Virginia Board of Education Agenda Item

Agenda Item: G **Date:** March 28, 2013

Title	First Review of Proposal to Establish the Newport News Public Schools and the York County Schools Governor's Health Sciences Academy		
Presenter	Ms. Lolita B. Hall, Director, Office of Career and Technical Education Services		
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Purpose of Presentation:
Other initiative or requirement. Specify below:
First review of the Proposal to Establish the Newport News Public Schools and the York County Public Schools Governor's Health Sciences Academy

Previous Review or Action:
No previous review or action.

Action Requested:
Action will be requested at a future meeting. Specify anticipated date below:
Date: April 25, 2013

Alignment with Board of Education Goals: Please indicate (X) all that apply:

X	Goal 1: Accountability for Student Learning
	Goal 2: Rigorous Standards to Promote College and Career Readiness
X	Goal 3: Expanded Opportunities to Learn
	Goal 4: Nurturing Young Learners
	Goal 5: Highly Qualified and Effective Educators
	Goal 6: Sound Policies for Student Success
	Goal 7: Safe and Secure Schools
	Other Priority or Initiative. Specify:

Background Information and Statutory Authority:
Goal 1: The Academy must meet rigorous criteria established by the Board of Education under the Governor's Science, Technology, Engineering, and Mathematics Academy Program. Students progress in academic and technical knowledge and skills; and their employability knowledge and skills are monitored and measured annually to ensure successful transition to college and career.

Goal 3: The Academy is designed to expand options for students' health science literacy and other critical knowledge, skills, and credentials that will prepare them for high-demand, high-wage and high-skill health sciences careers in Virginia.

On September 7, 2012, the Virginia Department of Education announced planning/implementation

grants in the amount of $10,000 each for establishment of Governor's Health Sciences Academies in the eight superintendents' regions. The Governor's Health Sciences Academies shall consist of partnerships of one or more public school divisions or multiple schools within a school division, healthcare institutions, business and industry, and higher education institutions; and offer rigorous academic content with career and technical instruction. The Academy must include specialty programs within the five career pathways.

Health Sciences Career Cluster

Career Pathways	General Description
Therapeutic Services	Care and treat patients to improve their health over time. Counsel patients and provide them the tools needed to live a healthier and problem-free lifestyle.
Diagnostic Services	Use tests and evaluations to aid in the detection, diagnosis and treatment of diseases, injuries or other physical conditions.
Health Informatics	Manage health care agencies by overseeing all patient data, financial information and technological applications to health care processes and procedures.
Support Services	Assist health care professionals with a range of administrative and maintenance duties to ensure that the health care environment is maintained.
Biotechnology Research and Development	Discover new treatments and medical technologies to improve human health and advance the overall health science field.

At least two of the health sciences career pathways must be implemented initially. The remaining three pathways must be fully articulated and implemented within the next three years. Also, the Academy must agree to participate in the Governor's Exemplary Standards Award Program.

The State Council of Higher Education for Virginia (SCHEV) is currently reviewing the attached proposal. Their report and recommendation is expected by April 1 prior to the second review of the proposal by the Board of Education (Attachment B). Staff members of the Virginia Department of Education (DOE) have reviewed the proposal in the context of the established criteria. An executive summary of the proposal is in Attachment A. Attachment C is the report from the review by the DOE. Attachment D is the complete proposal.

Summary of Important Issues:
The Newport News Public Schools and York County Public Schools Governor's Health Sciences Academy will be located at Warwick High School in Newport News and Bruton High School in York County. Beginning in 2013-14, the Academy will offer the pathway plan of study for Support Services and Therapeutic Services. By 2015-16, the Diagnostic Services, Health Informatics, and Biotechnology Research and Development pathways will be fully implemented. Students will have an opportunity to concentrate and take specialized courses in a full-day, yearlong academic program at the high school campus in addition to courses specific to health sciences. Extensive partnerships have been formalized with research labs, healthcare institutions, businesses, colleges, and universities to expand student learning beyond the classroom. Students will participate in work-based experiences such as job shadowing, internships, and clinical practicums in a variety of health care fields.

Job projections indicate that between 2010 and 2018 there will be more than 6,700 new health care positions opening up on the Greater Peninsula, an estimated growth of 30.24 percnet (Peninsula Council for Workforce Development, 2012). Health care and social assistance occupations are a large portion of the total work force on the Peninsula. The Governor's Health Sciences Academy pathway programs will help to bridge training and preparation in high-demand, high-skill, and high-wage careers.

Impact on Fiscal and Human Resources:
Funding for implementation must be provided at the local level.

Timetable for Further Review/Action:
The proposed beginning date for the Newport News Public Schools and the York County Public Schools Governor's Health Sciences Academy, is school year 2013-14.

Superintendent's Recommendation:
The Superintendent of Public Instruction recommends that the Board of Education accept for first review the proposal to establish the Newport News Public Schools and the York County Public Schools Governor's Health Sciences Academy.

Newport News Public Schools
&
York County Public Schools

Governor's Health Sciences Academy
Executive Summary
March 11, 2013

Partnership: Newport News Public Schools, York County Public Schools, New Horizons Regional Technical Center, Riverside School of Health Careers, Riverside Health Systems, Thomas Nelson Community College, Hampton University, Old Dominion University, and Community Health Charities.

Lead/Fiscal Agent: Newport News City Public Schools

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Academy Locations: The Academy will have campuses at Warwick High School in Newport News and Bruton High School in York County.

Number Students: The Governor's Health Sciences Academy will have the capacity to enroll 400 students, grades 9-12. During the initial school year (2013-2014) applications will be accepted for 150 students.

Career Pathways: Support Services (2013-2014)
Therapeutic Services (2013-2014)
Diagnostic Services (2014-2015)
Health Informatics (2015-2016)
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;

Academy Goals and Description (Cont.)

- 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.

Attachment B

The State Council of Higher Education for Virginia (SCHEV)

Review of the Proposal to Establish the Newport News Public Schools (NNPS) and the York County School Division (YCS) Governor's Health Sciences Academy

NOTE: The SCHEV staff is currently reviewing the proposal. Their report and recommendation is expected prior to the second review of the proposal by the Board of Education.

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

For

Newport News City Public Schools
And
York County Public Schools

Governor's Health Sciences Academy

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	An agreement should be finalized prior to the 2nd review that provides students two associate degree options at the secondary level.
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:				

Attachment D

Proposal to Establish the

Newport News Public Schools (NNPS)

& The York County School Division

(YCS)

Governor's Health Sciences Academy

Submitted to the

Virginia Department of Education

February 21, 2013

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The Governor's Health Sciences Academy Proposal

Program Description and Overview

Newport News Public Schools and the York County School Division are partnering to establish a Governor's Health Sciences Academy located at Bruton High School in York County and Warwick High School in Newport News. This Academy will offer a program of study designed to "expand 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."

The Governor's Health Sciences Academy program will combine academic coursework and clinical experiences with a challenging and focused school environment to prepare students for careers in the Health Sciences. Students will gain the knowledge and skills they need to succeed in Health Sciences careers by learning how to work in teams, communicate effectively, and apply the principles of mathematics and science to solve real-world problems in the health career field.

The Governor's Health Sciences Academy will launch with two career pathways in their first year—**Therapeutic Services** and **Support Services**—and will expand to include the three other Health Sciences Career Pathways **(Diagnostic Services, Health Informatics,** and **Biotechnology Research and Development)** within the next three years. The table below shows the implementation timeline for the Career Clusters and Career Pathways as they relate to the proposed programs at both Bruton and Warwick High Schools.

Health Sciences Career Cluster

Career Pathway	Year of Implementation
Support Services	2013-2014
Therapeutic Services	2013-2014
Diagnostic Services	2014-2015
Health Informatics	2015-2016
Biotechnology Research and Development	2015-2016

Between 2010 and 2018 there are expected to be 6,779 new health care positions opening up on the Greater Peninsula; estimated growth of 30.24 percent (Peninsula Council for Workforce Development, 2012). Health care and social assistance occupations are a large portion of the total work force on the Peninsula. These positions are 9, 10, and 12 percent of the total work force in James City County, Hampton, and Newport News respectively. With 4,560 (almost 25 percent) workers in the healthcare field 55 or older as of March 2011, retiring workers will leave their positions opening up more opportunity for entry level applicants.

Through these entry level on-ramps that begin in high school, students will gain access to career pathways that prepare them in high-demand jobs that lead to high-wage, high-skill careers. This Academy will satisfy a need identified by a study conducted by the Peninsula Council for Workforce Development (PCFWD)(2012) for additional programs that create a bridge to career pathways in high-wage positions in the health sciences career field.

The Governor's Health Sciences Academy is designed to give students in grades 9 - 12 the opportunity to explore Health Sciences Career Pathways while incorporating *Virginia's Workplace Readiness Skills for the Commonwealth*. Students will choose specific career pathways within the Health Sciences Career Cluster and develop a program of study with their Professional School Counselor. Programs of Study in Career Pathways prepare students for success in secondary and postsecondary education, including bachelor's degrees; two-year associate's degrees, apprenticeships, health sciences licensure programs, and employment.

Length of Program and Daily Schedule

Students will have the opportunity to concentrate and take specialized courses in a full-day, year-long academic program at the high school campus (**see Appendix A-Bell Schedule**). In addition to courses in content areas specific to the Health Sciences, students will receive a foundation in English, mathematics, science, social sciences and health and physical education, and will have the opportunity to study arts and world languages as part of their program of study (**see Appendix B-Programs of Study**). At various junctures throughout high school, students will experience real-world application of their knowledge in job shadowing and clinical practicums.

Course Sequence

The courses students choose will equip them with the skills they will need for successful entry in their target careers. Students in the Governor's Health Sciences Academy will be able to progress through a rigorous program of study that combines both academic and career and technical coursework. The Governor's Health Sciences Academy planning committee has selected the following health sciences courses for students enrolled in the Academy:

Health Sciences Career Cluster - Course Offerings

Career Pathway	Health Sciences Courses
Support Services	Exploratory Health and Medical Sciences (8370) Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) Computer Information Systems (6612) Leadership Development (9097)
Therapeutic Services	Exploratory Health and Medical Sciences (8370) Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) Medical Assistant I (8345) Medical Assistant II (8346) Practical Nursing I & II (8357/8358) Practical Nursing III (8359)
Diagnostic Services	Exploratory Health and Medical Sciences (8370) Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) Nursing Assistant (8360) Nursing Assistant (8362)
Health Informatics	Exploratory Health and Medical Sciences (8370) Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) Medical Assistant I (8345) Medical Assistant II (8346) Computer Information Systems (6612) Leadership Development (9097)
Biotechnology Research and Development	Exploratory Health and Medical Sciences (8370) Introduction to Health and Medical Sciences (8302) Medical Terminology (8383) Biotechnology Foundations (9050) Biomedical Technician (8347) Pharmacy Technician I & II (8305/8306)

Related Industry Certifications

Students will have the opportunity to earn industry certifications in the following courses:

Career Mentorship	Virginia Workplace Readiness Skills Assessment
Medical Assistant	Certified Clinical Medical Assistant Examination/NOCTI
Nursing Assistant	Certified Nursing Aide/NOCTI
Pharmacy Technician	Va. Pharmacy Tech Exam

Course Descriptions

In addition to courses in English, mathematics, science, social science, health and physical education, art, and world language, students in the Health Sciences Academy will take the following career related courses:

Biotechnology Foundations (9050) This course focuses on various techniques that are used to modify living organisms, or parts of organisms, to improve plants and animals, and the development of microorganisms for specific purposes. Student activities range from bioprocessing and genetic engineering to biomedicine, biomedical systems, and the environment. Students gain insight and understanding of biotechnology career fields.

Biomedical Technician (8347) In Biomedical Technician, students gain foundational knowledge and skills appropriate for a variety of medical-related career paths in the field of biotechnology. They are introduced to diagnostic and therapeutic laboratory procedures that support bioscience research and practice, and they investigate safety, quality assurance, and ethical concerns associated with the field of biomedical technology.
Recommended prerequisite(s): Biotechnology Foundations 8344

Computer Information Systems (6612) Students apply problem-solving skills to real-life situations through word processing, spreadsheets, databases, multimedia presentations, and integrated software activities. Students work individually and in groups to explore computer concepts, operating systems, networks, telecommunications, and emerging technologies. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.
Recommended prerequisite(s): Keyboarding course(s) or teacher-approved demonstration and documentation of touch keyboarding skills

Exploratory Health and Medical Sciences (8370) Students explore families of health careers and related occupations, participate in self-awareness activities, and receive an overview of the national health industry. Course content may also include the criteria for entering certain biomedical scientific careers and activities dealing with communication, problem solving, and critical thinking.

Introduction to Health and Medical Sciences (8302) This course introduces the student to a variety of health care careers and develops basic skills required in all health and medical sciences. It is designed to help students understand the key elements of the U.S. health care system and to learn basic health care terminology, anatomy and physiology for each body system, pathologies, diagnostic and clinical procedures, therapeutic interventions, and the fundamentals of traumatic and medical emergency care. Throughout the course, instruction emphasizes safety, cleanliness, asepsis, professionalism, accountability, and efficiency within the health care environment. Students also begin gaining job-seeking skills for entry into the health and medical sciences field. In addition, instruction may include the basics of medical laboratory procedures, pharmacology fundamentals, biotechnology concepts, and communication skills essential for providing quality patient care.

Leadership Development (9097)
Recommended Prerequisite: Introduction to Health & Medical Sciences and Medical Terminology
Students will develop competencies in identifying individual aptitudes in relation to effective leadership skills including understanding organizational behavior, using effective communication in the workplace, handling human resources and organizational problems, resolving conflict, and planning for the future. Continuing education in leadership is emphasized as well as practical leadership experiences in cooperation with school and community leaders. Students will spend time in a hospital as well as in other medical facilities either in a job-shadowing or a mentorship experience.

