational/Ready to Implement
7	A plan to provide high-quality professional development programs. (See § 22.1-253.13:5 of the Code of Virginia.)	Yes	High-quality professional development programming will be provided to all faculty associated with ACCESS Academy. Professional development will be focused on employability skills and innovative problem-based learning pedagogical practices and methodology. Professional development will be aligned to the Standards of Quality, Standard 5 concerning classroom instruction and educational leadership. Professional development will be immersive and will allow teachers and faculty to reflect, integrate skills into current practice and lessons, and create sound assessments	Operational/Ready to Implement
8	Provisions for the evaluation of staff at regular intervals.	Yes	All ACCESS Academy faculty and staff will be formally evaluated annually. Official performance evaluations will be conducted in accordance with George Mason University, Northern Virginia Community College, and Fairfax County Public Schools policies.	Operational/Ready to Implement
9	Provisions for a human resource policy for the Lab School that is consistent with state and federal law.	Yes	All individuals appointed to positions at ACCESS Academy will ensure compliance with applicable state and federal laws and regulations, while also adhering to the personnel policies outlined by George Mason University (Mason), Northern Virginia Community College (NOVA), and Fairfax County Public Schools (FCPS).	Operational/Ready to Implement
10	An explanation of any partnerships or contractual relationships central to the Lab School's operations or mission, including information regarding any partnerships with school divisions to provide educational or ancillary services. Contractual relationships include procuring the services of an education management organization, food services, transportation, school health services, custodial services, and security services. (See § 22.1-349.3 C of the Code of Virginia.)	Yes	As ACCESS Academy will operate at Annandale High School, a Fairfax County Public Schools division site, services provided for students will be part of those provided to any other student in the division, including food services, transportation, school health, custodial, and security services. Virginia Board of Education College Partnership Laboratory School Application George Mason University Page 30 Services will be provided in alignment with § 22.1-349.3. George Mason University will initiate the development of a Memorandum of Understanding with Fairfax County Public Schools once funding is awarded. UPDATE - As ACCESS Academy will operate at NOVA Loudoun, services provided for students will be part of those provided to any other student at NOVA, including school health, custodial, and security services. Transportation to ACCESS Academy and food services will be provided by LCPS. Services will be provided in alignment with § 22.1-349.3. George Mason University will initiate the development of a Memorandum of Understanding with Loudoun County Public Schools once funding is awarded.	Operational/Ready to Implement
11	Notification to all Lab School employees of the terms and conditions of employment.	Yes	The ACCESS Academy Director, Professional Development Coordinator, Career Coach, and Advisor/Recruiter will be hired as Administrative/Professional Faculty. Those faculty members will adhere to the terms and condition of current George Mason University Administrative/Professional Faculty position employment. The Administrative Assistant will be hired as a Classified Staff position and that staff member will adhere to the terms and conditions of employment as outlined in George Mason University current policies.	Operational/Ready to Implement

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12	Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the Lab School. A description of how parental involvement will be used to support the educational needs of the students, the Lab School's mission and philosophy, and its educational focus.	Yes		Operational/Ready to Implement
13	Plans and timelines for student recruitment and an open enrollment process for any child who is a resident of the Commonwealth, including lottery procedures if sufficient space is unavailable. Please include a description of the lottery process to be used to determine Lab School enrollment on a space-available basis and a timeline for when the lottery process will begin for the first academic year of enrollment and when parents will be notified of the outcome of the lottery process. (See § 22.1-349.3 of the Code of Virginia.)	Yes	Please reference lottery best practice document (November standing committee approval). Language revised in 3.27 revision to meet statutory requirements	Operational/Ready to Implement
