

VIRGINIA DEPARTMENT OF EDUCATION
LABORATORY SCHOOLS COMMITTEE
COMPLETENESS AND COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VOICE COMMENTS	RUBRIC RATING
ELEMENT 1: EXECUTIVE SUMMARY				
1	Provided a description of the need and purpose of the Lab School.	Yes	The Mountain Gateway Technology Education Center (MG-TEC) is at the forefront of a groundbreaking initiative aimed at providing an inclusive educational experience for high school students, including those with disabilities. Our program is committed to fostering accessibility and ensuring that all students, regardless of their individual challenges, can thrive in the field of Information Technology (IT). MG-TEC goes beyond conventional education by offering a comprehensive curriculum that not only empowers students with community college credentials but also provides a clear pathway to an associate degree in Information Systems Technology, coupled with industry-leading certifications.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes	1: Comprehensive IT understanding; 2: Career preparation; 3: Holistic development and personal growth	Operational/Ready to Implement
3	Summarizes the instructional plan for the Lab School.	Yes	The program will provide students with an IT core curriculum that uses highly transferable courses that meet core requirements in public two-year and four-year Information Technology programs.	Operational/Ready to Implement
4	Overview of the sustainability plan for the Lab School.	Yes	To ensure the long-term sustainability of the lab school and its offerings, MGCC will leverage its prior experience in hosting successful programs, including our established track record with the Government School initiative. Additionally, we will actively seek partnerships with local industry leaders, technology organizations, and educational foundations to secure ongoing funding support.	Operational/Ready to Implement
ELEMENT 2: MISSION AND VISION				
1	A description of the Lab School's mission and vision and how it is consistent with the Virginia Standards of Quality (SOQ), the Virginia Standards of Learning (SOL), and the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA). (See § 22.1-349.3 of the Code of Virginia.)	Yes	"The mission of the MG-TEC Laboratory School is to provide high school students with a comprehensive education in information technology, including cybersecurity, AWS cloud computing, and IT support. Our goal is to prepare students for IT careers by offering courses that lead to career studies certificates, provide a springboard to an associate degree in IT, provide knowledge and skills necessary to obtain industry-leading certifications by providing hands-on, project-based learning opportunities that will allow students to develop the skills and knowledge they need to succeed in the field." "The College Partnership Laboratory School is consistent with the Virginia Standards of Quality (SOQ), the Virginia Standards of Learning (SOL), and the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA). Our program will align with the Virginia Standards of Learning for Information Technology, which provide a framework for teaching and learning in this field. We will also align with the Virginia Standards of Quality for Career and Technical Education, which outline the knowledge and skills that students need to succeed in their chosen career pathways. Our program will also align with the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia, which require high school students to complete a sequence of courses in a career and technical education field in order to earn an advanced studies diploma. With respect to ensuring the MG-TEC lab school maintains the objectives and requirements of the SOL, SOQ and SOA standards, our governing board will be built with (1) representative from each school in our partnership. This will maintain transparency with our partners and allow the school representatives to bring up future expectations and provide metrics based on our success."	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	IT, diversity and inclusion within IT industries	Operational/Ready to Implement
3	The Lab School's core philosophy.	Yes	Providing students with a comprehensive education in information technology, while also promoting diversity and inclusion within the IT industry. We believe that by providing students with hands-on, project-based learning opportunities and industry-leading certifications, we can help prepare them for a range of IT careers and help bridge the skills gap in the IT industry. Our program is designed to be responsive to the changing needs of the industry, ensuring that our students are prepared for the latest trends and developments in the field.	Operational/Ready to Implement
4	Information about the Lab School's targeted student population.	Yes	High school students interested in information technology. Application will be designed to highlight students with limited opportunities for participation in higher education. MG-TEC seeks to bridge the gap, not only in technical education but also in addressing the multifaceted challenges faced by "at-risk" students. By doing so, we aim to empower them with the skills, resilience, and confidence needed to navigate the complexities of life, ultimately breaking the cycle of poverty and propelling them towards a future of success and self-determination.	Operational/Ready to Implement
ELEMENT 3: EDUCATIONAL PROGRAM				
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes	Our program will align with the Virginia Standards of Learning for Information Technology, which provide a framework for teaching and learning in this field. We will also align with the Virginia Standards of Quality for Career and Technical Education, which outline the knowledge and skills that students need to succeed in their chosen career pathways. Our program will also align with the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia, which require high school students to complete a sequence of courses in a career and technical education field in order to earn an advanced studies diploma. With respect to ensuring the MG-TEC lab school maintains the objectives and requirements of the SOL, SOQ and SOA standards, our governing board will be built with (1) representative from each school in our partnership. This will maintain transparency with our partners and allow the school representatives to bring up future expectations and provide metrics based on our success."	Operational/Ready to Implement