Medical Terminology (8383) Medical Terminology is designed to help students learn health care language. Topics are presented in logical order, beginning with each body system's anatomy and physiology and progressing through pathology, diagnostic procedures, therapeutic interventions, and finally pharmacology. Students learn concepts, terms, and abbreviations for each topic. Recommended prerequisite(s): Introduction to Health and Medical Sciences 8302

Medical Assistant I (8345) Students develop basic skills and techniques to assist the physician and/or other medical professionals in patient examinations, basic emergency care, simple laboratory tests, and administrative duties and will gain foundation knowledge in basic anatomy and physiology, medical ethics, and legal responsibilities. Students also explore medical assisting career pathways. On-the-job clinical instruction and/or observation may occur in a health care facility and is coordinated by the Health and Medical Sciences teacher. Recommended prerequisite(s): Introduction to Health and Medical Sciences 8302

Medical Assistant II (8346) Students further develop medical-assisting skills and techniques learned in Medical Assistant I. They also learn management of patient records, cardiopulmonary resuscitation, care and use of equipment, collection and analysis of laboratory specimens, special diagnostic testing, basic diseases and disorders, basic knowledge of treatment and medication, and job preparedness skills. Advanced on-the-job clinical experience in a health care facility is a part of

the course. Successful completion of the program may lead to employment in physicians' offices or clinics.

Nursing Assistant (8360) Nurse Aide I, offered as an occupational preparation course beginning at the 11th-grade level, emphasizes the study of nursing occupations as related to the health care system. Students study normal growth and development, simple body structure and function, and medical terminology and are introduced to microbes and disease. They receive elementary skill training in patient-nursing assistant relationships; taking and recording of vital signs; cardiopulmonary resuscitation; and bathing, feeding, dressing, and transporting of patients in hospitals and nursing homes. Limited on-the-job instruction in nursing homes and hospitals is part of the course. This course can be used as an introduction to practical nursing or to prepare the student for Nurse Aide II so that all competencies for a certified nursing assistant are met. Recommended prerequisite(s): Introduction to Health and Medical Sciences 8302

Nursing Assistant (8362) Nurse Aide II is an occupational preparation course, emphasizing advanced skill training in areas such as catheter care, range of motion, bowel and bladder training, care of the dying, selected procedures for maternal and infant care, and admission and discharge procedures. Students learn diseases and body systems as related to advanced clinical care of the acute medical-surgical patient, the chronically ill, and the elderly. On-the-job instruction in a licensed nursing home is part of the course. Upon completion of the nurse aide program, the student is eligible to take the nurse aide certification exam that leads to employment as a certified nurse aide in hospitals and nursing homes.

Pharmacy Technician I & II (8305/8306) This certificate program is designed to provide students with the basic skills and knowledge to begin work as a pharmacy technician. The coursework will fulfill the requirements of the Board of Pharmacy and prepare students to take either the state examination or the national examination administered by the Pharmacy Technician Certification Board. Trained, experienced pharmacy technicians who can demonstrate the right skills and knowledge should be able to pursue many exciting and respected career options or postsecondary study in the pharmacy field.

Materials and Equipment

Some of the materials and equipment for the Governor's Health Sciences Academy may be obtained through the grant funds provided to start the program, as well as through local school division funds, state equipment funds, donations from local industry and higher education partners, and the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV).

Equipment purchased with state or federal funds will follow state purchasing guidelines, and will be selected from the state-approved equipment list for career and technical education programs. Equipment purchased through the Perkins Grant will meet all applicable grant regulations.

Since the program will be a partnership with local organizations that already have much of the required equipment, resource sharing agreements may be developed among the partnering organizations.

Postsecondary Opportunities/Work-Based Learning Experiences

Students in the Academy have the opportunity to qualify for an Advanced Studies Diploma and earn the following diploma seals upon graduation: Governor's Seal, Board of Education's Advanced Mathematics & Technology Seal, and the Board of Education's Career and Technical Education Seal. Upon completion of the Academy, students will have the skills they need to continue postsecondary opportunities with local college and university programs to include: Riverside School of Health Careers, Thomas Nelson Community College, Associate of Applied Science and Nursing Certificates and Degrees; Old Dominion University Bachelor of Science Programs in the College of Health Sciences, Norfolk State University with majors in Allied Health, Biology, Nursing, and Christopher Newport University, Pre-Medicine and Pre-Health programs.

While participating in the Academy, students will have the opportunity to participate in the following work-based learning experiences and college and career activities to include:

- Extensive partnerships and internships with research labs, businesses, colleges, and universities to include Summer Experiences focused on health sciences developed by the Peninsula Council for Workforce Development

- Earning a minimum of nine postsecondary credits with Thomas Nelson Community College (**See Appendix C-Thomas Nelson Dual Enrollment Contract *includes list of approved dual enrollment courses*)**

- Integrated curriculum that helps students see connections among mathematics, science, and technology through project-based learning

- School culture designed to develop students' workplace readiness skills to meet industry needs through work-based learning opportunities

- Opportunities to learn about careers through mentors, career and technical student organizations, career clubs, worksite visits, guest speakers, internships, and job shadowing experiences

- Participation in school and community health sciences showcase activities such as demonstration fairs and project demonstrations

Rationale

This Governor's Health Sciences Academy will address impending work force needs that have been identified by the Commonwealth of Virginia. According to the Virginia Employment Commission, between 2010 and 2018 there are expected to be 6,779 new health care positions on the Greater Peninsula. When combined with openings due to attrition through retirement, there are expected to be approximately 10,000 health care occupation opportunities on the Greater Peninsula. (VA Employment Commission, 2010; Peninsula Council for Workforce Development, 2012)

The Governor's Health Sciences Academy will launch with two career pathways and will expand to include the other three career pathways by the end of the third year. The Governor's Health Sciences Academy will initially offer career pathways in Therapeutic Services and Support Services. Through these entry level on-ramps, students will gain access to career pathways that prepare them for high-wage, high-demand careers. This Academy will satisfy a need identified by a study conducted by the Peninsula Council for Workforce Development (2012). The study called for additional programs that create a bridge to career pathways in upper-level positions.

In addition, according to a study by Georgetown University Center on Education and the Workforce (2010) the number of healthcare professional and technical occupations will require some educational experience beyond high school.

Healthcare Professionals and Technical Occupations
Wages of workers by occupation and education level—detailed (2008).

	HSDO	HSGR	SC/A	BA	GRAD
Dentists					$173,482
Dietitians and nutritionists				$47,446	
Pharmacists				$80,839	$98,008
Physicians and surgeons					$187,123
Physician assistants				$56,634	$78,245
Registered nurses			$50,100	$54,566	$65,531
Occupational therapists				$48,800	$53,586
Physical therapists				$68,160	$54,808
Respiratory therapists			$52,663	$56,368	
Speech-language pathologists					$47,040
Therapists, all other				$33,047	$39,434
Clinical laboratory technologists and		$33,797	$38,160	$48,680	$46,115
Dental hygienists			$39,420	$43,323	
Diagnostic related technologists and			$49,395	$46,746	
Emergency medical technicians and		$44,326	$37,539	$39,919	
Health diagnosing & treating practitioner		$27,451	$31,975	$32,298	
Licensed practical and licensed vocational		$31,585	$38,184	$40,523	
Medical records and health information		$25,424	$23,207		
Miscellaneous health technologists and			$33,476	$56,700	

High School DropOut (HSDO) | High School Graduate (HSGR) | Some College/Associate's Degree (SC/A) | Bachelor's Degree (BA) | Graduate Degree (GRAD))

Goals & Performance Measures

The goal of the Governor's Health Sciences Academy is to "expand 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."

The following goals and performance measures have been established by the planning committee: The Governors Health Sciences Academy will address the program objectives outlined in the Virginia Board of Education's Criteria for Governor's Health Sciences Academies. Baseline data will be collected during the 2013-2014 school year.

1. **Improve academic achievement of Academy student by increasing academic rigor and relevance within selected pathways.**
    - **a.** Increase the number of students who earn a grade of B or better in advanced mathematics courses beyond Algebra II by 12 percent over the next four years
    - **b.** Increase the number of Academy students meeting the requirements of the Advanced Studies Diploma by 10 percent over the next four years

2. **Increase completion of dual enrollment courses.**
    - **a.** The Academy plans to increase the number of Academy students earning postsecondary credits earned through dual enrollment, advanced placement courses, and the Early College program by five percent over the next five years beginning in the 2013-2014 school year. All Academy students will earn at least nine postsecondary credits.

3. **Provide workplace readiness experiences through strong partnerships with businesses.**
    - **a.** Attract students to enroll in Academy pathway programs and strengthen student preparation by increasing cooperative internship opportunities by 50 percent.
    - **b.** Workplace experiences will include: supervised internships, job shadowing, mentoring, simulations and project-based learning.

4. **Increase high school graduation rates.**
    - **a.** Beginning with the 2013-2014 school year, baseline data for the four-year cohort graduation rate will be calculated and goals for improvement will be established.

5. **Reduce dropout rates.**
    - **a.** Reduce dropout rates by two percent over the next five years for Academy students and the general secondary student population through acceleration options.

6. **Increase enrollment and retention in postsecondary education by giving students the opportunity to earn dual enrollment credit.**
    a. After graduation from high school, Academy graduates will complete Career and Technical Education Follow-Up surveys to determine successful enrollment and retention in postsecondary institutions.

7. **Increase the proportion of students completing a college and career curriculum in high school** by increasing enrollment and completion rates annually by five percent over the next five years in specified health sciences courses.

8. **Reduce the proportion of students requiring remediation in college** by five percent by carefully monitoring student achievement and providing academic support when necessary. Success will be measured by the number of students who meet the basic college entrance criteria as determined by the Virginia Community College System. An Academic Learning and Tutoring Center will be available for current Academy students and Academy graduates.

    a. Academy students will successfully pass the college level English and mathematics placement tests (COMPASS) as a criterion for continued enrollment in Academy programs and will therefore reduce the need for college remediation for Academy students by 100 percent.
    b. Preparatory and remediation sessions will be provided for students that do not initially pass the college placement tests based on individual student performance on these assessments.
    c. The Academy student support structure will help ease postsecondary enrollment transition and improve retention strategies by working with students individually on a case-by-case basis.

9. **Increase the number of students earning industry certifications by 10 percent over the next four years.**
    a. Increase the number of Academy students earning industry credentials or licensures to provide well-trained workers to benefit the Greater Peninsula work force and to meet employment needs across the Commonwealth.

10. **Increase the number of academy graduates employed in high-wage, high-demand, and high-skill careers** as identified by the Virginia Employment Commission over the next six years after high school graduation.
    a. Seventy-five percent of Academy graduates will obtain employment within identified career pathways and related occupations following postsecondary education as evidenced by a follow-up survey.

11. **Increase High School Awareness**
    a. Students will participate in the Peninsula Council for Workforce Development (PCFWD) Internship/Mentor program to introduce our youth to the breadth and depth of allied health professions on the Peninsula. Large regional hospitals could look at new ways to allow young adults to learn at their facilities.
    b. The PCFWD will run a summer medical camp where our youth could be exposed to the various entry level positions available on the Peninsula.

Baseline Data

Baseline data will be established in the 2013-2014 school year with the criterion related to the increasing academic rigor to include industry licensure and credentials earned.

Warwick High School Data

School Division	School	Test Source 2011-2012	Subject Area	Pass Rate
Newport News Public Schools	Warwick High	SOL	English: Reading	87.63%
	Warwick High	SOL	English: Writing	88.38%
	Warwick High	SOL	History and Social Science	72.51%
	Warwick High	SOL	Mathematics	59.91%
	Warwick High	SOL	Science	82.96%

Career & Technical Education Warwick HS	Credential Type	2009-2010	2010-2011
	NOCTI Assessments	10	17
	State Licensures	2	5
	Industry Certification	69	111
	Workplace Readiness	-	49
	Total Credentials Earned	81	182
	Students Earning One or More Credentials	59	122

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

School Program Completion	Credential Type	Count/Percentage 2009-2010	2010-2011	2011-2012
	Advanced Diploma	129 / 34.04%	131 / 34.11%	124 / 31.71%
	GED	-	<	<
	GED/ISAEP	38 / 10.03%	25 / 6.51%	22 / 5.63%
	Modified Standard Diploma	<	<	<
	Special Diploma	14 / 3.69%	23 / 5.99%	16 / 4.09%
	Standard Diploma	193 / 50.92%	193 / 50.26%	216 / 55.24%

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

School Advanced Information:	Program type	Count/Percentage 2009-2010	2010-2011	2011-2012
	Advanced Placement Test Taken Preliminary Results	375 / 21.61%	404 / 23.71%	362 / 22.51%
	Advanced Placement course enrollment	375 / 21.61%	404 / 23.71%	362 / 22.51%
	Dual Enrollment courses taken	<	40 / 2.35%	19 / 1.18%
	IB Course enrollment	-	-	322 / 20.02%
	IB Exam Taken	-	-	123 / 7.65%
	Seniors enrolled in IB Program	47 / 2.71%	53 / 3.11%	40 / 2.49%

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

Bruton High School Data

Division	School	Test Source 2011-2012	Subject Area	Pass Rate
York County	Bruton High	SOL	English: Reading	94.51%
	Bruton High	SOL	English: Writing	91.14%
	Bruton High	SOL	History and Social Science	77.02%
	Bruton High	SOL	Mathematics	49.28%
	Bruton High	SOL	Science	87.44%

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

Career & Technical Education	Credential Type	2009-2010	2010-2011	2011-2012
	NOCTI Assessments	8	3	6
	State Licensures	0	0	1
	Industry Certification	30	6	41
	Workplace Readiness	-	0	45
	Total Credentials Earned	38	9	93
	Students Earning One or More Credentials	28	5	85

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

School Program Completion	Credential Type	Count/Percentage 2009-2010	2010-2011	2011-2012
	Advanced Diploma	75 / 50.34%	88 / 53.66%	81 / 53.64%
	GED	-	-	<
	GED/ISAEP	<	<	-
	Modified Standard Diploma	<	<	<
	Special Diploma	<	<	<
	Standard Diploma	65 / 43.62%	69 / 42.07%	62 / 41.06%

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

School Advanced Information	Program Type	Count / Percentage 2009-2010	2010-2011	2011-2012
	Advanced Placement Test Taken Preliminary Results	191 / 28.38%	213 / 32.82%	222 / 35.52%
	Advanced Placement course enrollment	191 / 28.38%	213 / 32.82%	222 / 35.52%
	Dual Enrollment courses taken	16 / 2.38%	14 / 2.16%	<
	Governors School enrollment	<	<	<

Key: < = A group below state definition for personally identifiable results
- = No data for group
* = Data not yet available

Program Evaluation

The Governor's Health Sciences Academy will be evaluated by the Planning and Advisory Committee and various academic and career and technical education assessments to provide feedback and data for internal evaluation. The Planning and Advisory Committee will meet regularly throughout the development process and will continue with a specific and purposeful schedule once the Academy is established.

