FACILITIES
Facilities Planning
Local School Boundaries, Program Assignments, and School Closings

This regulation supersedes Regulation 8130.8.

I. PURPOSE

To provide specific guidance for implementing the current version of Policy 8130, Local School Boundaries, Program Assignments, and School Closings.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

A. Section VI. title has been changed for clarity.

B. Section VII. has been added and subsequent section has been re-numbered.

C. Section VIII. title has been changed for clarity.

D. Regulation 2230 has been added as a reference and other references have been updated.

E. In the attachment, office and cluster titles have been revised to reflect current names.

III. SCOPE

This regulation guides any closing or consolidation of school facilities, as well as all adjustments of school attendance areas, special program service areas, and special program locations affecting 15 percent or more of a school's membership. The current version of Regulation 3333, Location Guidelines, provides guidance on revising special program assignments and/or locations affecting less than 15 percent of a given school's enrollment.

IV. PARTICIPATION BY AFFECTED RESIDENTS

Pursuant to the current version of Policy 8130, the School Board will consider proposed adjustments, other than "administrative changes" as defined in the current version of Policy 8130 or those governed by the current version of Regulation 3333, after taking into account comments and recommendations of the affected school communities. Staff members shall use reasonable means to advise potentially affected school communities of their possible involvement and shall conduct open meetings as necessary to offer
affected citizens reasonable opportunity to contribute. These deliberations will be guided by the procedures attached.

V. PROCEDURE AND CALENDAR FOR SCHOOL CLOSING AND CONSOLIDATION

When appropriate, the Division Superintendent will recommend, via the Annual Facilities and Student Accommodation Plan, the closing of a facility within a grouping of adjoining schools. The recommendation will not identify a specific school for closing. The Superintendent's recommendation will be documented in terms of the considerations defined in the current version of Policy 8130.

The School Board will vote during a regularly scheduled meeting on whether to adopt without further specification the Superintendent's recommendation to close a school. If the School Board adopts the recommendation, the Superintendent will initiate a community participation process, as discussed in section IV. above, to assist in recommending both the school to be closed and the school attendance area adjustments to be made accordingly.

VI. PROCEDURE FOR ADMINISTRATIVE BOUNDARY ADJUSTMENTS OF SCHOOL ATTENDANCE AREAS AFFECTING RESIDENT STUDENTS

In accordance with the current version of Policy 8130, the Division Superintendent may implement an administrative change to school attendance areas when less than 5 percent of the enrollment at each school will be affected and when staff analysis indicates the change will improve the operating efficiency of the school system. Before implementing the administrative adjustment, a meeting will be held with the sending and receiving schools to explain the adjustment and to solicit public comments. At least a 10-day notice will be given to the affected school community prior to the meeting.

The Division Superintendent may reconsider an adjustment that previously did not meet the above criteria if evaluations by staff members indicate there has been a significant change in the adjustment's impact or determining factors.

VII. PROCEDURES FOR EXPEDITED BOUNDARY ADJUSTMENTS OF SCHOOL ATTENDANCE AREAS AFFECTING RESIDENT STUDENTS

In accordance with the current version of Policy 8130, the Division Superintendent may implement an expedited change to school attendance areas when an emergency or other overriding public need requires such a change within an expedited time frame and when less than 15 percent of the enrollment at each school will be affected and when staff analysis indicates the change will improve the operating efficiency of the school system. Before implementing the expedited adjustment, a meeting will be held with the sending and receiving schools to explain the adjustment and to solicit public comments. At least a 10-day notice will be given to the affected school community prior to the meeting.

The Division Superintendent may reconsider an adjustment that previously did not meet the above criteria if evaluations by staff members indicate there has been a significant change in the adjustment’s impact or determining factors.
VIII. PROCEDURES, GUIDELINES, AND PROCESSES FOR STANDARD BOUNDARY
ADJUSTMENT OF SCHOOL ATTENDANCE AREAS AND PROGRAM
REALIGNMENTS

The process for school attendance area adjustments and program realignments is
described in the attached guidelines and process.

See also the current versions of: Regulation 2230, Exceptions for Attendance at Other Than
Base School and Procedure for Applying for Intracounty
Exceptions
Regulation 3333, Location Guidelines
Policy 8130, Local School Boundaries, Program
Assignments, and School Closings

Attachment

FAIRFAX COUNTY PUBLIC SCHOOLS
SCHOOL CLOSINGS, ATTENDANCE AREA ADJUSTMENTS,
AND PROGRAM REALIGNMENTS
GENERAL GUIDELINES FOR TIME LINE AND PROCESS

The boundary or program adjustment and/or school closing process may include community engagement activities, such as community dialogues and surveys. Community dialogues may follow a participatory format as described below, with content and support modifications (e.g., language translators, etc.) appropriate to the community and tasks planned for each meeting.

Procedure

Community engagement activities may include:

- Presentation on the purpose of the meeting, background information, summary of previous Board action, and boundary realignment scenario(s), including possible school closings.
- Participant-facilitated groups whereby participants break out into guided discussion groups.
- Community dialogue comments may be considered for developing optional scenarios and may aid in developing the staff recommendation.
- If appropriate, a follow-up survey may be sent to dialogue participants and the wider community to gather feedback on revised scenarios.

Community engagement outcomes may include:

- Identifying important factors to consider when determining school(s) to be closed and/or new school or program attendance assignments and suggest neighborhoods that might be included in new alignment.
- Evaluating attendance assignment option(s) and advantages and disadvantages.
- Soliciting additional comments or options for consideration.
- Public posting on FCPS web site of summary of community dialogue comments and survey results.

Process

Task 1: The Facilities Planning Advisory Council, Facilities Planning Services, and appropriate program staff members review enrollment projections, program requirements, and school and program capacities to identify areas in which school closings, attendance area, and/or program realignments should be considered. The names of those schools that could be affected by such changes are reviewed with the affected School Board members. A scope of study is presented to the School Board for approval.
Task 2: Facilities Planning Services, Office of Communication and Community Relations, region representatives, and appropriate program staff brief PTA and PTO leadership of potentially affected schools. Community engagement activities with affected communities are held. This task may also be a function of School Board established ad hoc committees or the Facilities Planning Advisory Council and may be undertaken in advance of Task 1.

Task 3: Facilities Planning Services staff members present recommended school closings, school attendance area, and/or program realignments for School Board consideration.

Task 4: School Board holds work session(s) and public hearing(s).

Task 5: School Board action on realignment recommendations.