

## Elementary School Staffing Standards (Grades K-6)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Principal</b>	260.0	1.0	Per school	0.5	299 or fewer students
				1.0	300 or fewer students
<b>Assistant Principal</b>	209.0	1.0	600 – 949 students or 38 more classroom teacher/instructional assistant positions	0.5	600 – 899 students
		2.0	950 – 1,299 students or 76 more classroom teacher/instructional assistant positions	1.0	900 or more students
		3.0	1,300 students or 114 more classroom teacher/instructional assistant positions		
<b>Classroom Teacher</b>					
Kindergarten	193.0	1.0	Per 28 students (maximum class size) with assistant 3 hours per day	1.0	Certified instructional personnel are to be assigned in such a way as to result in a divisionwide ratio of pupils in average daily membership (ADM) to full-time equivalent (FTE) teaching positions in grades K-6 which are not greater than the following (excluding special education teachers, principals, assistant principals, counselors, and librarians): 24:1 in kindergarten with no class larger than 29. (If ADM in any kindergarten class exceeds 24, a full-time teacher's aide must be assigned), 24:1 in grade 1 with no class larger than 30 students, 24:1 in grades 2-3 with no class larger than 30 students, 25:1 in grades 4-6 with no class larger than 35 students, 24:1 in English classes in grades 6-12.
Grade 1	193.0	1.0	Per 25 students (maximum class size)		
Grades 2 – 3	193.0	1.0	Per 25 students. Maximum number of students in Average Daily Membership (ADM) in a class is 29.		
			The staffing formula adds one-half of the special education Level 2 and center membership to the general education membership computations.		

**Note:** Level 2 - formerly self-contained.

## Elementary School Staffing Standards (Grades K-6)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
Grades 4 – 6	193.0	1.0	Per 27 students. Maximum number of students in ADM in a class is 35		
<b>Special Program Ratio's</b>					
a. Grade 1	193.0		27 schools are staffed at a pupil-teacher ratio of 15.5:1.		
b. K-3 Initiative	193.0		42 schools are staffed at a maximum class size of 22, 23, 24, or 25 to meet the state's K-3 Initiative		
c. Success by Eight	193.0		17 schools are staffed with a ratio of 22.5:1 for grades K-2		
d. Project Excel	193.0		20 schools are staffed with an all-day kindergarten plus an extended school day learning component that is decided on a school-by-school basis		
1. Kindergarten			All day cap 22:1 (maximum class size)		
2. Grade 1			19 schools staffed at pupil-teacher ratio of 15:1.		
3. Grades 2-3			Pupil-teacher ratio 24.5:1		
4. Grades 2-3			Special needs pupil-teacher ratio of 20.5		
5. Grades 4-6			Pupil-teacher ratio of 26.5		
6. Grades 4-6			Special needs ratio of 22.5		
e. Project Excel (federally funded)	193.0		25 schools receive 1.0 additional teacher position above the school's staffing formula		
f. Special Needs	193.0		32 elementary schools are designated as special needs. Of this total, 20 are designated as Excel schools. The remaining 12 schools are staffed at the following ratios:		
1. Kindergarten			Pupil-teacher ratio of 24:1 (maximum class size) with assistant 3 hours per day		
2. Grades 1 – 3			Pupil-teacher ratio of 21:1		
3. Grades 4 – 6			Pupil-teacher ratio of 23:1		
<b>GT/Center</b>	193.0	1.0	Per 26 students (Grades 3 – 6)		
<b>Librarian</b>	193.0	1.0 2.0	Per school When an elementary school's membership reaches 1,050 students	Part-time 1.0	299 or fewer students 300 or more students
<b>Psychologist</b>	Various	1.0	2,000 students		Standards of Quality do not mandate a ratio, however, related services must be provided.

## Elementary School Staffing Standards (Grades K-6)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Social Worker</b>	Various	1.0	2,200 students		Standards of Quality do not mandate a ratio, however, related services must be provided.
<b>General Music/ Physical Education</b>	193.0	1.0	One teacher is allocated for each 8.8 teachers (9.7 in Project Excel schools) assigned to general education including kindergarten, gifted and talented, and special education Level 2 classes.		Standards of Quality do not mandate a ratio, however, related services must be provided.
<b>Office Personnel</b>	Various	1.0	For every 10.0 professional positions assigned to a school (minimum 3.0 positions)  Professional positions include the following teachers: kindergarten, grades 1 – 6, Level 2 special education, gifted and talented, FECEP, preschool, Magnet, Focus, Intervention Support Program (ISP), Title I, learning disabilities resource, ESOL, Time to Teach (TTT), reading, speech and language; along with elementary guidance counselors, librarians, assistant principals, and principals.  Each special needs school receives an additional 0.5 office support position.	Part-time 1.0	299 or fewer students 300 or more students
<b>School Based Technology Specialist (SBTS)</b>	260.0	0.5 1.0	1,499 or fewer students 1,500 or more students		
<b>Custodian</b>	260.0	3.0 – 9.0	Per school		The school plant and grounds shall be kept safe and clean. Custodial services shall be available as necessary for health and safety. Students and staff share in responsibility for care of buildings and grounds.
<b>Art Teacher</b>	193.0		Approximately 3 hours of instruction monthly per class		Standards of Quality do not mandate a ratio, however, related services must be provided.
<b>Elementary Guidance Counselor</b>	193.0	1.0	550 students or less per school	1.0	500 or more students per each 100 students or major fraction thereof, one hour of elementary guidance is to be provided. The counselor shall have proper certification and endorsement.

**Note:** Level 2 - formerly self-contained.

## Elementary School Staffing Standards (Grades K-6)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>English for Speakers of Other Languages (ESOL) Teacher</b>	193.0	1.0 1.0 1.0 1.0	29.2 LA level students 29.2 A level students 42.5 B1 level students 82.5 B2 level students	Federal and state guidelines mandate instructional support in English for limited English proficient students.	
<b>Gifted and Talented Itinerant Teacher</b>	193.0	For grades K-2, one teacher is assigned weekly for one-half day per 250 or fewer GT students, or one full-day teacher is assigned for 251 or more GT students. For grades 3 – 6, an average of one teacher is assigned for each 100 GT students or for each seven schools.		Standards of Quality require that students identified as gifted have instructional programs taught by teachers with special training or experience in working with gifted students.	
<b>Instrumental String Teacher</b>	193.0	One instrumental string teacher is assigned to schools per 125-200 band students.		Standards of Quality do not mandate a ratio, however, related services must be provided.	
<b>Reading Teacher</b>	193.0	1.0 2.0	999 or fewer students 1,000 or more students	Standards of Quality require that students who are unable to read the materials necessary for instruction shall receive additional instruction in reading.	
<b>School Resource Teacher</b>	193.0	Assigned by the deputy superintendent to individual schools based on program needs.		* See footnote	
<b>Title I Teacher</b>	193.0	Assigned to Title I schools which are selected according to the percentage of students from low-income families. Students in those schools are assigned to special classes based on academic needs for special assistance.		No state standards. The Fairfax County School Board staffs this program in accordance with federal guidelines.	
<b>Instructional Assistant</b>	193.0	Allocated by the deputy superintendent to individual schools based on program needs.		* See footnote	

\*Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## Elementary School Summer Staffing Standards

Position Descriptions	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards
	Personnel	Criteria	Criteria
<b>Site Principal</b>	1.0	Per site	The summer school program shall be administered by local authorities and shall be equal in quality to that offered during the regular school term.
<b>Librarian</b>	1.0	Per site	
<b>Learning Program</b>			
Teacher	1.0	22 students	
Instructional Assistant	1.0	44 students	
Special Reading Teacher, K-2	1.0	12 students	
Reading, 3	1.0	12 students	
Reading, 4-5	1.0	18 students	
Reading and Organization, 6	1.0	18 students	
Time Warp Teacher 2-5	1.0	18 students	
Moving with Math, 2-5	1.0	15 students	
Math 6	1.0	22 students	
<b>English for Speakers of Other Languages (ESOL)</b>			
Teacher	1.0	22 students	
Instructional Assistant	1.0	44 students	
<b>Computer Resource Teacher</b>	1.0	Per site	
<b>Office Personnel</b>	2.0	1.0 – Hourly Band 4	
<b>Special Education</b>	Assigned according to the pupil-teacher/assistant ratio required for the handicapping condition.		