Governor's Exemplary Standards Award Program for Career and Technical Education

The Governor's Health Sciences Academy will adhere to the Governor's Exemplary Standards Award Program for Career and Technical Education. The Academy is committed to promoting high academic standards and improving other measures of program quality while strengthening our business and community partnerships and aligning with postsecondary education and industry needs. As we demonstrate relevant and positive outcomes, the Academy will share best practices with other programs striving for this designation.

Operational Structure

Governing Board

Members of the Governor's Health Sciences Academy administrative team will serve as the Governing Board for the Governor's Health Sciences Academy. Governing board members will consist of the building principals, the Governor's Health Sciences Academy Co-Directors, the Assistant Principal of Instruction, and the Career and Technical Education Instructional Supervisors.

Planning and Advisory Committee

The Governor's Health Sciences Academy partners will provide at least one active member to serve on the Governor's Health Sciences Academy and Advisory Committee, which shall oversee the design, implementation and evaluation of all initiatives. The Governor's Health Sciences Academy Co-Director 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

Each school division that is a partner of the Governor's Health Sciences Academy will have a Co-Director. Newport News Public Schools will provide a Governor's Health Sciences Academy Co-Director who currently serves as the Program Administrator of the International Baccalaureate (IB) Program. This position will report to the Planning and Advisory Committee and will be supervised by School Principal. The York County School Division will provide a Governor's Health Sciences Academy Co-Director who, in addition, is the Instructional Specialist.

Director Responsibilities

The Governor's Health Sciences Academy Co-Directors will serve as a facilitator and/or coordinator of the Academy Partners and Department of Education in the design, implementation, coordination, evaluation, and reporting of the Governor's Health Sciences Academy.

Responsibilities of the Governor's Health Sciences Academy Co-Directors 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 Governor's Health Sciences Academy
- Prepare and monitor the budget related to the Governor's Health Sciences Academy and information requested by the VDOE, submit state reports, manage program data and demographics as related to define the Governor's Health Sciences Academy outcomes in coordination with other partners
- Coordinate the Governor's Health Sciences Academy staff development activities

Administrative Procedures

Staff Selection and Evaluation

Direct supervision of the Governor's Health Sciences Academy instructional faculty will be handled according to the policies and procedures set by the School Board of Newport News Public Schools and York County Public Schools. Personnel will be hired who meet the Virginia teacher licensure requirements and/or postsecondary faculty qualifications. Where applicable, teachers must have industry-specific education with training and experience, including industry certification. Staff will be evaluated according to the human resources polices of Newport News Public Schools and York County Public Schools using the Teacher Performance Assessment tool established by each school division respectively.

Staff Development

All teachers will be given the opportunity to participate in engaging professional development activities to assist in providing high-quality instruction to prepare students for Academy coursework. Teachers will participate in summer institutes, conferences, workshops, and in-building professional development opportunities to expand their use of project-based and experiential learning strategies. Professional Development training will be conducted by the Southern Regional Education Board (SREB) consultants on topics of Project-Based Learning using resources from the Buck Institute for Education (2007).

Teachers will be required to integrate the content and strategies learned into classroom modules and lessons led by Project Lead the Way (PLTW) partners and postsecondary institutions. Readiness and core training will be conducted for teachers designed to teach the content and pedagogical skills needed to instruct courses in health sciences. This training will assist teachers in organizing lessons that provide a hands-on, real-world, problem-solving approach to learning for students. Training will support research-based instructional strategies to the Health Sciences curriculum. Where applicable, business partners will also assist in providing teacher training. Teachers will collaborate with postsecondary and business partners to create real-world opportunities for students to apply what they have learned.

Additional opportunities for learning during the school year will be provided through observations of classroom instruction. Follow-up activities and resources will be provided and communicated with teachers. Teachers will be provided an instructional planning period and a professional development period.

Parent, Student, and Community Involvement

Parents, students, and the community will be actively involved in Academy program planning. Student and parent informational workshops, parent-teacher conferences, college visits, and business partnerships will be among the resources used to encourage student, parent, and community involvement with Academy initiatives.

Beginning in middle school, all prospective Academy students will have the opportunity to participate in pre-Academy programs, including site tours, open houses, and summer experiences that will be coordinated by the Academy director. Students will complete interest inventories in

middle school, and throughout high school, under the guidance of school counselors, career coaches, and classroom instructors who will monitor individual career pathways identified by the students.

During high school, students will work with school counselors to complete career assessments and create academic and career plans outlining intended courses of study. These career plans will be reviewed annually prior to course registration and adjusted as needed to meet the needs and interests of the student. Postsecondary pathways will also be reviewed and discussed. School admission requirements, industry certifications and credentialing options, career studies, associate or technical college degrees, and advanced college degree programs will also be reviewed with students and parents.

Local businesses and educational institutions will be instrumental in providing Health Science resources and opportunities for students enrolled in the Academy, while providing data that will be essential to ensuring that Academy program options are aligned with postsecondary education and industry needs.

Student Enrichment Opportunities/Summer Experiences

Students will be given additional instructional enrichment activities while participating in the Governor's Health Sciences Academy to include job shadowing, Career Pathways Internships (**Appendix E)** and mentorship opportunities conducted by our Health Care partners and/or the Peninsula Council for Workforce Development.

An extensive partnership with Riverside School of Health Careers, Riverside Regional Medical Center, Newport News Public Schools Career Pathways, and the Governor's Health Sciences Academy has been established to provide Academy students the opportunity to participate in a job-shadowing experience at Riverside Regional Medical Center.

The Spring Break "Make It Work" Internship (**see Appendix F**) program is also facilitated by the Newport News Public Schools Career Pathways program. High school students are able to apply online to participate in a one-week job-shadowing experience. This internship program is focused on several career pathways. Since its inception, students have been able to shadow engineers, scientists, and medical professionals at Newport News Shipbuilding, NASA Langley, and Riverside Health Systems. The Governor's Health Sciences Academy Co-Directors will work with the Newport News Career Pathways Supervisor to provide additional job-shadowing opportunities in the areas of Health Sciences.

In partnership with the Medical Explorers Post and Riverside School of Health Careers, during the 2012-2013 school year, students (males and females, ages 14-18) had the opportunity to explore various health careers through hands-on interactions with health care providers currently working in the field (**see Appendix G**). The result of this type of program provides activities that support youth who want to pursue their interest in health care careers, and grow and develop as leaders in their community.

In promoting experiences that increased Youth Development, the partnership with the Youth Volunteer Corps of Hampton Roads was expanded (**see Appendix H**). This past year, students

participated in community service projects that opened their eyes to the wide range of needs in their community, and increased their awareness of the ways they could make a positive difference. The addition of rising ninth graders was a positive Youth Development experience for the older students, as they honed their leadership skills by facilitating activities and experiences for their peers. Many of the younger students expressed a desire to return to the camp in subsequent years in a leadership role.

With the establishment of the Governor's Health Sciences Academy we will look at ways to expand our current partnership with the Volunteer Corps of Hampton Roads to include the Health Sciences Cluster experiences and to meet the following goals:

- partner with a local university that matches high school students with university students majoring in Health Science fields. The university students will serve as mentors to the high school students throughout the school year.

- provide opportunities for students to visit local colleges and universities to interact with college professors, students, and content to learn about postsecondary education firsthand

- incorporate Youth Development experiences that promote leadership through community service, in partnership with the Youth Volunteer Corps of Hampton Roads

- promote college and career exploration

- identify emerging trends in the Health Sciences Career Cluster.

Additional summer opportunities will be available by The Greater Peninsula Summer Camp Series sponsored by the Peninsula Council for Workforce Development, which provides a variety of programs to explore career and education opportunities available on the Peninsula. The camps will provide a first-hand look at the jobs and career pipelines available in the Health Care Industry for current and graduating students. Scheduled throughout the summer, the camps will feature presentations by local educators and industry leaders, round-table discussions, and on-site visits to industry and business, all courtesy of its participating partners. Organized by the Peninsula Council for Workforce Development, Thomas Nelson Community College, New Horizons Regional Education Centers, ECPI University, and industry partners, the camps will provide students with important information, take-away resources, and a better understanding of industries currently facing continual growth and the demand for a qualified work force in the Health Care industry (**see Appendix I-Peninsula Council for Workforce Development Summer Camp Series**). Through a partnership with Newport News Public Schools, the Peninsula Council for Workforce Development also sponsors the Youth Career Café located in Patrick Henry Mall in Newport News, which provides health career workshops, career speakers, résumé development support, and tutoring for students, at no cost (**see Appendix J-Youth Career Café)**.

The Governor's Health Sciences Academy students will participate in various school organizations that will provide educational and leadership development activities such as the Health Occupation

Student Association (HOSA). Establishing the Governor's Health Sciences Academy will allow for increased student interest and the opportunity to increase participation in Health Science related student organizations.

Student Recruitment, Selection Criteria, and Admission Procedures

Student recruitment will be the responsibility of the Governor's Health Sciences Academy Co-Directors and members of the planning and advisory committee. The Governor's Health Sciences Academy will accept approximately 100 students for the initial school year (2013-2014), and gradually increase enrollment to 350 over the next three years.

Recruitment will begin at the middle school level in grades seven and eight. Visits to middle schools along with parent information nights, open houses, mentorship programs, and school-related functions are conducted to expose students and parents to the opportunities that are available at the Governor's Health Sciences Academy. Eligible high school students in the division will also be recruited.

All students interested in participating in the Governor's Health Sciences Academy will be required to complete a Governor's Health Sciences Academy application (**see Appendix K-The Governor's Health Sciences Academy Student Application)**.

Students who are selected for the Academy will be required to meet the following criteria to complete the program successfully:

- Complete an advanced mathematics course beyond Algebra II
- Complete an advanced science course beyond Chemistry
- Maintain a minimum of a 2.7 grade point average
- Take a mathematics and science course each year in high school
- Complete a Health Sciences work-based internship (minimum of 15 hours)
- Complete courses within a specific pathway in the Health Sciences Career Cluster
- Earn an industry certification and at least nine transferrable college credits
- Complete 200 hours of school/community service (50 hours per school year)

Student Code of Conduct, Attendance, and Safety

The Governor's Health Sciences Academy's student discipline, attendance, and safety policies will be handled according to the policies and practice of the school division and/or provider of services (e.g., colleges/universities, business partners).

Transportation

Transportation will be provided by Newport News Public Schools and the York County School Division Department of Transportation and will be in compliance with all applicable federal and state regulations.

Fiscal Agent/Certificates of Insurance

The fiscal agent for the Governor's Health Sciences Academy will be Newport News Public Schools, which currently provides educational services to the community of Newport News, Virginia (**see Appendix L-Liability Insurance Certificate and Certificate of Property Insurance).**

Budget

All start-up expenses required for the Governor's Health Sciences Academy will commence with the Virginia Department of Education Startup Grant in addition to the school division's resources, grants and in-kind donations from business partners will also be used to support the program. Equipment and software updates will be funded through the Career and Technical Education budget and Perkins funds (**see Appendix M-Budget**).

Partnerships Capacity/Memorandum of Agreement (MOA)

Business and industry, the public school divisions, and postsecondary institutions will be among the partners of the Governor's Health Sciences Academy. Their role will be to support the goals of the Governor's Health Sciences Academy and to provide Health Sciences resources and opportunities for students enrolled in the program.

A written MOA outlining ways in which community resources will contribute to the Governor's Health Sciences Academy to broaden the scope of students' educational experiences will be signed by all current and future partners. This MOA outlines responsibilities for each of the partner groups to include Newport News Public Schools, the York County School Division, local business and industry partners, and postsecondary institutions.

The Governor's Health Sciences Academy has formed strategic partnerships with local businesses, institutions of higher education, and work force development agencies to ensure that our students are prepared to meet the future work force demands of Health Sciences careers in our cities and our region.

Newport News Public Schools, in partnership with the York County School Division, New Horizons Regional Technical Center, Riverside School of Health Careers, Thomas Nelson Community College, Riverside Health Systems, Community Health Charities, Hampton University,

and Old Dominion University has developed the Governor's Health Sciences Academy to advance the mission of ensuring that students are equipped with the skills they need to be globally competitive in the 21st century while focusing on careers in high demand Health Sciences careers **(see Appendix N-Partnership Capacity/Memorandum of Agreement)**.

Statement of Assurances

A statement of assurances has been signed by Newport News Public Schools Superintendent on behalf of the Warwick & Bruton High Schools Governor's Health Sciences Academy's stipulating that the Governor's Health Sciences Academy Planning Committee has reviewed provisions of Administrative Procedures Guide for the Establishment of Governor's Health Sciences Academy and agrees to follow the guidelines set forth in the document (**see Appendix 0-Statement of Assurances**).