14	Any enrollment-related policies and procedures that address special situations, such as the enrollment of siblings and children of faculty and founders and the enrollment of nonresident students, if applicable. Consistent with a Lab School's mission and purpose that may address special populations of students, the Applicant must indicate how to ensure that community outreach has been undertaken so that special populations are aware of the formation of the Lab School and that enrollment is open to all students residing in the Commonwealth. Pursuant to § 22.1-349.3 B of the Code of Virginia, enrollment in a Lab School "shall be open through a lottery process on a space-available basis to any student who is deemed to reside within the Commonwealth. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall also be prioritized through a lottery process, and parents shall be informed of their student's position on the list."	Yes		Operational/Ready to Implement
15	A model Student Code of Conduct policy that addresses student behavior, discipline, and participation in school activities. The plan should identify the role of teachers and administrators in discipline and mentoring. The plan must also identify disciplinary policies for special education students.	Yes	Application details student code of conduct for FCPS, GMU and NOVA but lacks details regarding which policies would apply across students, environments and situations. Also not included was how data related to school safety and student discipline will be collected and reported. Additional detail provided upon revision to meet requirement. March 2024 update specific use of LCPS documents to include students rights and responsibilities and Code of Conduct.	Operational/Ready to Implement
16	A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.	Yes	See table	Operational/Ready to Implement
17	A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.	Yes	Co-curricular and extracurricular programs will be offered to students through Loudoun County Public Schools. Students attending ACCESS Academy will be able to participate in regularly scheduled athletic programs, and interest clubs and groups. Additionally, students will have Virginia Board of Education College Partnership Laboratory School Application George Mason University Page 38 opportunities for co-curricular opportunities at George Mason University and Northern Virginia Community College. These may include coding, cybersecurity, and/or industry-related clubs. Funding will come from startup funds, community grants, and industry collaboration and cooperation.	Operational/Ready to Implement
18	A general description of any operational incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s).	Yes	In addition to the partnership with Loudoun County Public Schools, ACCESS Academy intends to have partnerships with industry experts who will provide mentoring, internship opportunities, technical support regarding scenarios for the problem-based learning IT curriculum, field trips, and other assistance. Outreach to industry partners has already begun and the response has been positive. Additionally, there will be opportunities for collaboration across disciplines between industry experts and university and LCPS faculty. ACCESS Academy also intends to provide stipends for professional development and funding for technical assistance. There is also a plan to develop micro-credentials for teachers who will complete professional development programming in problem-based learning instruction.	Operational/Ready to Implement
ELEMENT 6: FINANCIAL AND OPERATIONS INFORMATION				
1	A description of the Lab School's financial plan and policies, including financial controls and audit requirements in accordance with generally accepted accounting principles.	Yes	George Mason University serves as the fiscal agent for ACCESS Academy.	Operational/Ready to Implement

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2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.	Yes	Requests \$1.0 million in startup funds and \$5.6 million in per pupil operating funds from the Lab School Fund. Per Pupil request (\$10,376) exceeds the maximum allowable in FY24. 5-year projections are well documented. 3/12/24 UPDATE - Requests \$1.0 million in startup funds and \$5.2 million in per pupil operating funds from the Lab School Fund. Per Pupil request aligns to the maximum allowable in FY24. 5-year projections are well documented.	Operational/Ready to Implement
3	Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.	Yes	Support for this item is actually captured in the response to the previous question. Assumes 60 students in the first year and 120 students in each year thereafter. Includes fundraising efforts in the estimates.	Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	Yes	The five-year projections include fundraising efforts. Also identifies potential donors, including Google.	Operational/Ready to Implement
5	A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property.	Yes	Evidence of the available coverages will be provided to GMU, Fairfax County, and NOVA Community College, but is not referenced or linked in the application. Added to revision 10/19: George Mason University is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia for general liability and property. The Commonwealth of Virginia provides health insurance coverage to George Mason University employees.	Operational/Ready to Implement