# Middle School Staffing Standards (Grades 7 - 8)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Principal</b>	260.0	1.0	Per school	1.0	Per school (must be employed on a 12-month basis).
<b>Assistant Principal</b>	209.0/219.0	2.0 3.0	Per school If 1,300 students or more	1.0 2.0 3.0 4.0	600-1,199 students 1,200 – 1,799 or more students 1,800 – 2,399 students 2,400 – 2,999 students
<b>Guidance Director</b>	260.0	1.0	Per school		At least one guidance position must be an 11-month contract.
<b>Guidance Counselor</b>	203.0	1.0	300 students (ceiling)  Includes students in special education Level 2, formerly self-contained classes  The staffing reports show that at any one school, the maximum student-counselor ratio is 297:1 and the minimum is 259.	1.0	For the first 400 students. One period counseling is to be provided for each additional 80 students or major fraction thereof.
<b>Guidance Administrative Assistant</b>			See office personnel staffing		* See footnote
<b>Librarian</b>	198.0/193.0	1.0 2.0	999 or fewer students 1,000 or more students  Includes students in special education Level 2, formerly self-contained classes  Principal assigns officer support to library from school's clerical allocation.	0.5 1.0 2.0	299 or fewer students 300 to 999 students 1,000 or more students  A library administrative assistant position shall be provided when enrollment reaches 750 students.
<b>Classroom Teacher/ Professional Technical Studies Teacher</b>	193.0/198.0		Five periods of core classes staffed at a maximum teacher load of 137.5 students per teacher for nonspecial needs schools and maximum teacher load of 134.5 students per teacher for special needs schools  All nonspecial needs middle schools receive an additional 0.3 teacher position to meet the SOL classroom cap of 28.  Two periods of noncore classes staffed at a maximum teacher load of 142.5 students per teacher for nonspecial needs schools and maximum teacher load of 139.5 students per teacher for special needs schools.		Middle level school teachers with a seven-period day may teach 30 class periods per week, provided all teachers with more than 25 class periods per week have one period per day unencumbered of any teaching and/or supervisory duties for instructional planning. Middle level school teachers shall teach no more than 750 student periods per week; however, physical education and music teachers may teach 1,000 student periods per week. Teachers of block programs with no more than 120 student periods per day may teach 30 class periods per week.

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## Middle School Staffing Standards (Grades 7 - 8)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Office Personnel</b>	260.0	1.0	Middle administrative assistant II	1.0	599 or fewer students
	260.0	1.0	Guidance administrative assistant I		
	219.0	1.0	Financial technical assistant I/II		
	199.0	1.0	Educational technical assistant I/II		
	199.0	1.0	Office assistant		
		<p>Schools are provided funding for 145 days of part-time office assistance.</p> <p>Additional office assistant positions are added when student membership meets the following requirements:</p> <p style="margin-left: 40px;">+0.5    1,215 – 1,349 students</p> <p style="margin-left: 40px;">+1.0    1,350 – 1,484</p> <p style="margin-left: 40px;">+1.5    1,485 or more students</p>		<p>Provided that teaching load does not exceed 75 students periods per day. If a classroom teacher teaches 30 class periods per week with more than 75 student periods per day, an appropriate contractual arrangement and compensation must be provided. In English classes in grades 6-12, the number of students per teacher divisionwide shall not exceed the number required by the Standards of Quality, 24:1, or 120 students per day.</p>	
	199.0		<p>Schools designated as having students with special needs receive additional office assistant positions based on student membership:</p> <p style="margin-left: 40px;">+0.5    999 or fewer</p> <p style="margin-left: 40px;">+1.0    1,000 or more students</p>	<p>This equivalent of one full-time additional office assistant position shall be provided for each additional 600 students beyond 200 students.</p>	
<b>School-Based Technology Specialists (SBTS)</b>	260.0	0.5	1,499 or fewer students		
		1.0	1,500 or more students		
<b>Custodian</b>	260.0	7.0 - 13.0	Per school		
		<p>Based on a formula that considers student membership, square footage of the permanent building, number of temporary buildings, student enrollment, teaching stations, and community use of facilities.</p>		<p>The school plant and grounds shall be kept safe and clean. Custodial services shall be available as necessary for health and safety.</p>	

## Middle School Staffing Standards (Grades 7 - 8)

Position Descriptions	Fairfax County School Board Staffing Standards			State Accreditation Staffing Standards	
	Contract Length (Days)	Personnel	Criteria	Personnel	Criteria
English for Speakers of Other Languages (ESOL) Teacher	193.0	Language			Federal guidelines mandate instructional support services in English for limited English-proficient students.
		1.0	12.5 LA level students		
		1.0	16.5 A level students		
		1.0	25.5 B1 level students		
		1.0	60.5 B2 level students		
		Content (Teachers for science, math and social studies modified for ESOL students.)			
1.0	12.5 LA level students				
1.0	16.5 A level students				
1.0	25.5 B1 level students				
Instrumental String Teacher	193.0	Assigned according to enrollment in program. Approximately 135 students per teacher.		Standards of Quality do not mandate a ratio; however, related services must be provided.	
Instrumental Band Teacher	193.0	Band teachers are assigned from a school's regular ratio positions.			
Reading Teacher	193.0	1.0	Per school	Standards of Quality require that students who are unable to read the materials necessary for instruction shall receive additional instruction in reading.	
		Glasgow and Sandburg Middle Schools receive 2.0 reading teachers.			
Planetarium	193.0	1.0	Per school with a planetarium	* See footnote.	
Title I Teacher	193.0	Assigned to schools which are selected according to percentage of students from low-income families. Students in those schools are assigned to special classes based on academic needs for special assistance.		No state standards. The Fairfax County School Board staff this program in accordance with federal guidelines.	
Vocational Work Experience Coop. Education Program (WECEP) Teacher	218.0	According to need for cooperative work instruction		* See footnote.	
Psychologist	Various	1.0	2,000 students	Standards of Quality do not mandate a ratio; however, related services must be provided	
Social Worker	Various	1.0	2,200 students	Standards of Quality do not mandate a ratio; however, related services must be provided	
Safety and Security Assistant	190.0	1.0	Per school	* See footnote.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## Middle School Staffing Standards (Grades 7 - 8)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Subschool Assistant Principal</b>	260.0	1.0	Per subschool	1.0 2.0 3.0	600 – 1,199 students 1,200 – 1,799 1800 – 2,399 students
<b>Librarian/Assistant Librarian</b>	198.0/193.0	Assignments based on design of school for Robinson and Lake Braddock Secondary Schools. Hayfield Secondary School is based on membership.		0.5 1.0 2.0	299 or fewer students 300 to 999 students 1,000 or more students
<b>Library Office Assistant</b>	199.0	1.0	Per library and media center for Robinson and Lake Braddock Secondary Schools	A library administrative assistant position shall be provided when enrollment reaches 750 students.	
<b>Subschool Administrative Assistant</b>	219.0	2.0	Per subschool	1.0	599 or fewer students
<b>Guidance Administrative Assistant</b>	260.0	1.0	Per subschool	The equivalent of one full-time additional office personnel person shall be provided for each additional 600 students beyond 200.	
<b>Finance Technical Assistant</b>	219.0	1.0	Per subschool		
<b>Office Personnel</b>	199.0	Schools designated as having students with special needs receive an additional position when student membership meets the following requirements:  0.5      999 or fewer students 1.0      1,000 or more students  The middle school level of secondary schools are allocated 45 days of part-time office support assistance.			