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Appendix A
Bell Schedule

Warwick High School

2012-2013- Daily Bell Schedule

A Day		B Day
Period 1 (Daily Period)	7:20 – 8:17 (50 minutes for instruction) Announcements 7:22 – 7:29	Period 1 (Daily Period)
Period 3	8:23– 10:00 (97 minutes for instruction)	Period 2
Period 5	Lunch 1 10:06– 10:36 Class time – 10:42 – 12:20 (98 minutes) Lunch 2 Class Time – 10:06-10:58; 10:58 – 11:28 Class Time – 11:34 – 12:20 (98 Minutes) Lunch 3 Class Time – 10:06- 11:50 (104 Minutes) 11:50– 12:20	Period 4 16 Min Break 16 Min Break
Period 7	12:26 – 2:05 (94 Minutes) Announcements 2:00 – 2:05	Period 6

Block Periods 2, 3, 4, 5, 6 & 7 = 485 + minutes per two week cycle (5 class rotations)
Block 1 (Daily Period) = 500 minutes per two week cycle (10 class rotations)

HALF DAY

Maroon Day (Odd)		**Gold Day (Even)**
Period 1	7:20 – 8:30 a.m. (66 min)	Period 2
	announcements (7:22-7:29)	
Period 3	8:35– 9:41 a.m. (66 min)	Period 4
Period 5	9:46 -10:52 a.m. (66 min)	Period 6

TWO HOURS LATE SCHEDULE:

A Day		**B Day**
Period 1	9:20 – 10:00 Announcements 9:53 – 10:00 (33 minutes for instruction)	Period 1
Period 5	Lunch 1 10:06– 10:36 10:42 – 12:20 Class Time Lunch 2 10:58 – 11:28 10:06 – 10:58Class Time 11:34 – 12:20 Class Time Lunch 3 11:50– 12:20 10:06 – 12:20 Class Time	Period 4
Period 7	12:26 – 2:05 Announcements 2:00-2:05	Period 6

Bruton High School Bell Schedule

Regular Day Schedule

A=Odd Day; B=Even; AB classes meet daily

Warning Bell 7:15 AM **1A or 1B Period Classes** 7:20 – 9:00 AM	
2AB Period Class 9:05 – 9:55 AM	
1st lunch 10:00-10:30 *(Warning Bell at 10:25)*	**3A or 3B Period Classes** 10:30 – 12:05
2nd Lunch 10:40-11:10 *(Warning Bell at 11:05)*	**3A or 3B Period Classes** 10:00-10:40 & 11:10-12:05
3rd Lunch 11:35-12:05	**3A or 3B Period Classes** 10:00-11:35
4A or 4B Period Classes 12:10 – 1:47 PM	

Two Hour Delay Day Schedule

Warning Bell 9:15 AM **1A or 1B Period Classes** 9:20 – 9:50 AM	
2AB Period Class 9:55 – 10:25 AM	
1st lunch 10:30-11:00 *(Warning Bell at 10:55)*	**3A or 3B Period Classes** 11:00 – 12:05
2nd Lunch 11:00-11:30 *(Warning Bell at 11:25)*	**3A or 3B Period Classes** 10:30-11:00 & 11:30-12:05
3rd Lunch 11:35-12:05	**3A or 3B Period Classes** 10:30-11:35
4A or 4B Period Classes 12:10 – 1:47 PM	

Half Day Schedule

1A or 1B Period Class	7:20 - 8:15 (55 min.)
2AB Period Class	8:20 - 9:15 (55 min.)
3A or 3B Period Class	9:20 - 10:15 (55 min.)
4A or 4B Period Class	10:20 - 11:20 (60 min.)

Exam Schedule (Early Release)

Exam Period 1	7:20 – 9:15
Exam Period 2	9:25 – 11:20

2AB Schedule Exam Schedule

(Adjusted Schedule/Regular Release Time)

1A or 1B Period Class	7:20 – 7:55
2AB EXAM	8:00 – 9:55
Resume regular bell schedule	

Appendix B
Plans of Studies

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Newport News Public Schools and The York County School Division

Plan of Study

Rev: 6/12

Student Name: _____
School: Warwick HS/Bruton HS
Date: _____

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	Recommended Electives *Use state course titles*	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)		Exploratory Health and Medical Sciences (8370)	Laboratory Technician Quality Assurance/Control Technician Laboratory Assistant Nuclear Medicine Technologist Cell Biologist Research Assistant Research Scientist Biochemist
MIDDLE	8	English 8 (1120)	Math 8 or Algebra (3130)	Physical Science (4125)	Civics & Economics (2357)		Computer Applications (6617/6611)	
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): _____								
SECONDARY	9	English (1130)	Algebra I (3130) or Geometry (3143)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics and Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE): AP Biology (4370) AP Computer Science (3185)	Medical Terminology (8383)	
SECONDARY	10	English (1140)	Geometry (3143) or Algebra II (3135)	Biology (4310)	World History/ Geography II (2216)		Introduction to Health and Medical Sciences (8302)	
SECONDARY	11	English (1150)	Mathematics Analysis (3162)	Chemistry (4410)	US/VA History (2360)		Biotechnology Foundations (9050)	
SECONDARY	12	English (1160)	Calculus (3178)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440)		Biomedical Technician (8347) or Pharmacy Technician I & II (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.)

Workplace Readiness Skills for the Commonwealth (CTECS)

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

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	Bachelor's Degree	Postgraduate Degree
Biotechnology Research and Development	Phlebotomy - Certificate Biotechnology - AAS	Biological Sciences	Modeling & Simulation

College: Thomas Nelson Community College **School Division(s):** Newport News Public Schools/The York County School Division

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

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					Intro to Medical Laboratory Terminology(MDL 100)	Phlebotomy MDL 105		
Year 1 2nd Semester					Clinical Phlebotomy MDL 106			
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: Hampton University
Degree or Major: Biological Scienes
Number of Articulated CC Credits:

Notes:

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Newport News Public Schools and The York County School Division
Plan of Study

Rev: 6/12

Student Name: _____
School: Warwick HS/Bruton HS
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	Recommended Electives *Use state course titles*	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)		Exploratory Health and Medical Sciences (8370)	
MIDDLE	8	English 8 (1120)	Math 8 or Algebra (3130)	Physical Science (4125)	Civics & Economics (2357)	Keyboarding/Middle (6150)	Computer Applications (6617/6611)	
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): _____								
SECONDARY	9	English (1130)	Algebra I (3130) or Geometry (3143)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics and Personal Finance6120 Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):	Introduction to Health and Medical Sciences (8302)	Lab Technician Process Technician Data Entry Clerk Quality Assurance Technician Quality Control Technician Biochemist Microbiologist Research Assistant Research Scientist
SECONDARY	10	English (1140)	Geometry (3143) or Algebra Functions & Data Analysis (3134)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383)	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Nursing Assistant (8360)	
SECONDARY	12	English (1160)	Advanced Mathematics (3160)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440)		Nursing Assistant (8362)	

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.)

Virginia Workplace Readiness Skills for the Commonwealth
Certified Clinical Medical Assistant Examination/NOCTI
Certified Nursing Aide/NOCTI

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 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	Bachelor's Degree	Postgraduate Degree
Diagnostic Services	Medical Laboratory – AAS Radiography - AAS	Medical Technology/Medical Laboratory Science	

College: Riverside School of Health Careers

School Division(s): Newport News Public Schools/The York County School Division

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

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			A & P for the Allied Health Prof HLT 114		Introduction to Healthcare HLT111	Intro to Physics for the Allied Health Prof HLT151	Introduction to Radiologic Technology RAD 111	Patient Care RAD 121
Year 1 2nd Semester			A & P for the Allied Health Prof – Lab HLT 114B		Medical Ethics & Law HLT 112	Radiologic Procedures I Radiologic Procedures I Lab	Radiation Physics & Equip I	Clinical Orientation RAD 102C
Year 2 1st Semester					RAD 113 Radiologic Procedures II	RAD 113L Radiologic Procedures II Lab	RAD 153 Radiation Physics & Equip II	RAD 183 Image Acquisition & Display RAD 103C Clinical Education I
Year 2 2nd Semester					RAD 214 Radiologic Procedures III RAD 214L Radiologic Procedures III Lab	RAD 274 Image Analysis & QC I	RAD 284 Radiation Biology & Protection	RAD 204C Clinical Education II

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: Old Dominion University
Degree or Major: Medical Technology/Medical Laboratory Science
Number of Articulated CC Credits:

Notes:

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Newport News Public Schools and The York County School Division
Plan of Study

Rev: 6/12

Student Name: _____
School: Warwick HS/Bruton HS
Date: _____

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	Recommended Electives *Use state course titles*	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)		Exploratory Health and Medical Sciences (8370)	Admitting Clerk Health Educator Health Care Administrator Medical Assistant Medical Biller/Patient Financial Services Risk Management Medical Information Technologist
MIDDLE	8	English 8 (1120)	Math 8 or Algebra (3130)	Physical Science (4125)	Civics & Economics (2357)	Keyboarding/Middle (6150)	Computer Applications (6617/6611)	
		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): _____						
SECONDARY	9	English (1130)	Algebra I (3130) or Geometry (3143)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics and Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE) AP Biology (4370)	Introduction to Health and Medical Sciences (8302)	
SECONDARY	10	English (1140)	Geometry (3143) or Algebra Functions & Data Analysis (3134)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383)	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Medical Assistant I (8345) or Computer Information Systems (6612)	
SECONDARY	12	English (1160)	Advanced Mathematics (3160)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440)		Medical Assistant II (8346) or Leadership Development(9097)	
		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 (CTECS)
Medical Assistant Assessment (NOCTI)
NRCMA Certification (National Allied Health Registry/National Association for Health Professionals)

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

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	Bachelor's Degree	Postgraduate Degree
Health Informatics	Medical Office Clerk - Certificate Medical Office Assistant - AAS		

College: Thomas Nelson Community College

School Division(s): Newport News Public Schools/The York County School Division

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

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				PHI 220: Psychology I	AST 101; Keyboarding I	AST 230 : Office Technology	HLT 143:Medical Terminology I	
Year 1 2nd Semester				BUS 100: Introduction of Business	AST 102: Keyboarding II	MDA 208: Medical Office Coding	AST 107: Editing and Proofreading	
Year 2 1st Semester					AST 234: Office Administration I			
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:
Degree or Major:
Number of Articulated CC Credits:

Notes:

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Newport News Public Schools and The York County School Division
Plan of Study

Rev: 6/12

Student Name: _____
School: Warwick HS/Bruton HS
Date: _____

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	Recommended Electives *Use state course titles*	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)		Exploratory Health and Medical Sciences 8370	
MIDDLE	8	English 8 (1120)	Math 8 or Algebra (3130)	Physical Science (4125)	Civics & Economics (2357)	Keyboarding/Middle (6150)	Computer Applications (6617/6611)	
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): _____								
SECONDARY	9	English (1130)	Algebra I (3130) or Geometry (3143)	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)	• Biomedical /Clinical Technician • Central Service Manager • Facilities manager • Materials Manager • Ward Secretary • Environmental Services Manager
SECONDARY	10	English (1140)	Geometry (3143) or Algebra Functions & Data Analysis (3134)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383)	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Leadership Development (9097)	
SECONDARY	12	English (1160)	Advanced Mathematics (3160)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440)		Computer Information Systems (6612)	

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/

Workplace Readiness Skills for the Commonwealth (CTECS)
Certified Clinical Medical Assistant Examination/NOCTI
Certified Nursing Aide/NOCTI

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

POSTSECONDARY	Pathway	Associate Degree, College Certificate, or Apprenticeship	Bachelor's Degree	Postgraduate Degree
POSTSECONDARY	Support Services	Medical Office Clerk - Certificate Medical Office Assistant - AAS		

College: Thomas Nelson Community College

School Division(s): Newport News Public Schools/The York County School Division

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

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				PHI 220: Psychology I	AST 101; Keyboarding I	AST 230 : Office Technology	HLT 143:Medical Terminology I	
Year 1 2nd Semester				BUS 100: Introduction of Business	AST 102: Keyboarding II	MDA 208: Medical Office Coding	AST 107: Editing and Proofreading	
Year 2 1st Semester					AST 234: Office Administration I			
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:
Degree or Major:
Number of Articulated CC Credits:

Notes:

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Health Science

Newport News Public Schools and The York County School Division
Plan of Study

Rev: 6/12

Student Name: _____
School: Warwick HS/Bruton HS
Date: _____

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								- Anesthesiologist Assistant - Athletic Trainer - Audiologist - Certified Nursing Assistant - Chiropractor - Clinical Medical Assistant - Dental Assistant/Hygienist - Dental Lab Technician - Dentist - Dietician - EMT/Paramedic - Exercise Physiologist - Home Health Aide - LPN/RN - Massage Therapist - Medical Assistant - Nurse Practitioner - Occupational Therapist/Assistant - Optician/Optometrist - Pharmacist/Pharmacy Technician - Physical Therapist/Assistant - Physician (MD/DO) - Physician's Assistant - Psychologist - Radiologic Technician - Recreation Therapist - Respiratory Therapist - Social Worker - Speech Language Pathologist - Surgical Technician/Technologist - Veterinarian/Vet Assistant/Technician
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)		Exploratory Health and Medical Sciences 8370	
MIDDLE	8	English 8 (1120)	Math 8 or Algebra I (3130)	Physical Science (4125)	Civics & Economics (2357)	Keyboarding/Middle (6150)	Computer Applications (6617/6611)	
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): _____								
SECONDARY	9	English (1130)	Algebra I (3130) or Geometry (3143)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics and Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):	Introduction to Health & Medical Science (8302)	
SECONDARY	10	English (1140)	Geometry (3143) or Algebra Functions & Data Analysis (3134)	Biology (4310)	World History/ Geography II (2216)		Medical Terminology (8383)	
SECONDARY	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Medical Assistant I (8345) or Practical Nursing I & I(8357/8358)	
SECONDARY	12	English (1160)	Advanced Mathematics (3160)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government(2440)		Medical Assistant II (8346) or Practical Nursing III(8359)	

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.)

1st Year – Certified Nurse Aide
2nd Year – Licensed Practical Nurse
Workplace Readiness Skills for the Commonwealth (CTECS)

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 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	Radiologic Technology	Medical Technology/Medical Laboratory Science	

College: Riverside School of Health Careers **School Division(s):** Newport News Public Schools/The York County School Division

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

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			A & P for the Allied Health Prof HLT 114		Introduction to Healthcare HLT111	Intro to Physics for the Allied Health Prof HLT151	Introduction to Radiologic Technology RAD 111	Patient Care RAD 121
Year 1 2nd Semester			A & P for the Allied Health Prof – Lab HLT 114B		Medical Ethics & Law HLT 112	Radiologic Procedures I Radiologic Procedures I Lab	Radiation Physics & Equip I	Clinical Orientation RAD 102C
Year 2 1st Semester					RAD 113 Radiologic Procedures II	RAD 113L Radiologic Procedures II Lab	RAD 153 Radiation Physics & Equip II	RAD 183 Image Acquisition & Display RAD 103C Clinical Education I
Year 2 2nd Semester					RAD 214 Radiologic Procedures III RAD 214L Radiologic Procedures III Lab	RAD 274 Image Analysis & QC I	RAD 284 Radiation Biology & Protection	RAD 204C Clinical Education II

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: Old Dominion University
Degree or Major: Medical Technology/Medical Laboratory Science
Number of Articulated CC Credits:

Notes:

Appendix C

Thomas Nelson Dual Enrollment Agreement

COPY

Dual Enrollment Contract

2012-2013

Between Thomas Nelson Community College and the Newport News 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" established by the Secretary of Education, the VCCS Chancellor, and the Superintendent of Public Instruction in January 2005. 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.

Each party does hereby agree to the following:

1. **General**

   Under this agreement, Thomas Nelson Community College, (herein after "the College"), will make available college-level courses to students of the ***Newport News Public Schools*** for the ***2012-2013*** academic year.