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2	An overview of the curriculum, and teaching methods to be used at the Lab School and a description of the learning environment and instructional strategies to be used at the Lab School, including scientifically research-based instructional strategies to ensure that student engagement and achievement are occurring.	Yes	Adequate description of HyFlex and the associated methods-please place that in the context of the learning environment-"paint the picture" of a day in the life of a MG-TEC student.	Operational/Ready to Implement
3	A plan for using internal and external assessments to measure and report student progress in accordance with the SOL.	Yes		Operational/Ready to Implement
4	A description of plans for identifying, evaluating, and successfully serving students with disabilities, students who are English Language Learners, students who are academically behind, and gifted students. Such plans must comply with applicable laws and regulations.	Yes	Application talks generally about being in compliance with federal requirements but does not link to specific requirements or practices. Does specify that school will "ensure implementation of IEP and Section 504 plans". Typically, applications align to either institutes of higher education policies (not recommended) or local school division policies (recommended).	Operational/Ready to Implement
5	An explanation of the procedures for corrective actions needed in the event that pupil performance at the Lab School falls below the standards outlined in the SOA. (See Part VIII of the SOA.)	Yes	"If student performance falls below the standards outlined in the SOA, our college partnership laboratory school has established procedures for corrective actions. These procedures are designed to identify the root causes of poor performance, develop action plans to address those causes, and monitor progress towards improvement. The first step in our corrective action process is to conduct a thorough review of the data to identify trends and areas of concern. We will use a variety of data sources, including student performance on assessments, teacher observations, and feedback from parents and other stakeholders. Based on this review, we will develop an action plan that addresses the identified areas of concern. This action plan will include specific, measurable goals, as well as a timeline for implementation. We will also identify the resources needed to implement the action plan, including staff development and training, instructional materials, and technology. MGCC uses the EAB Navigate software tool, and MG-TEC instructors will be trained in its use. EAB Navigate allows instructors to easily connect students to campus resources such as tutoring and to flag at-risk students in order to provide intervention from campus coaches and advisors. Once the action plan is developed, we will begin implementation and closely monitor progress towards the identified goals. We will regularly review and revise the plan as needed to ensure that we are making progress towards improvement. Throughout this process, we will also communicate regularly with parents and other stakeholders to keep them informed of our progress and to seek their input and feedback. If necessary, we will work with outside experts to provide additional support and guidance."	Operational/Ready to Implement
6	Information regarding the minimum and maximum enrollment per grade for the full term of the contract as well as class size and structure for each grade. (See § 22.1-253.13:2 of the Code of Virginia.)	Yes	"The MG-TEC laboratory school is designed to provide a personalized and supportive learning environment for high school students interested in information technology. The maximum enrollment per grade will be 25 students. Each class will have no more than 20 students, with a maximum of two classes per grade level. The class structure will be organized to accommodate the HyFlex method of instruction, with a combination of synchronous and asynchronous learning opportunities. This structure will allow students to participate in live online classes or view recorded lectures, engage in discussion boards, and work on assignments at their own pace. The school will also provide opportunities for individualized instruction and smallgroup collaboration with teachers and peers. "	Operational/Ready to Implement
7	The proposed calendar and sample daily schedule.	Yes		Operational/Ready to Implement
8	A description of the performance-based goals and related measurable educational objectives to be achieved by the Lab School. (See § 22.1-253.13:1 B of the Code of Virginia.)	Insufficient info	The College Partnership Laboratory School is consistent with the Virginia Standards of Quality (SOQ), the Virginia Standards of Learning (SOL), and the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA). Our program will align with the Virginia Standards of Learning for Information Technology, which provide a framework for teaching and learning in this field. We will also align with the Virginia Standards of Quality for Career and Technical Education, which outline the knowledge and skills that students need to succeed in their chosen career pathways.	Emerging/Partial Detail