## Middle School Staffing Standards (Grades 7 - 8)

Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
Position Descriptions	Personnel	Criteria	Criteria
<b>Site Principal</b>	1.0	Per site	The summer school program shall be administered by local authorities and shall be equal in quality to that offered during the regular school term.
<b>Assistant Principal II</b>	1.0	Per site	
<b>Assistant Principal I</b>	1.0	Per site	
<b>Librarian</b>	1.0	Per site	
<b>Counselor</b>	1.0	300 students	
<b>Learning Program Teacher</b>	1.0	22 students	
<b>Reading and Organization Teacher, Grade 6</b>	1.0	18 students	
<b>Computer Resource Teacher</b>	1.0	Per site	
<b>English for Speakers of Other Languages (ESOL) Teacher</b>	1.0	22 students	
<b>ESOL IA</b>	1.0	44 students	
<b>Office Personnel</b>	2.0	1.0 Hourly Band 5 1.0 Hourly Band 1	
<b>EDP Operator</b>	1.0	Hourly Band 5	
<b>Safety and Security Specialist</b>	1.0	Per site - Hourly Band 7	
<b>Special Education</b>	Assigned according to the pupil-teacher/assistant ratio required for the handicapping condition.		

## High School Staffing Standards (Grades 9-12)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Principal</b>	260.0	1.0	Per school	1.0	Per school (must be employed on a 12-month basis).
<b>Assistant Principal</b>	260.0/209.0	3.0 4.0 5.0 6.0	1,999 or fewer students 2,000 –2,229 students 2,300 –2,599 students 2,600 or more students	1.0 2.0 3.0 4.0	600 - 1,199 students 1,200 –1,799 or more students 1,800 –2,399 students 2,400 –2,999 students
			Includes students in special education Level 2, formerly self-contained classes		
<b>Academy Assistant Principal</b>	260.0	1.0	Academies with four or more nonratio vocational teaching positions.	* See footnote.	
<b>Director of Student Activities</b>	260.0	1.0	Per school	* See footnote.	
<b>Department Chairperson</b>	193.0		Thomas Jefferson High School for Science and Technology receives 2.7 positions.	* See footnote.	
<b>Guidance Director</b>	260.0	1.0	Per school	At least one guidance position must be an 11-month contract.	
<b>Guidance Counselor</b>	203.0	1.0	270 students (ceiling) Includes students in special education Level 2, formerly self-contained classes	1.0	For the first 350 students. One period counseling is to be provided for each additional 70 students or major fraction thereof.
<b>PTS Academy Guidance Counselor</b>	218.0		Academies receive additional guidance counselors based on the number of nonratio teaching positions.	* See footnote.	
<b>Career Center Assistant</b>	190.0	1.0	Per school	* See footnote.	
<b>Assistant Student Activities Director</b>	193.0	0.5	Per school	* See footnote.	
<b>Librarian</b>	218.0	1.0	Per school	0.5	299 or fewer students
<b>Assistant Librarian</b>	193.0	1.0	Per school Principal assigns office support from school's office support allocation	1.0 2.0	300 –999 students 1,000 or more students A library secretary position shall be provided when enrollment reaches 750 students.
<b>Safety and Security Specialist</b>	194.0	1.0	Per school In addition, one community liaison is provided to Fairfax High School.	* See footnote.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## High School Staffing Standards (Grades 9-12)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Classroom Teacher, Professional Technical Studies (PTS) Teacher, Band Director</b>	193.0/Various	<p>Maximum teacher load of 142.5 students per teacher.</p> <p>All nonspecial needs high schools receive an additional 1.0 teacher position to meet the SOL class cap of 28.</p> <p>Maximum teacher load of 139.5 students per teacher in special needs schools. All special needs high schools receive an additional 1.0 teacher position.</p> <p>Maximum teacher load in English classes of 120.0 students per teacher.</p>		<p>Secondary school teachers shall teach no more than 750 students per week; however, physical education and music teachers may teach 1,000 student periods per week.</p> <p>The classroom teacher's standard load shall be no more than 25 class periods per week. One class period each day, unencumbered by supervisory or teaching duties, shall be provided for every full-time classroom teacher for instructional planning. Teachers of block programs with no more than 120 students per day may teach 30 class periods per week. Teachers who teach very small classes may teach 30 class periods per week, provided the teaching load does not exceed 75 student periods per day. If a classroom teacher teaches 30 class periods per week with more than 75 student periods per day (120 in block programs), an appropriate contractual arrangement and compensation must be provided. In English classes in grades 6-12, the number of students per teacher divisionwide shall not exceed the number required by the Standards of Quality, 24:1, or 120 students per day.</p>	
	208.0	<p>Thomas Jefferson High School for Science and Technology is staffed at a maximum teacher load of 133.4 students per teacher.</p> <p>Mainstream assistance: Number of students in special education Level 2, formerly self-contained and ED center classes multiplied by 4 (average number of periods mainstreamed) and divided by 142.5 (maximum number of students per teacher) for nonspecial needs and by 139.5 for special needs schools.</p>			
<b>Academy Teacher</b>	218.0	Same as general education except academy courses are staffed on an average ratio of 20:1.		Same as Fairfax County Public Schools.	
<b>Planetarium Teacher</b>	193.0	1.0	Per school with a planetarium	* See footnote.	
<b>Office Personnel</b>	260.0	1.0	Guidance administrative assistant	The equivalent of one full-time additional office support person shall be provided for each additional 600 students beyond 200 students.	
	260.0	1.0	High/Secondary administrative assistant		
	260.0	1.0	Office assistant		
	260.0	1.0	Educational technical assistant III/IV		
	219.0	1.0	Finance technical assistant		
	199.0	3.0	Office assistant		
	219.0	1.0	Administrative Assistant		
	199.0	0.5	Guidance office assistant		
199.0	Additional position(s) are added when student membership meets the following requirements:				
	+0.5	1,951 – 2,250 students			
	+1.0	2,251 – 2,550 students			
	+1.5	2,551 – 2,810 students			

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## High School Staffing Standards (Grades 9-12)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
Office Personnel (continued)			Subschool configuration (Chantilly, Centerville, Edison, Mount Vernon, South Lakes, and Westfield) receive the following position allocations:	* See footnote.	
	260.0	1.0	High/Secondary administrative assistant		
	260.0	1.0	Guidance administrative assistant		
	260.0	1.0	Office assistant II		
	260.0	1.0	Educational technical assistant		
	219.0	1.0	Finance technical assistant II/III/IV		
	219.0	4.0	Subschool administrative assistant I		
	219.0	1.0	Administrative assistant		
	199.0	1.0	Office assistant (includes 0.5 guidance)		
			Schools with subschool configurations also receive additional position(s) when student membership meets the following requirements:		
		+0.5	2,200 – 2,499 students		
		+1.0	2,500 – 2,799 students		
		+1.5	2,800 – 3,099 students		
		Schools are provided funding for 45 days of part-time clerical assistance.		* See footnote	
	199.0	Schools designated as having students with special needs receive additional position(s) based on student membership.			
		+0.5	999 or fewer students		
		+1.0	1,000 or more students		
School-Based Technology Specialists (SBTS)	260.0	0.5	1,499 or fewer students		
		1.0	1,500 or more students		
Custodian	260.0	15.0 – 24.5	Per school	Students and staff share responsibility for care of buildings.	
			Based on a formula which considers student membership, square footage of the permanent building, number of temporary buildings, square footage of temporary buildings, teaching positions, and community use of facilities.	The school plant shall be kept safe and clean. Custodial services shall be available as necessary for health and safety.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## High School Staffing Standards (Grades 9-12)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>English for Speakers of Other Languages (ESOL) Teacher</b>	193.0	<u>Language</u> 1.0 12.5 LA level students 1.0 16.5 A level students 1.0 25.5 B1 level students 1.0 60.5 B2 level students  <u>Content</u> (Teachers for science, social studies, and math modified for ESOL students.) 1.0 12.5 LA level students 1.0 16.5 A level students 1.0 25.5 B1 level students		Federal and state guidelines mandate instructional support in English for limited-English proficient students.	
<b>Instrumental String Music Teacher</b>	193.0	Assigned according to enrollment in the music program. Approximately 135 students per teacher. Band teachers are assigned from a school's regular ratio positions.		Standards of Quality do not mandate a ratio; however, related services must be provided.	
<b>Reading Teacher</b>	193.0	1.0	Per school Thomas Jefferson High School for Science and Technology does not receive a position.	Standards of Quality require that students who are unable to read the materials necessary for instruction shall receive additional instruction.	
<b>Laboratory Teacher</b>	193.0	Thomas Jefferson High School for Science and Technology has 14.0 positions		* See footnote.	
<b>Vocational Work Experience Coop. Education Program (WECEP) Teacher</b>	218.0	Assigned according to need for cooperative work instruction.			
<b>Title I</b>	193.0	Assigned to schools which are selected according to percentage of students from low-income families. Students in those schools assigned to special classes based on academic needs for special assistance.		No standards. The Fairfax County Public School Board staffs this program in accordance with federal guidelines.	
<b>Psychologist</b>	Various	1.0	2,000 students	Standards of Quality do not mandate a ratio; however, related services must be provided.	
<b>Social Worker</b>	190.0	1.0	2,200 students	Standards of Quality do not mandate a ratio; however, related services must be provided.	
<b>Safety and Security Assistant</b>		3.0	Per school Thomas Jefferson High School for Science and Technology has 2.0 positions.  Chantilly, Woodson, and West Potomac High Schools have 4.0 positions.	* See footnote.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## Secondary School Staffing Standards Not Included in High School Staffing Standards (Grades 9-12)