   The courses to be offered will be established by mutual agreement of both parties for the fall and spring semesters. A list of courses can be found in **Attachment 1** which is hereby incorporated into this agreement.

   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 the ***Newport News Public Schools*** 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**

   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. If tuition will be charged, then the School will pay on behalf of the student or students, or the student will pay the College, the mandatory tuition and any fees established by the State Board for Community Colleges at the rate then in effect at the time the classes begin. Where the School agrees to pay the tuition and fees, the College will bill the School on a semester basis per **Attachment 2**. If the parties agree the students are responsible for such payments, the College will bill the students directly for them.

3. **Textbooks**

   The College reserves the right to determine the textbooks used in dual enrollment courses. [The provision of all dual enrollment course textbooks is the responsibility of the ***Newport News Public Schools***.]

4. **Payment for Other Services**

   Fees and reimbursement for other costs and services will be determined by mutual consent of the ***Newport News Public Schools*** and the College per **Attachment 2**, which is hereby incorporated herein and made a part of this Agreement.

5. **Faculty**

   a. Selection

      (1) 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 ***Newport News Public Schools*** 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 or an employee of the ***Newport News Public Schools***.

      (2) Dual enrollment course faculty must meet the minimum credential requirements set forth by Form VCCS-29 (**Attachment 3**) and the Southern Association of Colleges and Schools.

b. Payment

If the instructor for the dual enrollment course(s) is employed full time by the ***Newport News Public Schools*** and the course(s) are part of the assigned teaching workload, the College will reimburse the ***Newport News Public Schools*** for the services of its employee in lieu of direct compensation to the faculty member. If, however, the College employs an instructor that is not affiliated with the ***Newport News Public Schools***, the College will compensate the faculty member directly. Reimbursement and/or payment of faculty salaries directly 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 school division, can also be implemented as an alternative if evidenced in writing.

c. Faculty Responsibilities

(1) Instructors will be expected to conform to college policies for the dual enrollment courses they teach, such as preparing course syllabi, verifying class rosters, reporting student progress to the college at mid-semester, taking attendance, and providing final grades at the end of the semester.

(2) Evaluation

(a) Instructor Evaluation – The College will conduct faculty evaluations for dual enrollment instructors using the College guidelines adopted for all adjunct faculty. A copy of the observation results will be submitted to the designated school division representative.

(b) Student Evaluation – Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the Dual Enrollment Program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, faculty, and designated school division representative.

(3) All faculty teaching dual enrollment courses will be required to attend faculty orientation and other in-service programs as agreed upon by both parties.

6. **Students**

a. Selection and Eligibility to Participate in Dual Enrollment Program

(1) In order to be eligible to participate in the Dual Enrollment Program, students must be high school juniors and seniors, have permission of their parent or guardian to participate, be recommended by their high school principal to cross register, and meet course prerequisites.

(2) Students must meet admission and course placement requirements of the college. Requirements for dual enrollment include completion of the college application for admission, completion and receipt of satisfactory scores on the college placement tests when required, and registration for the dual enrollment course(s).

(3) Exceptions to the policies established in 6.a.(1) and 6.a.(2) regarding student eligibility may be made on a case-by-case basis with the approval of the public school superintendent and appropriate community college officials, so long as such exceptions are in accordance with the VCCS Policy Manual.

7. **College Administrative Responsibilities**

a. The College, through its instructor(s), will provide the appropriate ***Newport News Public Schools*** officials with progress reports on each student from time to time as shall be agreed by the contracting school division 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. The College will send transcripts to colleges/universities upon a student's request.

c. The College will provide a minimum of 750 minutes of instruction (to include testing and evaluation) for each lecture credit or lab contact hour per semester to ***Newport News Public Schools*** students enrolled in college courses under this agreement.

8. **High School Administrative Responsibilities**

The ***Newport News Public Schools*** will verify enrollments in each class section, and instructors will report grades to the College within a prescribed period of time, according to established 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 contract 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 objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment, and faculty evaluation.
    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
    The College reserves the right to advise the student, parents, and the school division that the student does not have sufficient skills or abilities to continue in the courses selected after the first semester.

11. **Agreement Liaisons**
Liaisons for this agreement are:
    - the School Division: ***Ashby Kilgore, Ed.D., Superintendent***
    - the College: ***Vicki Richmond, Ph.D., Vice President for Student Affairs***

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 occupational/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 School 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 high 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. If either party wishes to terminate this agreement, a written notice must be provided to the other party within [30]* days of the requested termination date. Termination will not take place until dual enrollment courses in progress are completed.
*The number of days should be negotiated between the School Division and the Community College.

16. The College or the ***Newport News Public Schools*** 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 accommodations through the School pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C § 1400.

17. 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.

Names of School Division Dual Enrollment Contacts for 2012-2013:

Career-Technical Dual Enrollment Contact

Academic Dual Enrollment Contact

Signatures:

John T. Dever, Ph.D., President
Thomas Nelson Community College

8-30-2012
Date

Ashby Kilgore, Ed.D., Superintendent
Newport News Public Schools

9-5-12
Date

ATTACHMENT 1

Thomas Nelson Community College
Newport News Public Schools
Approved Dual Enrollment Courses
2012-2013

Thomas Nelson Community College has approved the college-level courses listed below for dual enrollment to high school students in the Newport News Public Schools for the 2012-2013 academic year.

If offered for dual enrollment, these courses will be taught in Newport News Public Schools high schools by *TNCC*-approved Newport News Public Schools instructors.

Approved Dual Enrollment Courses *2012-2013* **Newport News Public Schools**		
High School Course	***TNCC Course***	***TNCC Credit***
Computer Graphics	ART 283	3
Digital Input Technologies (DIT)	AST 101	3
Computer Keyboarding	AST 117	1
Computer Information Systems (CIS)	AST 232	3
Business Management	BUS 100	3
Virtual Enterprise	BUS 230	4
Engineering Drawing	CAD 151	3
AP Chemistry	CHM 111	4
AP English: Language & Composition	ENG 111	3
Early College Honors English 12	ENG 112	3
AP World History I	HIS 111	3
AP World History II	HIS 112	3
AP United States History I	HIS 121	3
AP United States History II	HIS 122	3
IT Fundamentals	ITE 120	3
Design, Multimedia & Web Technologies	ITE 170	3
Advanced Computer Information Systems	ITE 215	3
Computer Systems Technology II	ITE 221	3
Introduction to Engineering	MEC 100	2
Advanced Marketing	MKT 216	3
AP Calculus	MTH 173	4
AP Statistics	MTH 240	3
AP U.S Government & Politics	PLS 135	3

ATTACHMENT 2

Tuition Information
for School Divisions & Schools

Thomas Nelson Community College
In-School Dual Enrollment Tuition Rates / 2012-2013
Effective for Fall Semester 2011 / $15.00 per credit hour

Newport News Public Schools

TNCC requests that the Superintendent/School Executive initial *(in the third column below)* the dual enrollment payment option selected for the school division for the 2012-2013 academic year.

Payment Option	Example	Superintendent Initials
1 Student Pays	Dual Enrollment tuition is $15 per credit hour. The student attaches a check to the *DE College Registration Form.* **A 3-credit course (3 x $15) is $45.**	
2 School Division Pays	Dual Enrollment tuition is $15 per credit hour. TNCC will invoice the school division for the credit hours taken by students in all DE courses. For example, **the tuition for 30 students in a 3-credit course (30 x 3 x $15) is $1,350.** ***NOTE:*** There will be *no-cost* to the school division if 100% of the students in an approved DE course submit a *DE College Registration Form* according to *no-cost* criteria. **Meets *No-Cost* Criteria** Of 30 students on a high school course roster, 25 submit a *DE College Registration Form* selecting dual enrollment, 3 submit a *DE College Registration Form* declining dual enrollment, and 2 submit a *DE College Registration Form* but do not meet registration requirements. This course meets *no-cost* registration criteria. **Does Not Meet *No-Cost* Criteria** Of 30 students on a high school course roster, 25 submit a *DE College Registration Form* selecting dual enrollment, 2 submit a *DE College Registration Form* declining dual enrollment, and 3 do not return a *DE College Registration Form.* This course does not meet *no-cost* registration criteria. TNCC invoices the school division for DE tuition for the 25 students who registered for the approved DE course. For example, **the tuition for 25 students in a 3-credit course (25 x 3 x $15) is $1,125.**	

Virginia Community College System
NORMAL MINIMUM CRITERIA FOR EACH FACULTY RANK

ATTACHMENT 3 – VCCS FORM 29

	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 +39 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	9 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.

Thomas Nelson
COMMUNITY COLLEGE
Explore. Excel. Succeed.

Dual Enrollment 101

for High School Students & Parents 2012-2013

Want to talk to someone for additional Dual Enrollment information?

Contact Your High School Counselor

-or-

SaraLynn Goergen, M.Ed.
Dual Enrollment Coordinator
757.825.2706
GoergenS@tncc.edu

(Denbigh Baptist Christian School, Hampton Christian High School, Hampton City Schools, Newport News Public Schools, Peninsula Catholic High School, and the VASTS program)

• • • • •

Monica Knight, M.S.Ed.
Dual Enrollment Coordinator
757.825.3452
KnightM@tncc.edu

(New Horizons Regional Education Center, Poquoson City Public Schools, Williamsburg-James City County Public Schools, and York County School Division)

525 Butler Farm Rd.
Hampton III Suite 709
Hampton, VA 23666

www.tncc.edu/dualenrollment

What are the steps to enroll in a TNCC Dual Enrollment (DE) Course?

STEP 1 *APPLY TO TNCC*

Students apply to the College only once; there is no application fee. They must complete the TNCC application online via:

www.tncc.edu/apply

At the end of their application they will receive a seven-digit TNCC ID# which they will need for their placement test and registration.

STEP 2 *TEST FOR ELIGIBILITY*

Students must take the college placement test. There is no testing fee and no appointment is needed. For practice, sample test questions are available on our website. TNCC will notify students of DE eligibility based on their test results.

* *On-Campus Placement Testing* - Students must take their TNCC ID# and a photo ID to the test session and identify themselves as a DE student. For Testing Center hours and locations, please visit: ***www.tncc.edu/placementtesting***
* *In-High School Placement Testing* - Check with your high school counselors for test dates. Students must have their TNCC ID# ready to take the placement test.

A test waiver may be granted by submitting a copy of official SAT (min. area scores: Critical Reading - 500; Critical Writing - 500; Math - 520) or ACT (min. area scores: English - 21 & Math - 22) scores prior to DE registration. Fax scores with your name, school & TNCC ID# to 757.825.3601.

Note: A test waiver will not be granted for the following courses: MTH 173, 174, 180, 240, 277, 285; CHM 111, 112; PHY 241, 242. If students plan to register for any of these courses, they must take the placement test.

STEP 3 *REGISTER FOR THE COURSE*

Students must register each term for a new DE course. After students have applied and taken the placement test, their DE teacher will give them a DE College Registration Form at the first class meeting. Complete, sign, and return this form to the students teacher (with tuition check, if applicable).

Fall 2012 Registration Deadline: September 26, 2012

Spring 2013 Registration Deadline: February 20, 2013

In-School Dual Enrollment FAQ's

Who can register for dual enrollment (DE)?

DE is restricted to high school juniors and seniors who meet college placement testing requirements and course prerequisites.

How do I complete the online application?

Students must apply, test, and register using their full, legal, properly capitalized name. Any discrepancy with names makes students difficult to register.

Students must answer the following questions correctly so their applications can be processed:

SECTION 1: Personal Information

- *Which college do you plan to attend?*
  Thomas Nelson Community College
- *In what type of classes will you be enrolling?*
  CREDIT
- *What campus will you attend?*
  Hampton Campus
- *What term do you plan to begin classes?*
  Fall 2012 or Spring 2013

SECTION 5: Educational Goals

- *HS Stdnt - HS & College Credit (041).*

SECTION 6: Domicile Questionnaire

- *Students must complete the domicile section.*

What is the tuition for an in-school DE course?

$15 per credit hour. Checks/money orders (made payable to TNCC) are accepted for payment; payment may not be made in cash. Note: Some school divisions cover DE tuition for their students.

What if I need to withdraw from a DE Course?

Students may talk with their high school teachers/counselors about withdrawal from a DE course. With school authorization, students may withdraw from DE courses by the following TNCC deadlines:

Fall 2012 Semester: 12/03/12
Yearlong Courses: 02/25/13
Spring 2013 Semester: 04/22/13

WHAT ARE THE BENEFITS OF DUAL ENROLLMENT?

- Students have the opportunity to get a head start on college while still in high school, earning high school and college credit for successfully completed courses.
- First-hand exposure to the rigor of college-level work. Courses with a grade of "C" or higher typically transfer to most four-year colleges.
- Students will have access to all TNCC campus resources.

Scan the QR code with your smart device to directly access TNCC's Dual Enrollment Page for useful links & resources!

Thomas Nelson COMMUNITY COLLEGE
Explore. Excel. Succeed.

Appendix D

Planning and Advisory Committee Agreements

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Planning/Advisory Committee is an integral component of the establishment and implementation of the Governor's Health Sciences Academy at Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools.

As a member of the Planning/Advisory Committee, I will assist in:

- Identifying health sciences employment needs and opportunities in Hampton Roads
- Providing guidance in the development of curriculum and course offerings relating to health sciences
- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: NEWPORT NEWS PUBLIC SCHOOLS

Signature: _____

Title: CAREER PATHWAYS SUPERVISOR

Date: 2-13-13

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

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- Providing guidance in the development of curriculum and course offerings relating to health sciences
- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: Newport News Public Schools

Signature: Patrick Finneran

Title: Director, Corporate & Government Relations

Date: 2/12/2013

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

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- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: Newport News Public Schools

Signature: CPB

Title: Instructional Supervisor, CTE

Date: 2/12/2013

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

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- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: Thomas Nelson Community College

Signature: Carmen Burrows

Title: Assoc. Vice-President, Workforce Training and Continuing Education

Date: Feb 20, 2013

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Planning/Advisory Committee is an integral component of the establishment and implementation of the Governor's Health Sciences Academy at Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools.

As a member of the Planning/Advisory Committee, I will assist in:

- Identifying health sciences employment needs and opportunities in Hampton Roads
- Providing guidance in the development of curriculum and course offerings relating to health sciences
- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: Riverside School of Health Careers / Riverside Health System.