6	A justification for each type of insurance coverage sought and evidence that the Applicant has consulted with the affiliated public or private institution of higher education to ensure that the level of coverage is satisfactory.	Yes	Evidence of the available coverages will be provided to GMU, Fairfax County, and NOVA Community College, but is not referenced or linked in the application. Added to revision 10/19: Existing liability and property coverage provided under the Commonwealth of Virginia Risk Management is extended to support ACCESS Academy operations. Evidence of coverage is provided via a Certificate of Liability Coverage memorandum.	Operational/Ready to Implement
7	A sound facilities plan, including backup or contingency plans. Facilities information includes (1) the provision of suitable instructional space; (2) provisions for library services; (3) provisions for the safe administration and storage of student records and medications; (4) information regarding compliance with building and fire codes and compliance with the federal Americans with Disabilities Act; (5) general information on emergency evacuation plans; (6) information regarding site location and preparation; (7) the structure of operation and maintenance services; and (8) financial arrangements for facilities, including any lease arrangements with school divisions or other entities and whether debt will be incurred.	Yes	Indicates that students will be enrolled in Annandale High School and classes will be held there, but no details regarding the specifics of this criteria. Additional detail provided upon revision to meet requirement.	Operational/Ready to Implement
8	A description of whether transportation services will be provided. If transportation is to be provided, please indicate whether the Lab School will contract for transportation with the local education agency or another entity. Please indicate whether transportation will be provided to all students attending the Lab School.	Yes	Fairfax County Public Schools will provide transportation services. 3/12/24 UPDATE - Loudoun County Public Schools will provide transportation services.	Operational/Ready to Implement
9	A description of transportation services for students with disabilities. (Section 22.1-221 A of the Code of Virginia states that "[e]ach disabled child enrolled in and attending a special education program provided by the school division pursuant to any of the provisions of § 22.1-216 or § 22.1-218 shall be entitled to transportation to and from such school or class at no cost if such transportation is necessary to enable such child to obtain the benefit of educational programs and opportunities.")	Yes	Fairfax County Public Schools will provide transportation services for students with disabilities. 3/12/24 UPDATE - Loudoun County Public Schools will provide transportation services for students with disabilities.	Operational/Ready to Implement
10	A description of food service operations and all other significant operational or ancillary services to be provided.	Yes	Fairfax County will provide food services. 3/12/24 UPDATE - Loudoun County will provide food services.	Operational/Ready to Implement

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1	Identification of a member of the Lab School's leadership who will serve as a single point of contact for all activities that may need to take place for the Lab School to close, including but not limited to, the transfer of students to another school, the management of student records, and the settlement of financial obligations. Please include contact's name, title, email address, and phone number.	Yes	Ingrid Guerra-López, Ph.D. Dean, College of Education and Human Development George Mason University iguerral@gmu.edu 703-993-2004	Operational/Ready to Implement
2	A notification process for parents/guardians of students attending the Lab School and teachers and administrators of the termination or revocation of the contract.	Yes	"A systemized notification process will be used if ACCESS Academy should close. After official notification to the Virginia Department of Education, a phone call will be made to each parent/guardian with a child enrolled in the school. This call will be followed by an official letter from the Director of ACCESS Academy."	Operational/Ready to Implement
3	A notification process to parents/guardians of students attending the Lab School of alternative public school placements within a set time period from the date of termination or revocation of the contract.	Yes	"In addition to the process described above, a letter will be sent to the principal of the ACCESS Academy school site, copied to the Fairfax County Public Schools Superintendent."	Operational/Ready to Implement
4	Provisions for ensuring that student records are provided to the parent or guardian, or another school identified by the parent or guardian within a set time period. If the student transfers to another school division, provisions for the transfer of the student's record to the school division to which the student transfers upon the request of that school division. (See § 22.1-289 of the Code of Virginia).	Yes	"In accordance with § 22.1-289 of the Code of Virginia, student records will be available to parents upon request, and records will be transferred upon request to another school division within two weeks. Fairfax County Public Schools staff will handle transcript requests in the transfer records to requesting school divisions."	Operational/Ready to Implement