9	For each grade or course in the Lab School, please provide a detailed description of how the SOL and the corresponding SOL Curriculum Framework will be used as the foundation for curricula to be implemented. Include within the description how the goals and objectives of the curricula will meet or exceed the SOL, address student performance standards, relate to state and federal assessment standards, and include measurable student outcomes. (See http://www.doe.virginia.gov/testing/index.shtml on the Department's website for more information about the SOL.)	Yes	From another application as an example: All courses in the Education degree program are Virginia Community College System courses and correlate to the work of Transfer VA. Courses have been appropriately aligned with high school content, where appropriate, and are taught at a higher level of rigor than required by Standards of Learning. The content and rigor of these courses have been juried by college peer groups comprised of community college and university faculty across the Commonwealth of Virginia. This rigor is exemplified in the ENG 111 and 112 series – course maps may be found in Appendix 3 – VCCS Course Descriptions. Students will be able to take their SOLs for English 11 reading and writing at their base schools and pass successfully. A description of all courses, along with SCED Codes, may be found in Appendix 3–VCCS Course Descriptions. As part of the program review process, an annual report is prepared whereby each Student Learning Outcome is evaluated, along with courses in the program. The evaluation process is developed independently within each discipline. Student Learning Outcomes may be measured through assessments and results are used to improve pedagogy, content, and modality to increase student success. A continuous improvement model is maintained as part of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards. Germanna and Laurel Ridge maintain student data on enrollment, retention, graduation, and course/program completion. Data will be established by the colleges, along with the Governing Board, to address student improvement each year. Select Student Learning Outcomes and results will be included in annual reports with an emphasis on gateway coursework including English and math as well as Education courses.	Operational/Ready to Implement
10	A description of the Lab School's assessment plan to obtain student performance data, which would include how these data will be used to monitor and improve achievement and how program effectiveness will be measured. The Applicant must also provide benchmark data for how student achievement will be measured over a specified period of time. The Applicant must address how these data will be established and documented in the first year of operation and how the data will be measured over the successive four-year period before the contract of such school is renewed by the Board. The benchmark data should address targets for student improvement to be met each year.	Yes		Operational/Ready to Implement

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11	A description of any assessment other than the SOL that may be used to measure progress during the academic year.	Yes		Operational/Ready to Implement
12	A detailed description of any alternative accreditation plan, in accordance with the SOA (8VAC20-131-420), for which the Lab School will request approval from the Board. (if applicable)	Yes		Operational/Ready to Implement
13	A general description of any incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s). (if applicable)	Yes	School division collaborative elements, plans to engage business and industry-be prepared to provide more detail related to those business/industry partnerships and potential work based learning opportunities	Operational/Ready to Implement
14	If the Lab School plans to use virtual learning in its educational program, a description of how virtual learning will be used and estimates of how many students will participate. (if applicable)	Yes	Using a HyFlex model of educational delivery, the MG-TEC laboratory school will utilize virtual learning as a tool to enhance and supplement in-person learning experiences. Virtual learning will be used in the form of online lectures, discussions, and assignments that can be accessed by students both inside and outside of the classroom. This approach provides flexibility for students who may have difficulty attending classes in person due to illness, scheduling conflicts, or other reasons. It is anticipated that all students will participate in virtual learning to some extent, but the extent of their participation may vary depending on their individual needs and circumstances.	Operational/Ready to Implement
ELEMENT 4: GOVERNANCE				
1	Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team. (See § 22.1-299.2 B of the Code of Virginia.)	Yes		Operational/Ready to Implement
2	A chart that clearly presents the Lab School's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), the Board, and any external organizations that will play a role in managing the school.	Yes		Operational/Ready to Implement
3	A clear description of the roles and responsibilities for the governing board, the Lab School's leadership and management team, and any other entities shown in the organization chart. This includes a description of the functions, roles, and duties of the governing board and its proposed composition and bylaws. The description must detail the specific role of the governing board in the operation and oversight of the Lab School.	Yes		Operational/Ready to Implement
4	A description of the governing board's relationship with the affiliated public or private institution of higher education and its Board of Visitors, any local school boards, parents, and community organizations.	Yes	Recognizing the vital role of parents and families in students' educational journeys, we will maintain open communication channels. Regular updates, progress reports, and collaborative discussions will ensure that parents and families are informed partners in their children's education.	Operational/Ready to Implement
ELEMENT 5: MANAGEMENT STRUCTURE				