Signature: Michael Hamiet

Title: Recruitment Coordinator.

Date: 2-13-13

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Planning/Advisory Committee is an integral component of the establishment and implementation of the Governor's Health Sciences Academy at Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools.

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- Providing opportunities for job shadowing and internships as appropriate for students.
- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: COMMUNITY HEALTH CHARITIES

Signature: [signature]

Title: PRESIDENT

Date: 2/19/13

Planning/Advisory Committee Agreement

Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

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- Providing opportunities for site visits when possible to expose students to health sciences work settings
- Participating as possible in health sciences activities and programs that further the goals of the Governor's Health Sciences Academy

By signing this agreement, I agree to actively participate on the Governor's Health Sciences Academy Planning/Advisory Committee.

Name of Partner Organization: Riverside Health System

Signature: Tracee Carmean

Title: Vice President

Date: 2/20/13

Appendix E

Career Pathways Internship Packet

CAREER PATHWAYS INTERNSHIP APPLICATION

Student Information:

Last Name:	First Name	Middle Initial:	School ID:
School Name:	Career Pathway:		
Street Address:	City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email Address:	
Date of Birth:	Age:	Grade:	
Parent/Guardian:	Daytime Phone:	Email Address:	

Availability-List Hours Available for Placement

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Transportation

You may be placed some distance from your home:

Can you provide your own transportation on a regular basis? ☐ **Yes** ☐ **No**

Do you have a valid Virginia Driver's License ☐ **Yes** ☐ **No** | **Driver's License No.**

Employment History

List previous work experience beginning with the most recent. In addition to completing this section please attach a current resume.

Company	Job Duties	Dates (month/year)
		_____/_____to _____/_____
Company	Job Duties	Dates (month/year)
		_____/_____to _____/_____
Company	Job Duties	Dates (month/year)
		_____/_____to _____/_____

Extracurricular Activities

List any activities in which you currently participate at school or in the community (i.e.- clubs, church, sports):

Future Plans:

What is your plan upon high school graduation?

☐ **Enroll in a vocational/trade school**

☐ **Enroll in a community college**

☐ **Enroll in a four year private or public college/university**

☐ **Enlist in the military**

☐ **Enter the world of work** *(please indicate which pathway you plan to pursue)*
Architecture and Construction

☐ **Other** _____

Personal Statement

Please write a short paragraph detailing your future career and personal goals.

Student Signature _____ **Date** _____

Coordinator Signature_____ **Date** _____

Internship Personal and Accident Information

Medical/Insurance Data	
Family Doctor:	**Phone:**
Hospital Preference:	
List current medical conditions and illnesses (including allergies):	
List current medications/prescriptions:	
Insurance Company Name:	**Policy Group/Number:**

Emergency Contact Person:		**Relationship to student:**
Home Phone:	**Cell Phone:**	**Work Phone:**

In case of accident, injury, or serious illness, I request school personnel or internship mentor to contact parents, guardians, or other persons designated. If they cannot be reached, I hereby authorize school personnel or the internship mentor to contact a physician, and further authorize school personnel or the internship mentor to transport me to the physician or hospital in case of emergency. I give permission to receive medical treatment, first aid, emergency medical care, and all other surgical care deemed reasonably necessary to my health and well-being in case of injury during participation in this program. I understand that I or my insurance company will assume responsibility for any medical bills.

_____ _____
Signature of Student Date

_____ _____
Signature of Parent (if student is under 18) Date

Confidential Recommendation Form

Student Name _____ **Student ID** _____

Professional Traits	Not Observed	Excellent	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
Verbal/written communication skills	☐	☐	☐	☐	☐	☐
Adaptability, dependability, reliability	☐	☐	☐	☐	☐	☐
Positive attitude	☐	☐	☐	☐	☐	☐
Personal initiative	☐	☐	☐	☐	☐	☐
General appearance	☐	☐	☐	☐	☐	☐
Willingness to accept criticism	☐	☐	☐	☐	☐	☐
Attendance, punctuality	☐	☐	☐	☐	☐	☐
Ability to work well with others	☐	☐	☐	☐	☐	☐

How long and in what capacity have you known this student?

Additional Comments

Recommender Name _____ **Date** _____

Please return to applicant in a sealed envelope.

Career Pathways Internship Program

Newport News Public Schools
Career Pathway Internship
Agreement to Participate

I am aware and understand that there may be dangers and risks that may result in injury from participating in the Student Internship Program.

I recognize the importance of following the school's and mentor's instructions regarding program techniques, training and other rules, etc., and agree to obey such instructions.

I, _____
(Name of participant)

I have read the above warning and understand its terms. In consideration of this understanding, I hereby consent to participate and engage in all activities related to the program. I understand that the above program may involve risks of injury. I understand that I must be covered by medical, accident and automobile insurance for the duration of the internship. This also certifies that the student intern, parent/guardian is responsible for transportation to and from the internship site.

By signing this form, I agree to release the school and mentor from liability for the student intern while at his/her internship site.

I have read and kept a copy of the **Agreement to Participate and Emergency Information**
Therefore, I understand the potential risks of injury and the responsibilities of participating in the student internship program.

I also give permission to receive medical treatment, first aid, emergency medical care, and all other or surgical care deemed reasonably necessary to my health and well-being in case of injury during participation in the above referenced program activities and understand that I, or my insurance, will be responsible for any medical bills.

_____ _____
Signature of Student Applicant **Date**

_____ _____
Signature of Parent or Legal Guardian if participant is a minor **Date**

Internship Agreement

A. Student Applicant

I agree:

- To attend school and internship site on a regular basis and to notify the coordinator of all absences from school and the internship as soon as possible. (Unless given permission by the coordinator, students may not go to the internship site without going to school). Failure to adhere to this part of the agreement will result in failure of the internship experience.
- To perform internship responsibilities and classroom assignments and to adhere to the rules and regulations of the internship site and school.
- To consult the coordinator about any changes or difficulties arising at the internship site or related to the internship experience.
- To represent the school by showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- To be responsible for transportation to and from the internship site.

_____ _____

Student Intern Signature **Date**

B. Parent/Guardian

I agree:

- To encourage the student intern to carry out his/her duties and responsibilities.
- To assist the student intern with attending school on a regular basis. (Students may not report to the internship site without attending school).
- To accept responsibility for the safety and conduct of the student intern while he/she is traveling to and from school, the internship site, and his/her home.
- To share the responsibility for the conduct of the student intern while in the program.
- To make inquiries concerning the student intern through the coordinator rather than directly to the internship mentor.

_____ _____

Parent or Guardian Signature **Date**

C. Internship Mentor

I agree:

- To provide a variety of experiences for the student intern.
- To provide a minimum of _____ hours at the internship site.
- To assist in the evaluation of the student intern.
- To provide time for consultation with the coordinator.
- To provide available instructional materials and occupational guidance for the student intern.

_____ _____

Mentor Signature **Date**

D. Career Pathway Coordinator

I agree:

- To make periodic visits to the internship site to observe the student intern, to consult with the mentor, and to render any needed assistance with problems of the student intern.
- To assist in the evaluation of the student intern during his/her experience.
- To provide in-school instruction related to the student intern's placement and career objectives.
- To work and cooperate with the mentor in developing appropriate activities related to the student intern's career objective and internship placement.
- To inform the mentor of his/her responsibilities concerning the internship experience.

_____ _____

Coordinator Signature **Date**

ATTENDANCE LOG

Student Name_____ **Internship Site**_____

Internship Mentor_____

	Date	Time In	Time Out	Task Performed	Number of Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours This Period..... _____

I verify that I have worked the above stated hours, times, and dates.

Student Signature_____ Date _____

As the supervisor, I verify that this student has worked the above stated hours.

Supervisor Signature_____

Title_____ Date _____

Using the drop down menu below, please evaluate the student's work performance during this period:
Outstanding

Career Pathway Internship Summative Evaluation

Student's Name _____

Career Pathway _____

Internship Site _____

Internship Mentor _____

Phone _____

Evaluation Period: _____/_____/_____ to: _____/_____/_____

****

Please evaluate the student intern's career readiness skills using the scale below.

1 =Unsatisfactory 2=Needs Improvement 3=Satisfactory 4=Commendable 5=Outstanding

NR=No basis to rate

1. **Speaking & Listening** – conveys & comprehends oral messages clearly
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

2. **Problem Solving** – applies logic to decision making
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

3. **Work Ethic** – prompt, flexible, reliable, hard-working, diligent
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

4. **Positive Attitude**–cooperative, takes direction and correction willingly, eager to learn, pleasant and polite, gets along well with others
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

5. **Independence & Initiative**– works without constant supervision, begins and follows through energetically with a plan or task
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

6. **Self-Presentation** – displays professional manners, dresses appropriately, speaks well
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

7. **Attendance**– arrives at work on time, adheres to schedule
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

8. **Teamwork** – works well with others, courteous, understanding, and willing to compromise
   ☐1 ☐2 ☐3 ☐4 ☐5 ☐ NR

Please comment on the intern's overall performance, strengths, and areas in need of improvement.

Appendix F

Spring Break "Make It Work" Internship

NEWPORT NEWS PUBLIC SCHOOLS

Spring Break: Make it Work!

April 1 to April 5, 2013

Job Shadowing and Mini-Internship Opportunities at Local Businesses!

RIVERSIDE

DOWNING-GROSS Cultural Arts Center

Newport News Shipbuilding
A Division of Huntington Ingalls Industries

CHRISTOPHER NEWPORT UNIVERSITY

NEW BUSINESSES ADDED WEEKLY!

Please Complete An Application Online At
https://safe.nn.k12.va.us:8444/cpi/

Contact Ann Ifekwunigwe, Career Pathways Supervisor
(757) 283-7850 x10526 for more information

College, Career, and Citizen Ready

Appendix G
Medical Explorers Post

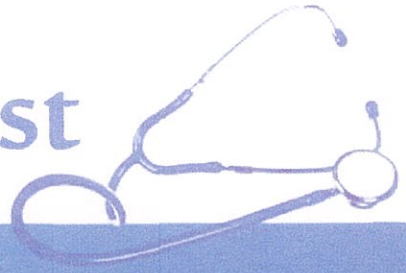
NEWPORT NEWS PUBLIC SCHOOLS

NNPS-Riverside

Medical Careers Explorers Post

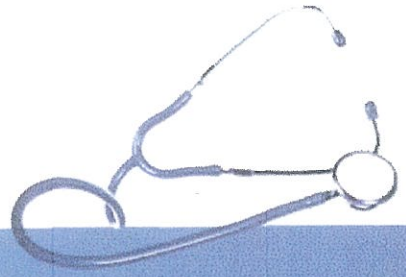
Questions? Call (757) 283-7850 x10526

Medical Careers Explorers Post



- Open to Students Ages 14 to 18
- Monthly Meetings Held at Riverside School of Health Careers and Riverside Regional Medical Center
- Assume Leadership Positions—Meetings Run By Elected Student Officers
- Explore Health Careers with Medical Professionals
- Participate in Hands-On Activities
- First Meeting: Tuesday, September 25, 2012 ; 4pm to 6pm
  Building 318 at the Riverside School of Health Careers
  316 Main Street, Newport News, VA 23601

Meeting Schedule



Month	Date	Topic/Profession	Location
September	9-25	Program Orientation	Riverside School of Health Careers
October	10-30	*Radiologic Technology	Riverside Medical Center
November	11-27	*Surgical Technology	Riverside Medical Center
December	12-18	*Physical Therapy Assistant	Riverside Medical Center
January	1-29	*Nursing	Riverside Medical Center
February	2-26	TBD	Riverside Medical Center
March	3-26	TBD	Riverside Medical Center
April	4-30	TBD	Riverside Medical Center
May	5-28	Culmination/Celebration	Riverside School of Health Careers

All Meetings are from 4pm to 6pm

Appendix H

Youth Volunteer Corps of Hampton Road

YOUTH VOLUNTEER CORPS HAMPTON ROADS

YVC is Making it Happen!

January 2013

JANUARY PROJECTS

Events	Dates
Special Olympics Bowling	2,9,16, 23&30
VA Medical Center Move Day	5
Special Olympics Basketball	12
HOPE	14
Noland Trail	19
Backpack 4 Kids	21
Gardens @ Warwick	26

Did You Know?

Being asked is the top reason motivating young people to volunteer (closely followed by "because it makes me feel good.") ~CIRCLE

Happy New Year!

Happy New Year! Thanks to our youth volunteers, sponsors, CNU Team Leaders and adult volunteers 2012 was a wonderful year for Youth Volunteer Corps of Hampton Roads (YVCHR)! We were able to provide over 2,750 hours of volunteer service to the homeless, hospitalized, elderly, young, special needs individuals, and the environment. Many lives were touched, including my own. I am always inspired by the hard work and compassion our YVC members exhibit whenever and wherever they volunteer.

YVCHR is looking forward to an amazing 2013! We will be holding our 2nd Annual Canstructure Contest on April 27th. Last year area schools competed in this event and provided 8,515 pounds of food and $700 to the VA Peninsula Foodbank, all while having lots of fun.

This year we will also be hosting a Tuff Enuf Challenge, a 5K Obstacle Course Challenge at the Mariner's Museum on October 26th. Just in time for Halloween!

YVCHR continues to expand our YVC Clubs into area middle and high schools and we are pleased to say that we currently have clubs in all of the Newport News' middle and high schools. Please let us know if you would like to launch a YVC Club at your school.

YVC members @ the Able R Us Christmas gift wrapping event

Wreaths Across America @ Hampton's National Cemetery

Wishing You & Yours a Very Happy New Year!
~ *Laurie Sepanski*
YVC-HR Director

Volunteer of the Month!

Congratulations to Adam Corey for being our Volunteer of the Month!

Adam is a student at Tabb Middle School and plans on doing research as a virologist when he gets older. Adam's interest in helping others is evident in both his school work and his volunteering with YVCHR.

When asked why volunteering is important, Adam responded that, "It is necessary to give back to our community for everything that it has done for us." His words truly parallel his actions through volunteering. His active participation in many of the YVC events shows his true dedication to his community.

Being part YVCHR, he also represents and advocates volunteerism to his peers at school. We are thankful to have such a dedicated volunteer amongst us and look forward to serving with him in future events!