5	A placement plan for Lab School employees that details the level of assistance to be provided within a set period of time from the date of closure.	Yes	"A good faith effort will be made to support employees as they seek other employment opportunities." Did not provide a plan. Response was a single sentence. Additional detail added to 10.19 revision to meet compliance	Operational/Ready to Implement
6	A close-out plan related to financial obligations and audits, the termination of contracts and leases, and the sale and disposition of assets within a set period of time from the date of closure. The plan shall include the disposition of the Lab School's records and financial accounts upon closure.	Yes	Additional detail included in 10/19 revision to meet compliance	Operational/Ready to Implement
ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS				
1	A description of the Lab School's policies and procedures for compliance with the federal Family Educational Rights and Privacy Act and records retention schedules consistent with guidance issued by the Library of Virginia.	Yes	"ACCESS Academy will operate under George Mason University Policy 1122 which outlines records retention and the Family Educational Rights and Privacy Act (FERPA). The lab school will also follow the regulations set forth in the policies of the Library of Virginia." Link to policy does not work. FERPA policy needs to address parent access to records since ACCESS Academy students will not have reached the age of majority. Updated 10.19: ACCESS Academy will operate under George Mason University Policy 1122 (https://universitypolicy.gmu.edu/policies/ferpa-compliance/) which outlines records retention and the Family Educational Rights and Privacy Act (FERPA). The lab school will also follow the regulations set forth in the policies of the Library of Virginia.	Operational/Ready to Implement
2	Evidence that the proposed Lab School programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act.	Yes	"The lab school will operate under George Mason University's process and policy for freedom of information. The related policy is University Policy 1117." Response only addresses FOIA. Updated 10.19: Mason, NOVA, and FCPS currently operate in accordance with all federal and state laws and regulations including the Virginia Freedom of Information Act. Mason's policy for responding freedom of information requests is University Policy 1117 (https://universitypolicy.gmu.edu/policies/responding-to-virginia-freedom-of-information-act-foia-requests-for-records/) and those wishing to obtain public records can obtain additional information through this link: https://www.gmu.edu/about/integrity-and-standards/FOIA .	Operational/Ready to Implement
3	A listing of all waivers to state regulations needed for the Lab School at the time of its opening. This does not preclude a Lab School from requesting additional waivers once the Lab School is operational.	Yes	"At the current time, ACCESS Academy does not intend to apply for any waivers."	Operational/Ready to Implement

VIRGINIA DEPARTMENT OF EDUCATION
 LABORATORY SCHOOLS COMMITTEE
 COMPLETENESS & COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
4	A description of any collaborative partnerships that may be made with public school divisions to enhance opportunities for all Virginia students, from preschool to postsecondary. An educational program provided to students enrolled in a public school division pursuant to a collaborative partnership between the Lab School and the public school division shall be considered to be the educational program of the public school division for purposes of the SOA. (See § 22.1-349.3 G of the Code of Virginia.)	Yes	Only listed collaborative partnerships are GMU, NVCC, and FCPS. Is it acceptable that only FCPS, NVCC and GMU are the collaborative partners? Other school divisions?	Operational/Ready to Implement
5	A description of all agreements that the Applicant may need in the contract with the Board related to the release of the Lab School from state regulations, consistent with the requirements in § 22.1-349.3 B of the Code of Virginia, including the approval of an Individual School Accreditation Plan. Section 22.1-349.4 of the Code of Virginia states that "[i]f the college partnership laboratory school application proposes a program to increase the educational opportunities for at-risk students, the Board of Education may approve an Individual School Accreditation Plan for the evaluation of the performance of the school."	Yes	No agreements are listed.	Operational/Ready to Implement
6	A description of how the Applicant and members of the governing board will disclose any conflicts of interest, which would include a personal interest in any transactions involving the Lab School, including information regarding the frequency with which such disclosures will be made. (See § 2.2-3114 of the Code of Virginia.)	Yes	University Policy Number 4001 Yes. Available on the GMU website.	Operational/Ready to Implement
7	Conflict of interest disclosure(s) by the Applicant and/or members of the governing board in the proposed Lab School. This includes any relationships that parties may have with vendors performing services at the Lab School.	Yes	No conflicts of interest to report.	Operational/Ready to Implement