1	Staffing chart for the Lab School's first year and a staffing plan for the term of the contract.	Yes	Provided in chart form.	Operational/Ready to Implement
2	Plans for recruiting and developing Lab School leadership and staff.	Yes	Recruiting and professional development plans included (p.34-35).	Operational/Ready to Implement
3	A description of the academic/professional experience/qualifications of the Lab School's leadership and proposed faculty who will teach at the Lab School.	Yes	Detailed description of Subject Matter Experts and Faculty qualification requirements.	Operational/Ready to Implement
4	An assurance that the Applicant will meet the conditions in § 22.1-349.9 of the Code of Virginia, which states that "teachers who work in a college partnership laboratory school shall hold a license issued by the Board or, in the case of an instructor in the Board-approved teacher education program of the institution of higher education, be eligible to hold a Virginia teaching license. Teachers working in a college partnership laboratory school shall be subject to the requirements of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4 that are applicable to teachers employed by a local school board."	Insufficient info	" Consistent with other dual enrollment offerings MGCC provides to the high schools in its services area, all faculty will meet credentialing guidelines as provided by the Southern Association of Colleges and Schools and the Virginia Community College System. " No indication that teachers will have BOE licenses. (no change)	Emerging/Partial Detail
5	The Lab School's leadership and teacher employment policies, including performance evaluation plans. Such performance evaluation plans must be consistent with the policies of the institution of higher education.	Insufficient info	"The school's leadership and teacher employment policies, including performance evaluation plans. Such performance evaluation plans must be consistent with the policies of the institution of higher education. Faculty will be MGCC employees and will follow MGCC Faculty Evaluation policies as described in the MGCC Faculty Handbook, Section 5, "Workload, Promotion and Evaluation." MGCC's Full-Time Faculty are evaluated under the Full-Time Faculty Evaluation Plan. Adjunct faculty are evaluated using the Adjunct Faculty Evaluation Form. Faculty Handbook, Section 5, "Workload, Promotion and Evaluation" is provided in Appendix C, Documentation." (no change)	Emerging/Partial Detail
6	A plan that addresses the qualifications of the teachers and administrators at the Lab School, including compliance with state law and regulations regarding Board licenses and endorsements. (See § 22.1-349.9 of the Code of Virginia.)	Insufficient info	No mention of the k-12 requirements for VDOE.	Emerging/Partial Detail

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7	A plan to provide high-quality professional development programs. (See § 22.1-253.13:5 of the Code of Virginia.)	Yes	As provided in the MGCC Faculty Evaluation Plan, faculty are expected to complete meet annual professional development requirements. MGCC regularly sponsors professional development activities for teaching faculty. These activities include In-Service, an annual Professional Development Day, a college membership in the National Institute for Staff and Virginia Board of Education College Partnership Laboratory School Application, Organizational Development (NISOD), library sponsored professional development, discipline specific professional development provided by MGCC departments, and an annual Adjunct Faculty Orientation. These activities are available to full-time, part-time instructors including adjunct faculty who teach dual enrollment in high schools. See response to 5.2 above for a detailed description of professional development support for faculty and staff.	Operational/Ready to Implement
8	Provisions for the evaluation of staff at regular intervals.	Yes	MG-TEC Staff, who are MGCC employees, will be regularly evaluated as described in the Faculty Handbook, Section 5, "Workload, Promotion and Evaluation." A copy is provided in Appendix C, Documentation.	Operational/Ready to Implement
9	Provisions for a human resource policy for the Lab School that is consistent with state and federal law.	Yes	MG-TEC faculty are employees of MGCC and the Commonwealth of Virginia employees and will follow existing human resources policies of the Virginia Community College System and the Commonwealth of Virginia.	Operational/Ready to Implement
10	An explanation of any partnerships or contractual relationships central to the Lab School's operations or mission, including information regarding any partnerships with school divisions to provide educational or ancillary services. Contractual relationships include procuring the services of an education management organization, food services, transportation, school health services, custodial services, and security services. (See § 22.1-349.3 C of the Code of Virginia.)	Yes		Operational/Ready to Implement
11	Notification to all Lab School employees of the terms and conditions of employment.	Yes		Operational/Ready to Implement
12	Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the Lab School. A description of how parental involvement will be used to support the educational needs of the students, the Lab School's mission and philosophy, and its educational focus.	Yes		Operational/Ready to Implement
13	Plans and timelines for student recruitment and an open enrollment process for any child who is a resident of the Commonwealth, including lottery procedures if sufficient space is unavailable. Please include a description of the lottery process to be used to determine Lab School enrollment on a space-available basis and a timeline for when the lottery process will begin for the first academic year of enrollment and when parents will be notified of the outcome of the lottery process. (See § 22.1-349.3 of the Code of Virginia.)	Yes		Operational/Ready to Implement