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
Principal	260.0	1.0	Per school	1.0	Per school (must be employed on a 12-month basis).
Associate Principal	260.0	1.0	Per school	* See footnote.	
Assistant Principal for Administrative Services	260.0	1.0	Per school	* See footnote.	
Subschool Assistant Principal	260.0	1.0	Per subschool	1.0	600 – 1,199 students
				2.0	1,200 – 1,799 students
				3.0	1,800 – 2,399 students
				4.0	2,400 – 2,999 students
Assistant Principal	209.0	Assigned according to need.		* See footnote.	
Media Specialist	260.0	1.0	Per school	0.5	299 or fewer students
				1.0	300 – 999 students
				2.0	1,000 or more students
Assistant Librarian	193.0	Assignments based on design of school for Robinson and Lake Braddock Secondary Schools. Hayfield Secondary is based on membership.			
	199.0	1.0	Per library/media center for Robinson and Lake Braddock Secondary Schools.	A library administrative assistant shall be provided when enrollment reaches 750 students.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

# High School Summer Staffing Standards

## Special Education Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Principal</b>	260.0	1.0	Each center for MOD/SD, hearing impaired, emotionally-disabled, elementary physically disabled, and special vocational education.	* See footnote.	
<b>Assistant Principal I</b>	260.0	1.0	50 or more teacher/instructional assistant/ attendant positions.	* See footnote.	
<b>Technology Services Resource</b>	218.0	1.0	75 students		
<b>Adaptive Physical Education</b>					
Elementary	193.0	1.0	One-tenth of a position is allocated for every 2.0 Level 2 teachers of students with autism, hearing impairments, moderate retardation/severe disabilities, physical disabilities, and vision impairments.		
Secondary	193.0	1.0	One period (.17 position) is allocated for every 2.0 Level 2 teachers of students with autism, hearing impairments, moderate retardation/severe disabilities, physical disabilities, mild retardation, and vision impairments.		
Itinerant	193.0	1.0	24 students		
<b>Occupational/Physical Therapist</b>	193.0	1.0	Each 8.5 teachers assigned to a center – minimum 1.0 position.		
<b>Office Personnel</b>	Varies	Includes ratio teachers, preschool Level 2 classroom teachers, audiologists, psychologists, social workers, and occupational/physical therapists. Additional funds to hire temporary office support personnel are provided based on the size of the center.		* See footnote.	
<b>Attendant Summer School Special Education</b>	190.0	Assigned to programs to MOD/SD and physically disabled students, as shown below.		* See footnote.	
Teacher and Assistant		Assigned at the pupil-teacher/assistant ratio required for the type of disability.		* See footnote.	
<b>Teachers and Instructional Assistants</b>	193.0	Teachers and instructional assistants in Level 2 classrooms and centers are staffed at the same level unless otherwise indicated. The numbers shown are caps on maximum class size, not ratios.		The summer school program shall be administered by local authorities and shall be equal in quality to that offered during the regular school term.	

\*Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

**Note:** Level 1 - formerly resource  
Level 2 - formerly self-contained

## Special Education Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Autism</b>					
Level 2	193.0	1.0	6.5 students with assistant	1.0	6 students
Level 1	193.0	1.0	16.5 students	1.0	8 students with assistant
<b>Emotionally Disabled</b>					
Level 2	193.0	1.0	10 students with assistant	1.0	8 students
School-Based Resource	193.0	1.0	24 students	1.0	24 students
Itinerant Resource	193.0	1.0	16.5 students		
<b>Hearing Impaired</b>					
Level 2	193.0	1.0	8.5 students with assistant	1.0	8 students
				1.0	10 students with assistant
Itinerant	193.0	1.0	12.5 students	1.0	24 students
<b>Learning Disabled</b>					
Elementary					
Level 2	193.0	1.0	15 students or fraction thereof. Instructional assistants staffed separately as shown below.	1.0	8 students
		1.0	Instructional assistant for first 15 students requiring 50 percent or more time in LD classes and 1.0 for each additional 10 students or fraction thereof.	1.0	10 students with assistant
Level 1	193.0	1.0	15 students or fraction thereof.	1.0	24 students
Secondary					
Level 2	193.0	1.0	8 students without an instructional assistant. For each additional two students, one instructional assistant is added up, to a maximum of three instructional assistants.	1.0	8 students
				1.0	10 students with assistant
Level 1	193.0	0.5	1 – 17 students	1.0	24 students
		1.0	18 – 31 students		
		+0.5	Each additional 12 students over 31		
<b>Mild Retardation</b>					
Level 2	193.0	1.0	8 students without an assistant	1.0	8 students
		1.0	10 students with an assistant	1.0	10 students with assistant
<b>Moderately Retarded (MOD)</b>					
Level 2	193.0	1.0	10 students with assistant	1.0	8 students

**Note:** Level 1 - formerly resource  
Level 2 - formerly self-contained

## Special Education Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Multihandicapped/ Severely Disabled (SD)</b> Level 2	193.0	1.0	8 students with assistant	1.0	6 students
				1.0	8 students with assistant
<b>Noncategorical</b> Multiple Disability	193.0	1.0	8 students with assistant	1.0	10 students with assistant
	Level 2 193.0	1.0	10 students with assistant		
<b>Physically Disabled</b> Level 2	193.0	1.0	8.5 students with assistant	1.0	8 students
				1.0	10 students with assistant
Level 1	193.0	1.0	16.5 students	1.0	24 students
<b>Preschool</b> School-Based	193.0	1.0	8 students with assistant	1.0	8 students with assistant
Home-Based and Level 1	193.0	1.0	12 students	1.0	12 students
<b>Speech and Language – Impaired</b> Level 1	193.0	1.0	70 students	1.0	70 students
<b>Vision Impaired</b> Level 2	193.0	1.0	8 students with assistant	* See footnote.	
				1.0	12 students or fraction thereof.
<b>Vocational</b>	Varies	Assigned according to need.		* See footnote.	
<b>Public Health Aide, Public Health Training Assistant, Attendant</b>		Assigned according to need.		* See footnote.	

