ORGANIZATION, PHILOSOPHY, AND GOALS
Process and Development of Directives

This policy supersedes Policy 1102.6.

I. PURPOSE

To establish procedures for the development of the directive system of the Division (policies, regulations, and notices).

II. SUMMARY OF CHANGES

This policy has been changed in its entirety.

III. PHILOSOPHY

The School Board recognizes that establishing clear and effective policies through a collaborative, transparent process is essential to support student success.

IV. POLICY

A. TYPES OF DIRECTIVES

The term “directives” refers to policies, regulations, and notices.

Policies state positions and specifications of the School Board and direct the Division Superintendent on state and federal law to ensure compliance. Policies are officially adopted by the School Board.

Regulations define procedures and rules for the implementation of policy positions and guidelines. Regulations are developed and approved by the Division Superintendent.

Notices may contain information about yearly or one-time occurrences of short duration (e.g., fees, specific field trips, summer school information, and school calendars) and may rescind regulations. Notices are approved by the Division Superintendent, and are reissued, not revised.

B. ROLES AND RESPONSIBILITIES

1. SCHOOL BOARD

   The School Board is the legislative body of Fairfax County Public Schools (FCPS), and as such is responsible for policy review, amendment, adoption, and retirement. Any policy may be reviewed, amended, adopted, or retired by the Board at any time.

   Policies may also serve as the framework for regulations and can only be retired by

the School Board.

Regulations and notices need not be approved by the School Board except where required by law or to retire a policy. The School Board reserves the right to review and veto administrative regulations should they, in the School Board's judgment, be inconsistent with School Board policies.

2. DIVISION SUPERINTENDENT

The Division Superintendent is the School Board's chief executive officer. The Division Superintendent determines the regulations that operationalize School Board policy throughout the school division. Regulations implement and/or interpret policy or specify procedures for the operation of the school system. Notices may contain information about yearly or one-time occurrences of short duration (e.g., fees, specific field trips, summer school information, and school calendars) and also can be used to retire policies or regulations.

C. FORMAT FOR DIRECTIVES

The School Board shall establish a standardized format for school system directives, which will provide for policies, regulations, and notices, and, in addition, establish procedures for distribution. This format shall be delineated in the *Fairfax County School Board Policy Style Guide* and shall be approved by the School Board as changes are made.

1. NUMBERING SYSTEM FOR DIRECTIVES

Directives are assigned a "series" number and a category. The series number represents basic school system functions and not necessarily specific departments. The School Board Office will assign the series number to new directives.

Revised policies and regulations are identified by sequential decimal order (e.g., Regulation 1104.5, etc.). Notices do not carry decimal extensions. Notices that carry the same numbers are differentiated by their titles or by an alphabetical indicator (e.g., Notice 3855 ACCF, Notice 3855 AMT).

Series titles and their categories are listed below.

1000s	Organization, Philosophy, And Goals
2000s	Special Services
3000s	Instruction
4000s	Human Resources
5000s	Finance
6000s	Information Technology
7000s	Communications and Community Outreach
8000s	Facilities
9000s	Professional Learning and Accountability

2. OFFICE OF RESPONSIBILITY

Directives are assigned a department of primary responsibility, and, where appropriate, a department(s) of secondary responsibility. The office within the department of primary responsibility is responsible for writing, reviewing, revising, and coordinating its directives and originating new directives. The department of secondary responsibility is only responsible for reviewing those sections in a directive that may affect the functions of its department.

The office of primary responsibility will:

a. Review and update directives as needed and in a timely manner.

b. Originate a new directive or incorporate revisions into an existing directive and ensure format complies with the current version of the *Fairfax County School Board Policy Style Guide*. Numbers for new directives are assigned by the School Board Office. Retired policies should be checked first to ensure that the number was not given to a previous directive.

c. Manage the coordination process to solicit input from all affected parties, including other administrative offices, principals, teachers, employees, and community groups, where applicable, when drafting or revising a directive.

d. Coordinate the review of all forms referenced in a directive. The document management section assigns numbers to new forms prior to the directive coordination process. Hyperlinks are encouraged where forms are referenced in directives, in accordance with any ADAA requirements. Revised or new forms should not be used until the coordination process is complete and the directive has been approved. Format for referencing a hyperlink is in the current version of the *Fairfax County School Board Policy Style Guide*.

e. Follow format guidelines set forth in the current version of the *Fairfax County School Board Policy Style Guide* and ensure all cited references are accurate and current.

3. RETIRING A POLICY OR REGULATION

Polices can only be retired by the School Board. The Division Superintendent approves the retirement of regulations. Notices retiring a policy will be approved by the School Board and retired regulations are coordinated and approved by the School Board and can be done at any time. This action does not need to go through the Governance Committee. The Division Superintendent retires regulations. School Board approval is not needed for regulation retirement except when a corresponding policy is being retired concurrently.

D. POLICY DEVELOPMENT, REVIEW, AND APPROVAL PROCESS

1. POLICY DEVELOPMENT

Proposals for new or modified policies may be suggested by individual School

Board members, staff members, students, citizens, community groups, consultants, or the county Board of Supervisors.

The School Board shall maintain a procedure for policy development outlined in the *Fairfax County School Board Strategic Governance Manual*.

2. PERIODIC REVIEW

The School Board Office will ensure policies are reviewed by appropriate staff members at least every five years, and revised as needed, in compliance with the *Code of Virginia* Section 22.1-253.13:7. Policies that have been referred by the School Board or the Division Superintendent will be scheduled for appropriate action by the School Board.

3. COORDINATION AND APPROVAL PROCESS

All directives are reviewed during a multi-level coordination process before final approval and publication. The coordination process begins at the department level and must be approved through a process outlined by the Division Superintendent before presentation to the School Board. The Division Superintendent is the final approval authority for regulations and notices. Policies are approved by the School Board.

Staff are encouraged to consult with the Office of Division Counsel regarding any legal questions posed within the directive.

The School Board Office will manage the coordination process with the Division Superintendent. The School Board Clerks will proofread the directive to ensure the format complies with the *Fairfax County School Board Policy Style Guide*. Minor corrections will be made in the School Board Office. If substantial corrections are required, the directive will be sent back to the originating office for correction before proceeding with the coordination process.

E. ADDENDUM TO POLICIES AND REGULATIONS

When there is a state of emergency, a pandemic, or other disaster which requires immediate updates to directives, the Division Superintendent may issue (with the review of Division Counsel), an addendum to a published directive pertaining to the state of emergency or pandemic.

F. MAINTAINING DIRECTIVES

The most current version of all directives are available on the FCPS website at https://www.fcps.edu/about-fcps/policies-regulations-and-notices.

Hard copies of directives are not distributed by the School Board Office. Any citizen who requests a hard copy of a directive has a right to receive it and should be provided the most current version printed from the website. The School Board Office maintains historical records of all directives.

Legal references: Code of Virginia, Section 22.1-78
Code of Virginia, Section 22.1-253.13:7

See also the current versions of: Regulation 1102, Procedures for Maintenance of Directives
~~Regulation 1104, Format Guidelines for Directives~~
Policy 1203, Division Superintendent's Role
School Board Strategic Governance Manual

Policy
Adopted: July 1, 1986
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FAIRFAX COUNTY SCHOOL BOARD