14	Any enrollment-related policies and procedures that address special situations, such as the enrollment of siblings and children of faculty and founders and the enrollment of nonresident students, if applicable. Consistent with a Lab School's mission and purpose that may address special populations of students, the Applicant must indicate how to ensure that community outreach has been undertaken so that special populations are aware of the formation of the Lab School and that enrollment is open to all students residing in the Commonwealth. Pursuant to § 22.1-349.3 B of the Code of Virginia, enrollment in a Lab School "shall be open through a lottery process on a space-available basis to any student who is deemed to reside within the Commonwealth. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall also be prioritized through a lottery process, and parents shall be informed of their student's position on the list."	Yes		Operational/Ready to Implement
15	A model Student Code of Conduct policy that addresses student behavior, discipline, and participation in school activities. The plan should identify the role of teachers and administrators in discipline and mentoring. The plan must also identify disciplinary policies for special education students..	Yes	Application noted that students dually enrolled at MGCC and their respective high schools, are subject to the provisions outlined in the Mountain Gateway Code of Conduct and also by their home high schools. Application sites specific adherence to LEA codes and sata sharing agreement for discipline data.	Operational/Ready to Implement
16	A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.	Insufficient info	Place this in a table format-tasks are bulleted, but no timeline or responsible individuals listed.	Emerging/Partial Detail
17	A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.	Insufficient info	Will students still be able to participate in extracurriculars through their home school?	Emerging/Partial Detail

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18	A general description of any operational incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s).	Yes	MG-TEC Lab School has established several partnerships and contractual relationships that are central to its operations and mission. These partnerships contribute to the delivery of educational and ancillary services. Provided several examples of the key partnerships and contractual relationships.	Operational/Ready to Implement
ELEMENT 6: FINANCIAL AND OPERATIONS INFORMATION				
1	A description of the Lab School's financial plan and policies, including financial controls and audit requirements in accordance with generally accepted accounting principles.	Yes	Will follow VCCS policies.	Operational/Ready to Implement
2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.	Yes	Budget clearly defines the types of expenditures over the 5-year period. Provides evidence of self-sustainment in years 4 and 5. Assumes enrollment of 72 students.	Operational/Ready to Implement
3	Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.	Yes	Full budget outline included in MC-TEC Supporting Documents 12-20-2023.	Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	Yes	Application identifies potential for partnerships with larger organizations and local businesses.	Operational/Ready to Implement
5	A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property.	Yes	Coverage is already in place at MGCC and the partner school divisions.	Operational/Ready to Implement
6	A justification for each type of insurance coverage sought and evidence that the Applicant has consulted with the affiliated public or private institution of higher education to ensure that the level of coverage is satisfactory.	Yes	MGCC technical programs are covered by existing insurance policies.	Operational/Ready to Implement
7	A sound facilities plan, including backup or contingency plans. Facilities information includes (1) the provision of suitable instructional space; (2) provisions for library services; (3) provisions for the safe administration and storage of student records and medications; (4) information regarding compliance with building and fire codes and compliance with the federal Americans with Disabilities Act; (5) general information on emergency evacuation plans; (6) information regarding site location and preparation; (7) the structure of operation and maintenance services; and (8) financial arrangements for facilities, including any lease arrangements with school divisions or other entities and whether debt will be incurred.	Yes	Application provides details related to all requirements in this section, including contingency plans for disruptions.	Operational/Ready to Implement

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8	A description of whether transportation services will be provided. If transportation is to be provided, please indicate whether the Lab School will contract for transportation with the local education agency or another entity. Please indicate whether transportation will be provided to all students attending the Lab School.	Yes	Utilizing AVGS transportation system.	Operational/Ready to Implement
9	A description of transportation services for students with disabilities. (Section 22.1-221 A of the Code of Virginia states that "[e]ach disabled child enrolled in and attending a special education program provided by the school division pursuant to any of the provisions of § 22.1-216 or § 22.1-218 shall be entitled to transportation to and from such school or class at no cost if such transportation is necessary to enable such child to obtain the benefit of educational programs and opportunities.")	Yes	MGCC has existing transportation systems for students with disabilities.	Operational/Ready to Implement
10	A description of food service operations and all other significant operational or ancillary services to be provided.	Insufficient info	Still unclear how the HyFlex instructional delivery method applied to food services.	Emerging/Partial Detail