Adam Corey
Tabb High School

YOUTH VOLUNTEER CORPS HAMPTON ROADS

10 San Jose Drive, Suite 4D
Newport News, VA 23606
Phone # 757-223-7078
yvchr@cox.net

We're on the web
www.yvchr.org

Ms. Jane Hobbs from Able R Us, surrounded by YVC members

*It's easy to get involved with Youth Volunteer Corps. Anyone age 11-18 can enroll by filling out registration forms found on our website @ **www.yvchr.org** and mail them to: **10 San Jose Drive, Suite 4D, Newport News, VA 23606.** Participation is free and we welcome all youth who have a desire to serve. We currently have over 30 schools represented and it's easy to make friends while serving! Please let us know if you have any questions or ideas for projects you feel will make a difference in our community.*

YVC Club Spotlight

Woodside High School and Dozier Middle School students, along with their YVC Club Sponsors, Caron Coles and Katie Morgan, joined forces to bring holiday cheer to residents at Gardens of Warwick Forest Nursing home.

Woodside HS and Dozier MS YVC members sing holiday songs to residents at Gardens of Warwick Forest.

"The first place to improve the world is first in one's own heart and head and hands."

~ Robert M. Pirsig

January Volunteer Events

Special Olympics Bowling

Wednesdays,

January 2, 9, 16, 23 & 30

4 p.m.—5:30 p.m.

Bowl with Special Olympians at York Lanes.

(Space is limited)

Move Day @ Hampton VA's Medical Center

Saturday, January 5th

10:00 am —2:00 pm

Help us move residents of the Spinal Cord Injury Unit at Hampton's VA Hospital to their newly renovated rooms. Lunch will be provided. Please RSVP.

Special Olympics Basketball

Saturdays, January 12th

9 a.m. - 10:30 a.m.

Have fun shooting hoops with Special Olympians at Trinity Lutheran Church.

HOPE

Monday, January 14th

5:00 p.m.—7:00 p.m.

Package and distribute bags of food as well as serve a meal to those in need at Hope Community Church.

Backpack 4 Kids @ VA Peninsula Food Bank

Monday, January 21th

3 p.m.—4:30 p.m.

Noland Trail

Saturday, January 19th

1:00 pm—4:00 pm

Enjoy the outdoors and help "spruce up" the Noland Trail.

Craft Day @ Gardens of Warwick Forest

Saturday, January 25th

10:30 am - 12:30 pm.

Craft and play games with the residents of Gardens of Warwick Forest.

Appendix I

Peninsula Council for Workforce Development Summer Camp Series

Summer Camp Series 2012

Thomas Nelson Community College | Peninsula Council For Workforce Development | New Horizons Regional Education Centers | ecpi University

www.pcfwd.org/YCC_summer_camp.asp

Gaming Technology and Modeling and Simulation Camp

4-Day Program held on Mondays and Wednesdays / July 9th, 11th, 16th & 18th 1:30 – 4:30 pm

Open to rising 9th – 12th Grade **Registration Fee - $50.00 / non-refundable**

The Gaming Technology & Modeling and Simulation Camp will provide 20 students with an interactive experience in Gaming. The Camp will provide hands-on activities at ECPI University, to include game development and introduction to the virtual environments of modeling and simulation.

Location: ECPI University - Newport News Campus

Peninsula K-next / Advanced Manufacturing Technology Camp

July 11th – 14th Wednesday – Friday 8:00 am – 4:00 pm / Saturday 8:30 am – 1:30 pm

Open to Rising 9th and 10th Graders

Registration: To register call Thomas Nelson Community College at 865-3122

The goal of this engaging and innovative program is to expose area high school students to the wonders of advanced manufacturing and encourage them to pursue both higher education and careers in the field. 24 high school students are expected to attend. The camp will feature a variety of innovative and hands-on classes on topics such as Computer Machining, Welding and Robotics.

Location: Peninsula Workforce Development Center in Hampton

E.C.H.O. - Exploring Careers & Healthcare Opportunities

July 24th – 26th 8:30 am – 1:00 pm

Open to rising 9th – 12th Grade **Registration Fee - $50.00 / non-refundable**

A 3-day camp for 20 high schools students interested in exploring healthcare careers. Students will tour hospitals and medical facilities and learn about various healthcare careers by participating in hands-on activities, learning about different types of medical equipment and observing staff members performing their jobs. Students will also learn about educational requirements for various healthcare careers.

Location: Camp will begin each morning at the Youth Career Café - Historic Triangle located on the Historic Triangle Campus of Thomas Nelson Community College in James City County

Career Exploration Camp

August 7th - 9th 8:30 am – 1:00 pm

Open to rising 6th – 9th Grade **Registration Fee - $50.00 / non-refundable**

A 3-day camp for 14 middle and rising high school students interested in exploring careers on the Peninsula. Students will learn about careers in financial services, hospitality, transportation and distribution, construction, healthcare and more through tours and interactive activities. Students will also learn about educational requirements for the various careers.

Location of the Camp: Camp will begin each morning at the Youth Career Café – Patrick Henry Mall

CAMPS SUBJECT TO CHANGE / SPACE IS LIMITED.

Pre-Registration Required. Call Rita Bond at 757-826-3327 for information.

Appendix J
Youth Career Café

SUMMER 2012

Café 411

Youth Career Expo 2012 allows youth to explore 'World of Opportunities'

Representatives with Newport News Shipbuilding discuss available apprenticeship programs.

(Above) A group of high school students from Poquoson embody "dressed for success." (At right) Sentara College of Health Sciences was on hand to answer questions about opportunities in the healthcare field.

Students from Newport News, Hampton, Williamsburg-James City County, York County, Poquoson, Gloucester County and Franklin public schools explored a "World of Opportunities" during the Youth Career Expo 2012 at the Hampton Roads Convention Center in March. The well-received expo, which last year won the Virginia Department of Education's State and Regional Business and Education Partnership Awards, brought together more than 250 professionals from business, education and industry to help better prepare the more than 2,200-plus young attendees for the workplace.

Sponsored by the Peninsula Council for Workforce Development, in partnership with the Virginia Peninsula Chamber of Commerce and the six Peninsula school divisions, the award-winning event featured nearly 60 business exhibitors and an assortment of hands-on activities such as the always popular mock interviews.

"Perhaps nothing involved the students more than the mock interviews," says Shawn Avery, vice president of PCFWD. He says students were encouraged to dress in business apparel for the interviews and to bring their resumes. With the help of more than 250 volunteers, all interested students were afforded the opportunity to practice their interviewing skills and receive constructive feedback.

Students also partook in interactive workshops that covered a variety of topics, from financial literacy and healthcare to green jobs and STEM (science, technology, engineering, and mathematics). Mini-workshops also were presented that addressed such soft skills as problem-solving, oral communication, and interpersonal and teamwork skills.

"The Youth Career Expo, which was made possible through the support of local businesses and individuals, strengthened the Virginia Peninsula by promoting meaningful collaboration between business, industry, government and education," says Matthew James, CEO and president of PCFWD. "The annual event helps to produce a more skilled and highly trained workforce in an ever-changing technologically sophisticated society." The event has been held each year since 2009.

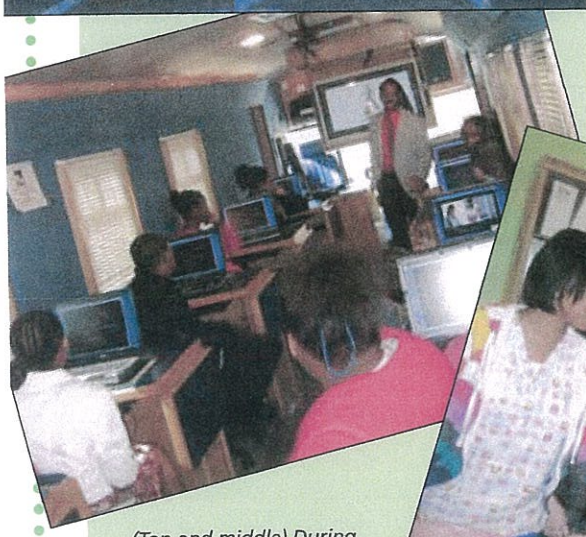
YCC workshop highlights

From learning how to properly set a table to visiting the Charles Taylor Art Center, students involved with the Peninsula's Youth Career Cafés juggled workshops and movies with information sessions and field trips to make their 2012 something to write Facebook about.

Career fairs help youth eye the future

In March at the YCC at Patrick Henry Mall, a career fair was held for students from four Newport News schools. They enjoyed an afternoon of career awareness activities, and also learned about Virginia State University's application process and available scholarships. Youth also toured a specially equipped VSU bus that offers workplace readiness services.

A career fair at the Patrick Henry café in May helped youth learn more about resume writing, interviewing and opportunities with local employers. Representatives from the Newport News Office of Human Affairs talked with attendees about its Summer Youth Employment Program.



(Top and middle) During a fair, students tour a full-sized bus completely outfitted with desks, computers and a flat-screen TV. VSU's Agricultural Career Bus offers workplace readiness services to adults and youth in Virginia's rural areas. (Above right) A Registered Nurse from Sentara Norfolk discusses emergency room procedures with a group of students. (At right) Students from York River Academy meet with Busch Gardens representatives about employment opportunities at the park.

For all you foodies

In April and May, the Hampton Roads Food Safety Co. hosted a free 90-minute food handlers course at the Patrick Henry YCC. Both sessions were filled to capacity by students who wanted to earn a food handlers card to help increase their chances of getting a job. All who successfully completed the class were mailed a card.

Café serves up food for thought

Three Lunch & Learn sessions were held this past spring at the Historic Triangle YCC. In April, representatives from the Newport News Shipbuilding Apprentice School and Sentara Health System came and talked to youth. In May, the informational session featured Busch Gardens.

Happy 6th Birthday, Youth Career Café!

Currently located in Patrick Henry Mall in Newport News, the Historic Triangle Campus of Thomas Nelson Community College in Williamsburg/James City County, and the Boys & Girls Club Workforce Development Center in Newport News and Gloucester, the Youth Career Café is celebrating its sixth year of existence this summer. The newest Youth Career Café will open this fall at the Teen Center in Hampton. The Youth Career Café is designed to prepare the region's youth for the workplace by providing job leads, industry-focused workshops and venues for employers to conduct on-site interviews. The YCC also connects young people to meaningfully volunteer opportunities, tutoring services and complementary school-based programs.

Summer camps aim to educate participants about career opportunities

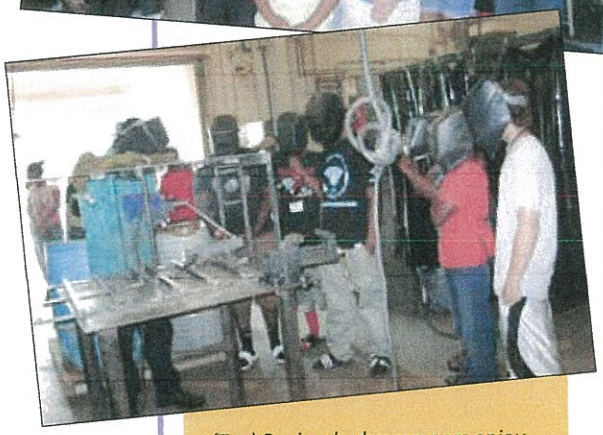
Forget swimming and relay races. The Greater Peninsula Summer Camp Series 2012 was more about exercising the mind through a wide variety of programs designed to let youth explore career and education opportunities available on the Peninsula. Instead of leisure activities, the camps focused on showing the area's future graduates some of the lucrative jobs and careers available for those who begin to prepare now.

Organized by the Peninsula Council for Workforce Development, Thomas Nelson Community College, New Horizons Regional Education Centers, ECPI University and industry partners, the camps provided students with important information and take-away resources. They also helped students better understand what industries are experiencing continual growth and why they need a qualified workforce now and in the future.

The camps were scheduled throughout the summer and featured presentations by local educators and industry leaders, roundtable discussions and on-site visits to industry and business, all courtesy of the participating partners.

The camp series included multiday sessions on gaming technology and modeling and simulation, advanced manufacturing technology and healthcare opportunities.

In addition, the Youth Career Café partnered with the Crossroads Boys and Girls Club to host a Career Exploration Camp. As part of that program, students visited the Youth Career Café and participated in the Careers in Hospitality workshop led by Greg Spencer from the Culinary Institute of Virginia. They also got to see an advanced manufacturing careers demonstration at Thomas Nelson Community College.



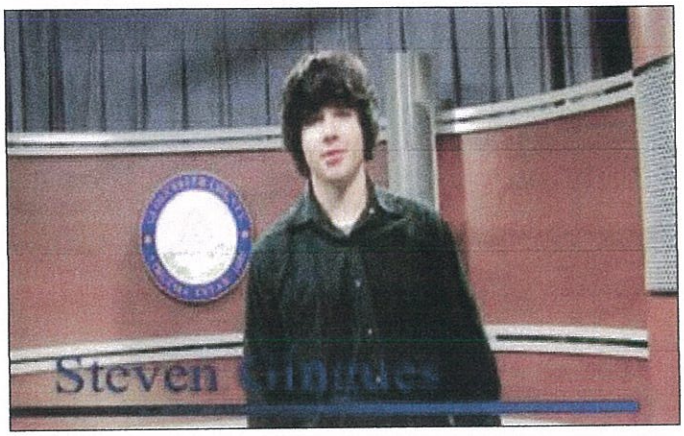
(Top) Peninsula day campers enjoy a field trip to WAVY-TV 10 and a close-up look at the station's helicopter. (Above) A field trip to the Peninsula Workforce Development Center lets campers experience the wonders of welding. (Below) A large contingency of campers converge on the Thomas Nelson Community College campus to see an advanced manufacturing careers demonstration.

STAY CONNECTED! Follow Youth Career Café on Facebook and Twitter.

Video on dentistry nets seniors 2012 prize

Gloucester High School seniors Steven J. Gingues and Ethan Sabo won the 2012 Career and Workplace Readiness Skills Video Contest and split the $1,250 purse for their film on Careers in Dentistry. The second annual competition was sponsored by the Peninsula Council for Workforce Development and ECPI University.

The purpose of the contest was for budding producers to develop a video for students by students to increase awareness of and educate young people on the workplace readiness skills Peninsula employers seek when hiring for selected high-demand careers. The contest was open to high school students or teams of students who live in Hampton, Newport News, Poquoson or Williamsburg, or in the counties of Gloucester, James City or York.