\*Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

**Note:** Level 1 - formerly resource  
Level 2 - formerly self-contained

## Alternative High School Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Principal</b>	260.0	1.0	Per school	1.0	Per school (must be employed on a 12-month basis).
<b>Assistant Principal (12 month)</b>	260.0	1.0	Per school	1.0	600 – 1,199 students
<b>Department Chairperson</b>	260.0	Not provided.			
<b>Guidance Director</b>	260.0	1.0	Per school	At least one guidance position must be on an 11-month contract.	
<b>Guidance Counselor</b>	203.0	1.0	270 students (ceiling)	1.0	For the first 350 students. One period of counseling is to be provided for each additional 79 students or major fraction thereof.
<b>Assistant Student Activities Director</b>		Not provided			
<b>Librarian/Assistant</b>	218.0	1.0	Per school	0.5	299 or fewer students
				1.0	300 – 999 students
				2.0	1,000 or more students
<b>Safety and Security Specialist</b>	194.0	1.0	Per school	* See footnote.	
<b>Safety and Security Assistant</b>	190.0	1.5	Per school	* See footnote.	
<b>Classroom Teacher</b>	193.0	Maximum teacher load is 60.5 credit hours per teacher.		Secondary school teachers shall teach no more than 750 student periods per week; however, physical education and music teachers may teach 1,000 students per week.	

\*Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## Alternative High School Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Classroom Teacher (continued)</b>					The classroom teacher's standard load shall be no more than 25 class periods per week. One class period each day, unencumbered by supervisory or teaching duties, shall be provided for every full-time classroom teacher for instructional planning. Teachers of block programs with no more than 120 students per day may teach 30 class periods per week. Teachers who teach very small classes may teach 30 class periods per week, provided the teaching load does not exceed 75 student periods per day. If a classroom teacher teaches 30 class periods per week with more than 75 student periods per day, an appropriate contractual arrangement and compensation must be provided. In English classes for grades 6-12, the number of students per teacher divisionwide shall not exceed the number required by the Standards of Quality, 24:1, or 120 students per day.
<b>Office Personnel</b>	260.0 260.0 219.0 199.0 199.0	1.0 1.0 1.0 1.0 1.0	Educational administrative assistant III Guidance/ADP administrative assistant II Finance technical assistant Office personnel Educational office assistant	1.0	599 or fewer students  The equivalent of one full-time additional office personnel shall be provided for each additional 600 students beyond 200 students.
<b>Custodian</b>	260.0	4.0-8.0	Per school		The school plant shall be kept safe and clean. Custodial services shall be available as necessary for health and safety. Students and staff share responsibility for care of buildings and grounds.
<b>English for Speakers of Other Languages (ESOL) Teacher</b>	193.0	<u>Language</u> 1.0 1.0 1.0 1.0	12.5 LA level students 16.5 A level students 25.5 B1 level students 60.5 B2 level students		Federal and state guidelines mandate instructional support in English for limited English proficient students.
		<u>Content</u> (Teachers for science, social studies, and math modified for ESOL students.) 1.0 1.0 1.0	12.5 LA level students 16.5 A level students 25.5 B1 level students		
<b>Instrumental String Music Teacher</b>	193.0	Not provided			Standards of Quality do not mandate a ratio; however, related services must be provided.
<b>Reading Teacher</b>	193.0	Not provided			Standards of Quality require that students who are unable to read the materials necessary for instruction shall receive additional instruction.

## Alternative High School Staffing Standards

Position Descriptions	Contract Length (Days)	Fairfax County School Board Staffing Standards		State Accreditation Staffing Standards	
		Personnel	Criteria	Personnel	Criteria
<b>Vocational Work Experience Coop. Education Program (WECEP) Teacher</b>	218.0	Assigned according to need for cooperative work instruction		* See footnote.	
<b>Title I</b>		Not provided		No state standards. The FCPS School Board staffs this program in accordance with federal guidelines.	
<b>Psychologist</b>	Various	1.0	2,000 students	Standards of Quality do not mandate a ratio; however, related services must be provided.	
<b>Social Worker</b>	Various	1.0	2,200 students	Standards of Quality do not mandate a ratio; however, related services must be provided.	

\* Virginia state standards require provision of support services necessary for the efficient and cost-effective operation and maintenance of schools.

## General Education Standard Allocations

The standard allocation rates are provided to give principals, teachers, and other school-based staff recommended guidelines for determining the allocation of their instructional materials and supply funds. School principals have the ultimate authority for the appropriation of funds to each individual instructional program.

The per-pupil rates for instructional supplies and textual materials are developed by Instructional Services. Allocations to schools for instructional supplies were developed based on needs assessments for the FY 2001-2002. Allocations to schools for textual materials are based on current costs and reflect the state-required adoption cycle.

In order to balance the FY 2002 approved budget, the instructional supplies and textbooks allocations to the schools were reduced by 10 percent for general education, special education, and professional technical studies. The textbook accounts were reduced by an additional 2 percent for the Textbook Freight Management Program for an approximate savings of \$400,000. Under this concept, FCPS will pay negotiated textbook freight charges directly to shippers as opposed to paying higher transportation rates directly to the publishers. The reduced rates are reflected on the following page.

Other reductions necessary to balance the FY 2002 budget are listed below:

- School-based staff development funds were reduced from \$42.50 to \$33.58 per teacher
- Flexibility reserve funds were reduced from \$4.79 to \$2.39 per student

## Instructional Supplies

	Elementary	Middle	High	TJHSST
Per-Pupil Classroom Supply Allocation	\$39.38	\$39.38	\$39.38	\$55.58
Each Reading Teacher	\$444.40	\$444.40	\$444.40	
Each Elementary Guidance Counselor	\$456.50			
Planetarium Supplies			\$1,328.00	\$1,328.00
Small School Allocation				
Enrollment <400	\$1,500.00			
Enrollment 400>600	\$1,000.00			
Basal Material & Texts	\$99.94	\$99.48	\$85.32	\$97.65
Noncapital Equipment	\$7.20	\$7.20	\$9.00	\$9.00
Per-Pupil Library Materials Allocation	\$28.50	\$28.50	\$28.50	\$28.50
Electronic Resources Library Allocation	\$1,575	\$2,100	\$5,250	\$5,250

Allocations to schools for instructional supplies were developed based on needs assessments for the 2001-2002 school year.

The per-pupil classroom supply allocation includes funding for routine school supplies, maps and globes; computer software is budgeted centrally. These funds are budgeted within instructional supplies. Schools that have an Intervention and Support Program receive an additional per-pupil allocation for supplies based on an average of eight students.

## Computer Software

Schools receive funds for computer software to enhance the instructional program. These funds are budgeted in IS to purchase and distribute software upgrades as appropriate.

## Music

Based on enrollment in the elementary band and string programs, \$10.35 will be allocated to schools on a per-pupil basis to purchase band and orchestra instruction books. Funding for general music textbooks is provided for in the basal materials and texts funding formula.

## Programs for Gifted and Talented Students

An additional allocation is provided to each school for the gifted and talented school-based program. This allocation is based on school membership for the elementary and middle schools.

<b>Elementary Enrollment</b>	<b>Allocation</b>	<b>Middle Enrollment</b>	<b>Allocation</b>
0-350	\$191	0-500	\$429
351-500	\$239	501 and above	\$96 per
501-650	\$324		add'l 100
651-800	\$410		students
801-950	\$495		
951 and above	\$581		

High schools receive an allocation of \$3,051 per school.

Elementary school gifted and talented centers receive an additional allocation of \$18.90 per student.

## **Basal Materials and Texts**

Allocations to schools for textual materials are developed from a zero base and reflect the state-required adoption cycle. New adoptions are phased in over a three-year period. The allocations provide for consumable materials such as workbooks and laboratory material and replacement of worn-out materials. The costs estimated for textbooks are based on current prices. These funds are budgeted within basal materials and texts. Schools that have an Intervention and Support Program will receive an additional per-pupil allocation for texts based on an average of eight students.