ELEMENT 7: PLACEMENT PLAN				
1	Identification of a member of the Lab School's leadership who will serve as a single point of contact for all activities that may need to take place for the Lab School to close, including but not limited to, the transfer of students to another school, the management of student records, and the settlement of financial obligations. Please include contact's name, title, email address, and phone number.	Yes	Ben Worth, Ph.D. Vice President of Academic Affairs Mountain Gateway Community College 311 Scott Hall, 1000 College Drive, Clifton Forge, VA 24422-1000 bworth@mgcc.edu (540) 863-2933	Operational/Ready to Implement
2	A notification process for parents/guardians of students attending the Lab School and teachers and administrators of the termination or revocation of the contract.	Yes	Ensuring effective communication in matters of student contract termination or revocation is a priority at MG-TEC Laboratory School. The process outlined below illustrates how parents/guardians, teachers, and administrators will be informed of such decisions: Notification Process for Termination or Revocation: Decision Review and Approval: The Director of the Lab School / IT Program, in consultation with relevant stakeholders such as teachers, academic counselors, and administrative staff, will review and evaluate situations leading to potential contract termination or revocation. Parent/Guardian Notification: In the event of contract termination or revocation, the Director will initiate the notification process by contacting the student's parent/guardian directly. The Director will schedule a meeting with the parent/guardian to discuss the decision, providing a comprehensive explanation and addressing any questions or concerns. Written Communication: Following the verbal communication, the Director will provide written communication to the parent/guardian, outlining the reasons for the decision, the steps taken in the evaluation process, and the timeline for implementation. Teacher and Administrator Notification: Simultaneously, the Director will notify the students' teachers and relevant administrators regarding the contract termination or revocation. Teachers and administrators will be informed of the decision, as well as any additional information necessary to facilitate the transition. Student Transition Plan: In cases of contract termination or revocation, MG-TEC will work collaboratively with parents/guardians, teachers, and administrators to develop a student transition plan. This plan will address academic continuity, transfer of records, necessary administrative procedures, and any additional support required for the student's transition. Ongoing Communication: MG-TEC acknowledges the importance of ongoing communication. The Director, teachers, and administrators will remain available to address questions, provide support, and ensure a smooth transition for all parties involved. In conclusion, the process of notifying parents/guardians, teachers, and administrators of student contract termination or revocation at MG-TEC Laboratory School underscores our commitment to clear communication, transparency, and the well-being of our students. By adhering to this structured process, we ensure that all parties are informed, involved, and supported during transitions	Operational/Ready to Implement
3	A notification process to parents/guardians of students attending the Lab School of alternative public school placements within a set time period from the date of termination or revocation of the contract.	Yes	The communication plan for notifying parents/guardians of students attending the college partnership laboratory school (MG-TEC) in the event of contract termination or revocation is designed to ensure prompt and transparent information dissemination. The process is outlined below: Notification Process for Parents/Guardians of Termination or Revocation: Initiation of Communication: In cases where contract termination or revocation is necessary, MGCC, in collaboration with the partnered School Counselor/Career Coach, will initiate the communication process. Direct Contact: The partnered School Counselor/Career Coach will communicate directly with the student's parent/guardian. This direct communication aims to provide accurate and comprehensive information about the decision. Discussion and Explanation: During the communication, the partnered School Counselor/Career Coach will engage in a thoughtful discussion with the parent/guardian. This discussion will include an explanation of the reasons for contract termination or revocation and the implications for the student's education. Notification Timeline: Communication with parents/guardians will take place within a set period from the date of termination or revocation of the contract. This timeline ensures that parents/guardians receive timely information to make informed decisions. Information Sharing: The partnered School Counselor/Career Coach will share relevant details, including the reasons for the decision, the support available for the student's transition, and guidance on alternative public-school placements. Collaborative Transition Planning: Parents/guardians will be engaged in collaborative transition planning to ensure a seamless transfer of the student to an appropriate alternative public school placement. Documentation: MGCC will maintain documentation of the communication process, including the date, participants, and content of the communication. Supportive Resources: The partnered School Counselor / Career Coach will provide parents/guardians with resources and contacts for further assistance during the transition process. In conclusion, the communication process outlined above ensures that parents/guardians of students attending the college partnership laboratory school are promptly and comprehensively informed in the event of contract termination or revocation. By engaging in transparent and collaborative communication, we support parents/guardians in navigating the transition and identifying suitable alternative public-school placements for their children.	Operational/Ready to Implement