Seniors Steven J. Gingues (seen here) and his partner, Ethan Sabo, from Gloucester High School took home the cash prize for the best film in the 2012 Career and Workplace Readiness Skills Video Contest.

In order to qualify, the video had to highlight at least seven of the 21 Virginia Workplace Readiness Skills necessary for a chosen career pathway. Students also were required to focus the video on one of the following high-demand industries: healthcare, hospitality, construction or advanced manufacturing.

The contest ran from October through February. For more information on the video contest, visit www.pcfwd.org/initiatives_video_contest.asp

CAREER SEEKERS WANTED!

We want to help you find a career

The Youth Career Café provides career guidance and workplace readiness skills training to youth aged 14-21. Visit www.youthcareercafe.com for locations and hours of operations.

youthcareercafe.com 2.0

Keep an eye open for the new and improved YCC website coming online in September. Official launch will be announced soon on Facebook and Twitter.

Girls pursue the meaning of IT

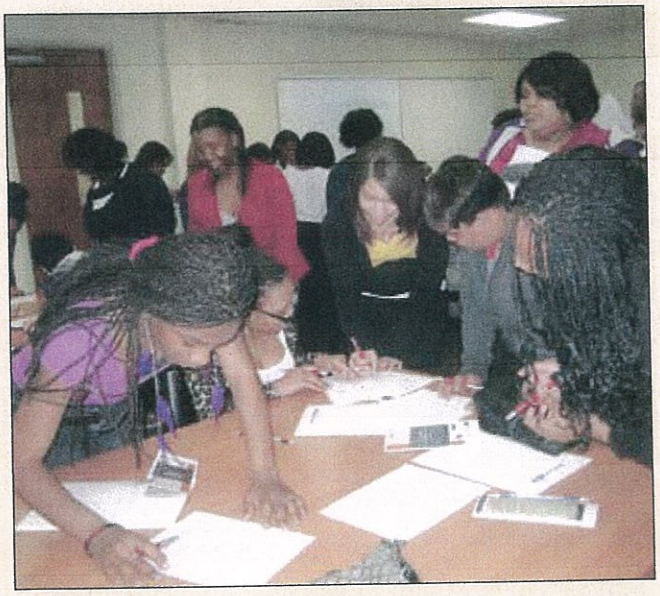
To encourage young women to consider science and technology careers, the Youth Career Café and ECPI University once again co-hosted a "Girls Get IT" workshop that was attended by 42 students from Achievable Dream Middle/High School and Phoebus High School. The information technology workshop was held in February at ECPI's campus in Newport News.

Keynote speaker Rhonda J. Richardson, DAF, chief of the CAF Net-Centric Strategies Branch and directorate of communications, addressed career opportunities associated with science, technology, engineering and math (STEM), where the workforce is predominantly male. During the hands-on portion of the workshop, the girls broke into smaller groups, led by an IT mentor from the community, to come up with solutions for myriad problems.

JULY 1, 2011 - JUNE 30, 2012

Youth Career Café Participants – 14,712

Snapshot



During the Girls Get IT workshop, the participants broke into smaller groups to discuss how IT could help solve potential problems or hinder possible solutions for real-world situations including surgery without hospitals, earthquake-ravaged Haiti and winter Olympics communications.

Appendix K

The Governor's Health Sciences Academy Student Application

Newport News Public Schools and York County Schools
Governors Health Sciences Academy Application
2013-2014

STUDENT INFORMATION

Last Name:	*First Name:*	*Middle Name:*	*Student ID#:*	*Date of Birth:* / /
Street Address:	*City:*	*State:*	*Zip Code:*	
Parent/Guardian's Last Name:	*Parent/Guardian's Contact Phone:*	*Parent/Guardian's Alternate Phone:*	*Parent/Guardia's Email Address:*	
Current School (2012-2013):	*Next Grade Level: (2013-2014):*	*Next Zoned School (2013-2014):*		

Governor's Health Science Academy Program Options
(You may select one 1st choice and one 2nd choice)
Place an 'X' next to your 1st and 2nd choice in the appropriate columns below

1st choice	*2nd choice*	ACADEMY PROGRAM FOCUS
		Support Services
		Therapeutic Services

Student's Signature _____ *Parent/Guardian's Signature* _____ *Date* _____

All applications are due to the Governor's Health Sciences Academy Co-Director by _____

Appendix L

Liability Insurance & Certificate of Property Insurance

LYBE

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY): 8/31/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER (757) 468-6100

TowneInsurance Agency, LLC.
301 Bendix Road, Suite 300
Virginia Beach, VA 23452

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID: NEWPNEW-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Selective Insurance	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Newport News Public Schools
12465 Warwick Boulevard
Newport News, VA 23606-

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	X PROPERTY CAUSES OF LOSS / DEDUCTIBLES BASIC / BUILDING 25,000 BROAD / CONTENTS 25,000 X SPECIAL EARTHQUAKE WIND FLOOD	S1787767	7/1/2012	7/1/2013	BUILDING PERSONAL PROPERTY BUSINESS INCOME EXTRA EXPENSE RENTAL VALUE X BLANKET BUILDING X BLANKET PERS PROP BLANKET BLDG & PP	$ $ $ $ $ $ 642,828,977 $ 95,413,730 $
	INLAND MARINE CAUSES OF LOSS NAMED PERILS	TYPE OF POLICY POLICY NUMBER				$ $ $ $
	CRIME TYPE OF POLICY					$ $ $
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					$ $
						$ $

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Locations: Per Locations on file with Selective
Wind Deductible: 5% with $25,000 Minimum Deductible

CERTIFICATE HOLDER

Virginia Department of Education
101 N. 14th Street
Richmond, VA 23219-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rebekah Branch

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CERTIFICATE OF COVERAGE

Rev. 07/07/05

Producer:
VML INSURANCE PROGRAMS
P.O. Box 3239, Glen Allen, VA 23058
1-800-963-6800 (Phone); 1-804-968-4662 (Fax)
www.vmlins.org

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the Membership Agreement afforded by the policies below, nor guarantees the solvency of VML Insurance Programs.

COMPANIES AFFORDING COVERAGE

VML Insurance Programs

Named Insured:
Newport News Public Schools
12465 Warwick Blvd.
Newport News, VA 23606

COVERAGES

This is to certify that the coverage listed below has been issued to the Member named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this Certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, exclusions and conditions of the Member Agreement and the policy forms. Limits shown may have been reduced by paid claims.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits	
General Liability	P-2012-2013-VMLP-0652-1	07/01/2012	07/01/2013	Each Occurrence	$1,000,000
Damage to Premises Rented to You				Any One Fire	$1,000,000
Medical Payments				Any One Person	$10,000
Public Officials Liability	P-2012-2013-VMLP-0652-1	07/01/2012	07/01/2013		Included in GL
Excess Liability	P-2012-2013-VMLP-0652-1	07/01/2012	07/01/2013	Per Occurrence	$10,000,000

Description of Operations/Locations/Vehicles/Special Items
Evidence of Coverage

CERTIFICATE HOLDER
Virginia Department of Education
101 North 14th St
Richmond, VA 23219

CANCELLATION: Should the above described Member Agreement be cancelled before the expiration date thereof, VML Insurance Programs will endeavor to mail written notice within 30 days to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation of any kind upon VML Insurance Programs, its agents or representatives.

By: *Crystal Griffin* Date: 09/04/2012

Appendix M

Budget

GOVERNOR'S HEALTH SCIENCES ACADEMY

INITIAL PLANNING/IMPLEMENTATION GRANT BUDGET

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

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

Line 3 and Line 8= Health Sciences Curriculum Development and Program Planning

Line 5 and Line 6 = Health Sciences Summer Exploration Camp for Students and Educators

Line 9 = Materials and Supplies for Program Planning and Marketing

Line 10, In Kind = Telecommunications Equipment Supplied by NNPS to Facilitate Distance Learning and Resource Sharing Among Public Schools

Appendix N

Partnership Capacity/Memorandum of Agreement

Partnership Agreement

Governor's Health Sciences Academy
Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Governor's Health Sciences Academy of Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools, and the undersigned partner agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

Business Partners agree to:

- Identify health sciences employment needs and opportunities in Hampton Roads
- Provide guidance in the development of curriculum and course offerings relating to health sciences
- Provide opportunities for job shadowing and internships as appropriate for students.
- Provide opportunities for site visits when possible to expose students to health sciences work settings
- Participate as possible in health sciences activities and programs that further the goals of the Health Sciences Academy

Warwick High School, Newport News Public Schools and Bruton High School, York County Public Schools agree to:

- Coordinate the Governor's Health Sciences Academy
- Designate a Health Sciences Academy point of contact for partners
- Provide partners with a menu of partnership activities and programs that partners may choose from to advance the mission of the Governor's Health Sciences Academy
- Offer courses or activities that support the goals of the Governor's Health Sciences Academy
- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County Public Schools.

Name of Partner Organization: Newport News Public Schools

Signature: _____

Title: Superintendent (Dr. Ashby C. Kilgore)

Date: February 13, 2013

Partnership Agreement

Governor's Health Sciences Academy
Newport News Public Schools/York County Public Schools/New Horizons Regional Education Center

The Governor's Health Sciences Academy of Newport News Public Schools/York County Public Schools/New Horizons Regional Education Center and the undersigned partner agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

Business Partners agree to:

- Identify health sciences employment needs and opportunities in Hampton Roads
- Provide guidance in the development of curriculum and course offerings relating to health sciences
- Provide opportunities for job shadowing and internships as appropriate for students.
- Provide opportunities for site visits when possible to expose students to health sciences work settings
- Participate as possible in health sciences activities and programs that further the goals of the Health Sciences Academy

Newport News Public Schools/York County Public Schools/New Horizons Regional Education Center agree to jointly:

- Coordinate the Governor's Health Sciences Academy
- Designate a Health Sciences Academy point of contact for partners
- Provide partners with a menu of partnership activities and programs that partners may choose from to advance the mission of the Governor's Health Sciences Academy
- Offer courses or activities that support the goals of the Governor's Health Sciences Academy
- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy in Newport News Public Schools/York County Public Schools/New Horizons Regional Education Center.

Name of Partner Organization: Virginia Peninsula Chamber of Commerce

Signature: _____

Title: President/CEO

Date: February 15, 2013

Partnership Agreement

Governor's Health Sciences Academy at
Warwick High School, Newport News Public Schools &
Bruton High School, York County School Division

The Governor's Health Sciences Academy of Warwick High School, Newport News Public Schools, and Bruton High School, York County School Division, and New Horizons Regional Education Centers agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

New Horizons Regional Education Centers (NHREC) agrees to:

- Assure that resources are provided to implement NHREC approved Health Science Academy classes.
- Designate a key contact person to serve as liaison and actively participate in the Governor's Health Science Academy Planning/Advisory Committee.
- Provide support and resources for approved HSA programs and activities to be offered at NHREC.
- Assure that all New Horizons approved HSA approved courses, whereby students receive dual enrollment college credits, are aligned with content standards and faculty requirements as specified by the college credit granting agency.
- Assure the NHREC approved HSA curriculum represents well-articulated career pathways that meet the requirements for the Governor's Exemplary Standards Award Program, Commonwealth Scholars Course of Study, Virginia's Workplace Readiness Skills, and Virginia Technical or Advance Technical Diploma.
- Provide or assure adequate staff development, support, and credentialing for faculty as required for HSA courses.
- Assist in identifying health sciences employment needs and opportunities in Hampton Roads.
- Students from Health Science Academy high schools will be given divisional enrollment priority in health science academy courses at NHREC.
- NHREC will provide necessary support data as part of the Academy program evaluation.

By signing this agreement, New Horizons Regional Education Centers agrees to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County School Division.

Partner: New Horizons Regional Education Centers

Signature: _____

Title: Executive Director

Date: 2/26/13

Partnership Agreement

Governor's Health Sciences Academy
Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Governor's Health Sciences Academy of Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools, and the undersigned partner agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

Business Partners agree to:

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Warwick High School, Newport News Public Schools and Bruton High School, York County Public Schools agree to:

- Coordinate the Governor's Health Sciences Academy
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- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County Public Schools.

Name of Partner Organization: Peninsula Council for Workforce Development

Signature: _____

Title: Vice President

Date: 2/13/13

Partnership Agreement

Governor's Health Sciences Academy
Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Governor's Health Sciences Academy of Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools, and the undersigned partner agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

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- Provide opportunities for site visits when possible to expose students to health sciences work settings
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Warwick High School, Newport News Public Schools and Bruton High School, York County Public Schools agree to:

- Coordinate the Governor's Health Sciences Academy
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- Offer courses or activities that support the goals of the Governor's Health Sciences Academy
- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County Public Schools.

Name of Partner Organization: Riverside School of Health Careers / Riverside Health System

Signature: [illegible]

Title: Recruitment Coordinator

Date: 2-13-13

Partnership Agreement

Governor's Health Sciences Academy
Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

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- Provide partners with a menu of partnership activities and programs that partners may choose from to advance the mission of the Governor's Health Sciences Academy
- Offer courses or activities that support the goals of the Governor's Health Sciences Academy
- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County Public Schools.

Name of Partner Organization: Riverside Health System

Signature: Tracee B. Carmen

Title: Vice President

Date: 2/20/13

Partnership Agreement

Governor's Health Sciences Academy
Warwick High School, Newport News Public Schools &
Bruton High School, York County Public Schools

The Governor's Health Sciences Academy of Warwick High School, Newport News Public Schools, and Bruton High School, York County Public Schools, and the undersigned partner agree to work together to inspire and prepare students to pursue higher education and career opportunities in the health sciences.

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- Designate a Health Sciences Academy point of contact for partners
- Provide partners with a menu of partnership activities and programs that partners may choose from to advance the mission of the Governor's Health Sciences Academy
- Offer courses or activities that support the goals of the Governor's Health Sciences Academy
- Provide a Governor's Health Sciences Academy overview, tour and orientation to partners as needed

By signing this agreement, partners agree to support the measures listed above in support of the Governor's Health Sciences Academy at Warwick High School in Newport News Public Schools and Bruton High School in York County Public Schools.

Name of Partner Organization: COMMUNITY HEALTH CHARITIES OF VIRGINIA

Signature: [illegible]

Title: PRESIDENT

Date: 2/19/13

Appendix O

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.

Dr. Ashby C. Kilgore
Typed or Printed Name of Authorized Official

Superintendent
Title

Signature of Authorized Official

2-18-13
Date