## **School-Based Staff Development**

The FY 2002 budget provides \$551,670 for school-based staff development. All schools, alternative high schools, and special education centers receive baseline funding of \$750. In addition, each school and special education center is allocated funds based on a rate of \$33.58 per teacher. These funds are used to support initiatives to enhance the academic achievement of students.

## **Noncapital Equipment**

Schools are allocated funds for non-capital equipment to expeditiously replace equipment with a per item replacement cost of less than \$500. The cost estimates for consumable equipment were based on current prices and program needs. These funds are budgeted within instructional supplies.

## **Live Materials**

Each middle school is allocated funds for live materials at a rate of \$2.48 per seventh grade student. These funds are budgeted within instructional supplies.

## **Library Materials**

Library funding is used to maintain up-to-date collections of print, nonprint and on-line materials that are resources for student learning.

## Custodial Supplies

Custodial supply funding is centralized in the Office of Plant Operations, Department of Facilities Services. Each school or center is provided an allocation in the central account based on enrollment, staffing, square footage, community use, prior expenditures, and other factors. A portion of the allocation, 3 to 5 percent depending on student enrollment, will be budgeted at the school or center.

## Field Trips

Field trips for student orientation are budgeted in the transportation office for a four-hour field trip for rising first, sixth or seventh, and ninth graders to allow these students to visit their new school. Student orientation funds are also budgeted at Thomas Jefferson High School for Science and Technology.

## Department Chair Stipends

Middle schools:

7 stipends @ \$1,000 each

High school membership of:

Less than 1,500	7 stipends @ \$1,000 each
1,501 to 1,999	8 stipends @ \$1,000 each
more than 2,000	10 stipends @ \$1,000 each

## Other

Allocations to all schools will be made for the purpose listed on the following chart. For FY 2002, elementary and middle schools receive 10 percent of the postage allocation to purchase stamps or United Parcel Services items. The remaining 90 percent is centralized. Funding to support the purchase of accounting materials for the Manatee Accounting System is provided to all schools.

	Elementary	Middle	High
<b>Per Pupil</b>			
Postage	\$1.90	\$4.97	\$8.61
Office Personnel Overtime	\$3.00	\$3.00	\$3.00
<b>Per School</b>			
Hourly Guidance Office Personnel		\$10,046	\$10,046
Per Diem for AP/Teachers	\$1,555		
Per Diem for Assistant Principal		\$3,304	
Principal Bonus	\$500	\$500	\$1,000
Debate/Forensics/Newspaper ‘It’s Academic’			\$2,722 \$109
Police Security for Athletic Events			\$5,943
<b>Accounting Materials (Based on school membership)</b>			
Membership: < 600	\$150	\$175	\$300
> 600	\$200	\$175	\$300
> 800	\$225	\$300	
> 1,600			\$440
> 2,100			\$490
> 3,500			\$530

Certain allocations for all schools are budgeted in various departments and cluster office accounts. These include funds to:

- Provide equal opportunities for all students to participate in extracurricular activities
- Award mini-grants to classroom teachers who request special materials or other support to improve instruction through more creative teaching
- Reallocate to schools for temporary office personnel to assist with unique requirements which cannot be supported by individual school budgets

Funding in the amount of \$280,000 is included in the budget for the Instructional Services Department for indigent students who want to participate in string and band music programs at the elementary, middle, and high school levels.

Membership fees of \$43,165 are budgeted centrally for the Virginia High School League and the National Athletic Trainers Association..

Each cluster director and the assistant superintendent for the Department of Special Services are provided reserve accounts. These funds are allocated to the schools and special education centers throughout the year to meet unprogrammed requirements. In addition, a reserve is provided for the Division Superintendent to fund unbudgeted requirements divisionwide.

### **Flexibility Reserve**

Elementary and middle schools receive additional funding based on per-student ratio of \$2.39. This allocation is provided to be used for equipment, technology support, librarian per diem, and hourly office personnel.

### **Middle School Professional Technical Studies**

Instructional supplies allocations listed below reflect the request submitted by the Office of Professional Technical Studies.

<b>Instructional Supplies</b>	<b>Per-Pupil Allocation</b>
Business Education	\$13.50
Industrial Technology	\$11.34
Eye Protection Devices	\$2.03
Work & Family Education	\$23.40

## High School Professional Technical Studies and Academy

Instructional supplies allocations listed on the following chart reflect the requests submitted by the Office of Professional Technical Studies.

<b>Instructional Supplies</b>	<b>Per-Pupil Allocation</b>
Art (Academy Courses)	
Computer Related	\$37.76
Noncomputer Related	\$23.32
Business Education (Including Academy)	
Advanced Computer Related	\$37.76
All Other Classes	\$13.50
Health Occupations	
Health Assistants/Veterinary Assistants	
Single Period	\$16.65
Double Period	\$35.19
Triple Period	\$49.05
Practical Nursing/Dental Careers	\$55.80
Eye Protection Devices	\$2.03
Industrial Technology	\$15.12
Eye Protection Devices	\$2.03
Marketing Education	\$12.24
Academy Computer Related	\$37.76
Academy Noncomputer Related	\$12.24
Music (Academy Courses)	
Computer Related	\$37.76
Noncomputer Related	\$15.75
Theater/Dance (Academy Courses)	
Computer Related	\$37.76
Noncomputer Related	\$17.10
Trade and Industrial Education	
Eye Protection Devices	\$2.03
All Other Classes (Including Academy)	

	<b>Per-Pupil Allocation</b>
<b>Instructional Supplies</b>	
Single Period	\$12.69
Double Period	\$26.61
Triple Period	\$37.50
<b>Work &amp; Family Studies</b>	
Block Program	\$41.40
All Other Classes	\$24.30

## **New School**

McNair Elementary School opens in FY 2002.

The following special allocations are provided to the new school:

Part-time office assist.	first year only--\$2,472
Per diem for librarian	first year only--\$5,524 (20 days)
Staff development	first year only--\$78,464
Instructional supplies	first year only--\$77,963
Textbook materials	first year only--\$184,700
Noncapital equipment	first year only--\$12,600

## Special Education Standard Allocations

Instructional supplies are allocated on a per-pupil basis, except for the alternative programs, therapy services, and vocational educational programs, which are allocated on a per-teacher basis. A portion of the instructional supplies and textbook allocations is used to provide classroom materials similar to those used in the regular education program but appropriate to each handicapping condition.

The remainder of the allocation is used to provide materials unique to the special education program such as assistive computer software, talking dictionaries, raised line paper, book holders, and other special items.

All centers receive the full per-pupil allocation in the center's budget. For self-contained classroom and resource services, a portion of the funding is centralized in the Department of Special Services to facilitate supplemental instructional purchases and training of special educators. The other portion, calculated as a per-teacher allocation of \$143, is transferred to the school. This applies to teachers of students in the disability areas of autism, emotional disability, hearing impairment, learning disability, mild retardation, moderate retardation/severe disability, noncategorical, and physical disability.

<b>Special Education Standard Allocations</b>		
	<b>Supplies</b>	<b>Textbooks</b>
<b>Allocations Per Teacher:</b>		
Alternative Programs	\$951.27	\$620.09
Therapy Services	\$542.05	\$132.50
Vocational Education	\$676.14	\$283.33
Hearing Sign Interpreters	\$71.26	\$17.42

### Special Education Standard Allocations

	Supplies	Textbooks
<b>Allocations Per Pupil:</b>		
<b>Autism</b>		
Center/School-Based	\$142.48	\$92.87
Resource	\$23.03	\$15.01
<b>Emotionally Disabled</b>		
Elementary School-Based/Centers	\$78.12	\$76.38
Secondary School-Based/Centers	\$120.07	\$117.41
Resource	\$19.20	\$18.77
<b>Hearing Impaired</b>		
School-Based/Centers	\$93.73	\$61.10
Itinerant	\$75.27	\$18.40
<b>Learning Disabled/Elementary</b>		
School-Based/Centers	\$25.17	\$16.41
Resource	\$16.60	\$10.82
<b>Learning Disabled/Secondary</b>		
School-Based/Centers	\$32.14	\$20.95
Resource	\$22.50	\$14.66
<b>Mild Retardation</b>		
Elementary	\$58.38	\$38.06
Secondary (Including Resource)	\$43.40	\$28.29
<b>Moderate Retardation/Severely Disabled (MOD/SD)</b>		
Center	\$132.12	\$32.30
MH/MR Satellites	\$84.55	\$20.67
<b>Noncategorical</b>	\$35.35	\$23.04
<b>Physically Handicapped</b>		
Elementary	\$93.73	\$61.10
Secondary	\$53.03	\$34.57
Itinerant students	\$57.31	\$37.36
<b>Preschool</b>	\$177.11	\$43.29
<b>Speech and Language</b>	\$6.70	\$6.55
<b>Vision Impaired</b>	\$138.10	\$57.87

## Supplements

### Elementary

The following supplements may be paid to support the elementary school activities.