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4	Provisions for ensuring that student records are provided to the parent or guardian, or another school identified by the parent or guardian within a set time period. If the student transfers to another school division, provisions for the transfer of the student's record to the school division to which the student transfers upon the request of that school division. (See § 22.1-289 of the Code of Virginia).	Yes	Ensuring the seamless transfer of student records is a fundamental aspect of MGTEC's commitment to continuity in education. The provisions outlined below illustrate our approach to transferring student records to parents/guardians, other identified schools, and school divisions: Provisions for Student Record Transfer: Timely Transfer to Parents/Guardians: Upon request from a parent or guardian, MG-TEC will ensure the timely transfer of student records to the specified recipient within a set time period. These records will include academic transcripts, attendance records, assessment results, and other relevant documentation. Transfer to Specified Schools: If a student is transferring to another school identified by the parent or guardian, MG-TEC will collaborate with the identified school to facilitate the transfer of student records. The designated school will receive the complete and accurate student records, ensuring the new educational institution has access to comprehensive information. Transfer to Another School Division: In cases where a student transfers to another school division, MG-TEC will promptly respond to requests from the receiving school division for the transfer of student records. MG-TEC will provide the receiving school division with all relevant student records, thereby enabling the smooth integration of the student into their new educational environment. Compliance with Legal Mandates: MG-TEC's record transfer provisions are aligned with § 22.1-289 of the Code of Virginia, which mandates the timely and accurate transfer of student records upon request. Documentation and Verification: MG-TEC will maintain documentation of all record transfer requests, including dates, recipients, and content transferred. This documentation serves as a record of compliance with legal requirements. Communication with Parents/Guardians: Parents/guardians initiating a record transfer will be informed of the process, the timeline, and any necessary steps to facilitate the transfer.	Operational/Ready to Implement
5	A placement plan for Lab School employees that details the level of assistance to be provided within a set period of time from the date of closure.	Yes	updated to include detailed placement plans	Operational/Ready to Implement
6	A close-out plan related to financial obligations and audits, the termination of contracts and leases, and the sale and disposition of assets within a set period of time from the date of closure. The plan shall include the disposition of the Lab School's records and financial accounts upon closure.	Yes	Application includes information related to financial obligations and audits, termination of contracts and leases, sale and disposition of assets, disposition of records and financial accounts, and reporting.	Operational/Ready to Implement
ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS				
1	A description of the Lab School's policies and procedures for compliance with the federal Family Educational Rights and Privacy Act and records retention schedules consistent with guidance issued by the Library of Virginia.	Yes	"MGCC's Family Educational Rights and Privacy Act (FERPA) policy is fully described in the MGCC Catalog and Student Handbook and will apply to all MGTEC students. Sections "Release of Student Information" and "Retention of Student" records are provided in the Appendix C, Documentation."	Operational/Ready to Implement
2	Evidence that the proposed Lab School programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act.	Yes	Added steps and evidence illustrating "commitment to regulatory compliance	Operational/Ready to Implement
3	A listing of all waivers to state regulations needed for the Lab School at the time of its opening. This does not preclude a Lab School from requesting additional waivers once the Lab School is operational.	Yes	"There are no waivers required to start or maintain the MG-TEC laboratory school at this time."	Operational/Ready to Implement
4	A description of any collaborative partnerships that may be made with public school divisions to enhance opportunities for all Virginia students, from preschool to postsecondary. An educational program provided to students enrolled in a public school division pursuant to a collaborative partnership between the Lab School and the public school division shall be considered to be the educational program of the public school division for purposes of the SOA. (See § 22.1-349.3 G of the Code of Virginia.)	Yes	"Over the operational period of our awarded lab school planning grant, we have developed incredibly positive relationships with our partnered high schools and their respective student populations. MG-TEC will be conducting yearly cyber camps in support of both our lab school program and to build higher enrollment numbers for dual enrollment and governor school."	Operational/Ready to Implement
5	A description of all agreements that the Applicant may need in the contract with the Board related to the release of the Lab School from state regulations, consistent with the requirements in § 22.1-349.3 B of the Code of Virginia, including the approval of an Individual School Accreditation Plan. Section 22.1-349.4 of the Code of Virginia states that "[i]f the college partnership laboratory school application proposes a program to increase the educational opportunities for at-risk students, the Board of Education may approve an Individual School Accreditation Plan for the evaluation of the performance of the school."	Yes	"There are no existing agreements relevant to this statute."	Operational/Ready to Implement

VIRGINIA DEPARTMENT OF EDUCATION
LABORATORY SCHOOLS COMMITTEE
COMPLETENESS AND COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VOICE COMMENTS	RUBRIC RATING
6	A description of how the Applicant and members of the governing board will disclose any conflicts of interest, which would include a personal interest in any transactions involving the Lab School, including information regarding the frequency with which such disclosures will be made. (See § 2.2-3114 of the Code of Virginia.)	Yes	<p>"MG-TEC Lab School and its governing board are committed to transparency and ensuring that any conflicts of interest are properly disclosed. Here's a description of how conflicts of interest will be disclosed and the frequency of such disclosures: 1. Conflict of Interest Policy: • MG-TEC Lab School has implemented a Conflict of Interest Policy that outlines the procedures and expectations regarding the disclosure of conflicts of interest. • The policy ensures that all members of the governing board and relevant stakeholders understand their obligations and responsibilities in identifying and disclosing conflicts of interest. 2. Regular Disclosures: • The governing board members are required to disclose any potential conflicts of interest promptly and in a timely manner. • Disclosures are made on a regular basis, typically during scheduled board meetings or when a conflict of interest arises. • The frequency of disclosures may vary depending on the nature of the conflict, but it is generally expected that conflicts of interest are disclosed as soon as they are identified. 3. Transparent Process: • The disclosure process is designed to be transparent, ensuring that all relevant conflicts of interest are brought to the attention of the governing board. Members of the governing board are encouraged to disclose any personal interest they may have in transactions involving MG-TEC Lab School. • The disclosed conflicts of interest are documented, and appropriate steps are taken to address and manage them in a fair and impartial manner. 4. Recusal and Ethical Conduct: • In situations where a conflict of interest exists, the governing board member with the conflict is typically required to recuse themselves from discussions and decisions related to the specific transaction or matter. • This recusal helps maintain the integrity and objectivity of the decision-making process within the governing board. • All board members are expected to adhere to ethical standards and act in the best interest of MG-TEC Lab School, ensuring that personal interests do not unduly influence their decision-making. By establishing a robust conflict of interest disclosure process, MG-TEC Lab School and its governing board demonstrate their commitment to transparency, accountability, and ethical conduct. Regular disclosures and appropriate actions taken in response to conflicts of interest help ensure the integrity of the school's operations and decision-making processes. 7. Conflict of interest disclosure(s) by the applicant and/or members of the governing board in the proposed school. This includes any relationships that parties may have with vendors performing services at the school. Disclosures of conflicts of interest should be made in accordance with applicable laws, regulations, and the established conflict of interest policy of the school. It is essential for the applicant and members of the governing board to transparently disclose any relationships or personal interests that may create potential conflicts when dealing with vendors or any other transactions involving the school. These disclosures ensure transparency, accountability, and ethical conduct in the operations of MG-TEC Lab School and help prevent any undue influence or bias in decision-making processes. The specific disclosures by the applicant and members of the governing board should be based on their individual circumstances and relationships with vendors or other relevant parties involved in providing services at the school. It is recommended that they follow the established procedures and guidelines for conflict-of-interest disclosures as outlined in the school's policies and in compliance with applicable laws and regulations."</p>	Operational/Ready to Implement
7	Conflict of interest disclosure(s) by the Applicant and/or members of the governing board in the proposed Lab School. This includes any relationships that parties may have with vendors performing services at the Lab School.	Yes	<p>"Conflict of interest disclosure(s) by the applicant and/or members of the governing board in the proposed school. This includes any relationships that parties may have with vendors performing services at the school. Disclosures of conflicts of interest should be made in accordance with applicable laws, regulations, and the established conflict of interest policy of the school. It is essential for the applicant and members of the governing board to transparently disclose any relationships or personal interests that may create potential conflicts when dealing with vendors or any other transactions involving the school. These disclosures ensure transparency, accountability, and ethical conduct in the operations of MG-TEC Lab School and help prevent any undue influence or bias in decision-making processes. The specific disclosures by the applicant and members of the governing board should be based on their individual circumstances and relationships with vendors or other relevant parties involved in providing services at the school. It is recommended that they follow the established procedures and guidelines for conflict-of-interest disclosures as outlined in the school's policies and in compliance with applicable laws and regulations."</p>	Operational/Ready to Implement