<u>Category</u>	<u>Amount</u>	<u>Academic</u>
VII	\$348	Safety Patrol Advisor SCA Advisor Testing Coordinator

### Middle

The following supplements may be paid in support of middle school activities.

<u>Category</u>	<u>Amount</u>	<u>Academic</u>	<u>Athletic</u>
III-A	\$2,532		Intramural Coordinator
III-B	\$2,631	SCA Advisor	
IV-B	\$2,459	Newspaper Advisor Yearbook Advisor	
V-A	\$1,231	Drama Coach	
V-B	\$1,750		Asst. Intramural Coordinator
VI	\$994	Literary Magazine	
VII	\$348	Testing Coordinator	

## High

Salary supplements are authorized for certain categories of extracurricular work. The following supplements may be paid in support of high school activities.

### Category I, \$3,712

#### Academic

Asst. Director of Student Activities  
Asst. Director of Student Activities - Athletics  
Head Drama Coach

#### Athletic

**Head Coach:**  
Boys' Basketball  
Girls' Basketball  
Boys' Football <sup>1/</sup>  
Head Athletic Trainer - Fall <sup>1/</sup>  
Head Athletic Trainer - Winter <sup>1/</sup>  
Head Athletic Trainer - Spring <sup>1/</sup>

### Category II, \$3,498

#### Academic

Band Director

#### Athletic

**Head Coach:**  
Boys' Baseball  
Varsity Cheerleader (2 per school)  
Girls' Field Hockey <sup>1/</sup>  
Boys' Gymnastics <sup>2/</sup>  
Girls' Gymnastics  
Boys' Lacrosse  
Girls' Lacrosse  
Boys' Soccer  
Girls' Soccer  
Girls' Softball  
Swimming  
Boys' Track  
Girls' Track  
Girls' Volleyball  
Boys' Wrestling  
Asst. Athletic Trainer - Fall <sup>1/</sup>  
Asst. Athletic Trainer - Winter <sup>1/</sup>  
Asst. Athletic Trainer - Spring <sup>1/</sup>

<sup>1/</sup> Eligible per diem payments for practice days prior to the beginning of a 193-day contract; \$22,317 is budgeted at each high school.

<sup>2/</sup> Boys' gymnastics program at 17 high schools.

**Category II-A, \$3,172**

**Academic**

Newspaper Advisor  
Yearbook Advisor  
SCA Advisor

**Athletic**

**Category III-A, \$2,532**

**Academic**

Assistant Marching Band Director

**Athletic**

Intramural Coordinator

**Assistant Coach:**

Boys' Baseball  
Boys' Basketball (2 per school)  
Girls' Basketball (2 per school)  
Boys' Football (6 per school)  
Girls' Softball  
Boys' Track  
Girls' Track  
Boys' Wrestling

**Head Coach:**

Cross Country <sup>1/</sup>  
Boys' Winter Track  
Girls' Winter Track

**Category III-B, \$2,631**

**Academic**

**Athletic**

Assistant to Director of Student Activities  
for Equipment and Facilities  
Assistant to Director of Student Activities  
for Field Maintenance  
Assistant to Director of Student Activities  
for Game Management

<sup>1/</sup> Eligible per diem payments for practice days prior to the beginning of a 193-day contract; \$22,317 is budgeted at each high school.

**Category IV-A, \$1,805****Academic**

Choral Director  
 Drill Team Advisor  
 Optional Position  
 Senior Class Advisor

**Head Coach:**

Forensics  
 Debate

**Athletic****Assistant Coach:**

Cheerleading - Fall  
 Cheerleading - Winter  
 Girls' Field Hockey <sup>1/</sup>  
 Cross Country <sup>1/</sup>  
 Girls' Gymnastics

**Assistant Coach:**

Boys' Lacrosse  
 Girls' Lacrosse  
 Boys' Soccer  
 Girls' Soccer  
 Swimming  
 Countywide Diving (11.0 Positions)<sup>3/</sup>  
 Girls' Volleyball  
 Optional Position

**Head Coach:**

Boys' Tennis  
 Girls' Tennis

**Category IV-C, \$2,630****Academic****Athletic**

Ticket Manager

**Category V-A, \$1,231****Academic**

Junior Class Advisor  
 Literary Magazine Advisory  
 Orchestra Director  
 "It's Academic" Sponsor

**Athletic****Head Coach:**

Golf

<sup>1/</sup> Eligible per diem payments for practice days prior to the beginning of a 193-day contract; \$22,317 is budgeted at each high school.

<sup>3/</sup> Budgeted in Central Management, Financial Administration.

**Category V-B, \$1,750**

**Academic**

**Athletic**

Asst. Intramural Coordinator

**Category VI, \$994**

**Academic**

**Athletic**

Testing Coordinator

## Teacher Salary Scale Fiscal Year 2002

Contract Length Step	193 Days	198 Days	203 Days	208 Days	218 Days	260 Days
1	\$34,069	\$34,952	\$35,834	\$36,717	\$38,482	\$40,601
2	\$34,599	\$35,495	\$36,391	\$37,288	\$39,080	\$41,232
3	\$35,984	\$36,916	\$37,849	\$38,781	\$40,645	\$42,883
4	\$37,421	\$38,391	\$39,360	\$40,330	\$42,269	\$44,596
5	\$38,920	\$39,928	\$40,936	\$41,944	\$43,961	\$46,381
6	\$40,474	\$41,522	\$42,571	\$43,619	\$45,717	\$48,233
7	\$42,094	\$43,185	\$44,275	\$45,366	\$47,547	\$50,164
8	\$43,779	\$44,913	\$46,047	\$47,181	\$49,450	\$52,172
9	\$45,530	\$46,709	\$47,889	\$49,069	\$51,428	\$54,259
10	\$47,169	\$48,391	\$49,613	\$50,835	\$53,279	\$56,212
11	\$48,867	\$50,133	\$51,399	\$52,665	\$55,197	\$58,236
12	\$50,626	\$51,938	\$53,249	\$54,561	\$57,184	\$60,332
13	\$52,449	\$53,808	\$55,166	\$56,525	\$59,243	\$62,504
14	\$54,127	\$55,529	\$56,932	\$58,334	\$61,139	\$64,504
15	\$55,859	\$57,306	\$58,754	\$60,201	\$63,095	\$66,568
16	\$57,647	\$59,140	\$60,634	\$62,217	\$65,114	\$68,698
17	\$59,492	\$61,033	\$62,574	\$64,115	\$67,198	\$70,897
18	\$61,395	\$62,986	\$64,576	\$66,167	\$69,348	\$73,165
19	\$63,360	\$65,001	\$66,643	\$68,284	\$71,567	\$75,507
20	\$65,387	\$67,081	\$68,775	\$70,469	\$73,857	\$77,923
Longevity 1	\$66,695	\$67,082	\$70,150	\$71,879	\$75,335	\$79,481
Longevity 2	\$68,029	\$68,423	\$71,553	\$73,316	\$76,841	\$81,071
Longevity 3	\$69,390	\$71,188	\$73,035	\$74,783	\$78,378	\$82,692
<b>Advanced Education Compensation</b>						
Bachelor's + 15	\$1,260	\$1,293	\$1,326	\$1,358	\$1,423	\$1,502
+ 30	\$2,519	\$2,584	\$2,650	\$2,715	\$2,845	\$3,002
Master's + 30	\$4,347	\$4,460	\$4,572	\$4,685	\$4,910	\$5,180
PhD	\$5,843	\$5,995	\$6,146	\$6,297	\$6,600	\$6,964
	\$7,525	\$7,720	\$7,915	\$8,110	\$8,500	\$8,968

## Instructional Extended Day Teacher Salary Scale Fiscal Year 2002

Contract Length	193 Days	198 Days	203 Days	208 Days	218 Days
<b>Step</b>					
<b>1</b>	\$36,454	\$37,398	\$38,343	\$39,287	\$41,176
<b>2</b>	\$37,021	\$37,980	\$38,939	\$39,898	\$41,816
<b>3</b>	\$38,503	\$39,501	\$40,498	\$41,496	\$43,490
<b>4</b>	\$40,041	\$41,078	\$42,116	\$43,153	\$45,228
<b>5</b>	\$41,644	\$42,723	\$43,802	\$44,880	\$47,038
<b>6</b>	\$43,307	\$44,429	\$45,551	\$46,673	\$48,917
<b>7</b>	\$45,041	\$46,208	\$47,375	\$48,542	\$50,875
<b>8</b>	\$46,843	\$48,057	\$49,270	\$50,484	\$52,911
<b>9</b>	\$48,717	\$49,979	\$51,241	\$52,503	\$55,028
<b>10</b>	\$50,471	\$51,778	\$53,086	\$54,393	\$57,009
<b>11</b>	\$52,228	\$53,642	\$54,997	\$56,352	\$59,061
<b>12</b>	\$54,170	\$55,574	\$56,977	\$58,380	\$61,187
<b>13</b>	\$56,120	\$57,574	\$59,028	\$60,482	\$63,390
<b>14</b>	\$57,916	\$59,417	\$60,917	\$62,417	\$65,418
<b>15</b>	\$59,769	\$61,318	\$62,866	\$64,415	\$67,512
<b>16</b>	\$61,682	\$63,280	\$64,878	\$66,476	\$69,672
<b>17</b>	\$63,656	\$65,305	\$66,954	\$68,603	\$71,901
<b>18</b>	\$65,693	\$67,395	\$69,097	\$70,799	\$74,202
<b>19</b>	\$67,795	\$69,552	\$71,308	\$73,064	\$76,577
<b>20</b>	\$69,965	\$71,777	\$73,590	\$75,402	\$79,027
<b>Longevity 1</b>	\$71,364	\$73,213	\$75,061	\$76,910	\$80,608
<b>Longevity 2</b>	\$72,791	\$74,677	\$76,563	\$78,448	\$82,221
<b>Longevity 2</b>	\$74,247	\$76,171	\$78,094	\$80,017	\$83,865

**Instructional Assistant Salary Scale-Level I  
Fiscal Year 2002**

Contract Length	190 Days		208 Days		260 Days		190 Days	
	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	8 Hours per Day	8 Hours per Day
<b>Step</b>								
<b>1</b>	\$15,380	\$15,623	\$16,837	\$18,617	\$16,456			
<b>2</b>	\$15,995	\$16,247	\$17,510	\$19,362	\$17,114			
<b>3</b>	\$16,635	\$16,898	\$18,211	\$20,137	\$17,800			
<b>4</b>	\$17,300	\$17,573	\$18,939	\$20,942	\$18,511			
<b>5</b>	\$17,992	\$18,276	\$19,697	\$21,780	\$19,252			
<b>6</b>	\$18,711	\$19,006	\$20,483	\$22,650	\$20,020			
<b>7</b>	\$19,460	\$19,767	\$21,303	\$23,557	\$20,822			
<b>8</b>	\$20,239	\$20,558	\$22,156	\$24,499	\$21,655			
<b>9</b>	\$20,966	\$21,297	\$22,953	\$25,380	\$22,434			
<b>10</b>	\$21,722	\$22,065	\$23,780	\$26,295	\$23,243			
<b>11</b>	\$22,503	\$22,859	\$24,635	\$27,241	\$24,079			
<b>12</b>	\$23,314	\$23,682	\$25,522	\$28,222	\$24,946			
<b>13</b>	\$24,060	\$24,440	\$26,340	\$29,126	\$25,744			
<b>14</b>	\$24,830	\$25,222	\$27,182	\$30,057	\$26,568			
<b>15</b>	\$25,625	\$26,030	\$28,053	\$31,019	\$27,419			
<b>16</b>	\$26,445	\$26,862	\$28,950	\$32,012	\$28,296			
<b>17</b>	\$27,291	\$27,722	\$29,876	\$33,036	\$29,201			
<b>18</b>	\$28,165	\$28,609	\$30,833	\$34,094	\$30,136			
<b>19</b>	\$29,066	\$29,525	\$31,819	\$35,185	\$31,100			
<b>20</b>	\$29,995	\$30,468	\$32,836	\$36,309	\$32,094			

**Instructional Assistant Salary Scale-Level III**

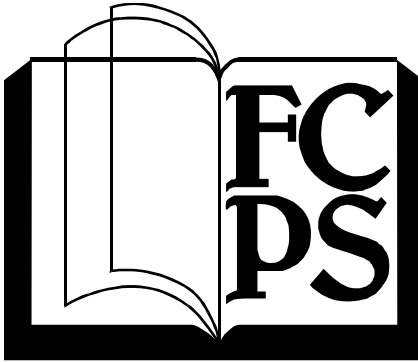
**Fiscal Year 2002**

Contract Length	190 Days		208 Days		260 Days		190 Days	
	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	7 1/2 Hours per Day	8 Hours per Day	8 Hours per Day
<b>Step</b>								
<b>1</b>	\$16,967	\$17,235	\$18,574	\$20,539	\$18,154	\$20,539	\$18,154	\$18,154
<b>2</b>	\$17,645	\$17,924	\$19,317	\$21,360	\$18,881	\$21,360	\$18,881	\$18,881
<b>3</b>	\$18,352	\$18,642	\$20,090	\$22,215	\$19,637	\$22,215	\$19,637	\$19,637
<b>4</b>	\$19,085	\$19,386	\$20,893	\$23,103	\$20,421	\$23,103	\$20,421	\$20,421
<b>5</b>	\$19,849	\$20,162	\$21,729	\$24,028	\$21,239	\$24,028	\$21,239	\$21,239
<b>6</b>	\$20,642	\$20,968	\$22,597	\$24,987	\$22,087	\$24,987	\$22,087	\$22,087
<b>7</b>	\$21,468	\$21,807	\$23,502	\$25,988	\$22,971	\$25,988	\$22,971	\$22,971
<b>8</b>	\$22,327	\$22,680	\$24,442	\$27,028	\$23,890	\$27,028	\$23,890	\$23,890
<b>9</b>	\$23,130	\$23,495	\$25,321	\$27,999	\$24,749	\$27,999	\$24,749	\$24,749
<b>10</b>	\$23,964	\$24,342	\$26,234	\$29,009	\$25,641	\$29,009	\$25,641	\$25,641
<b>11</b>	\$24,826	\$25,218	\$27,178	\$30,052	\$26,564	\$30,052	\$26,564	\$26,564
<b>12</b>	\$25,720	\$26,126	\$28,156	\$31,134	\$27,520	\$31,134	\$27,520	\$27,520
<b>13</b>	\$26,543	\$26,962	\$29,058	\$32,131	\$28,401	\$32,131	\$28,401	\$28,401
<b>14</b>	\$27,392	\$27,825	\$29,987	\$33,159	\$29,310	\$33,159	\$29,310	\$29,310
<b>15</b>	\$28,269	\$28,716	\$30,947	\$34,221	\$30,248	\$34,221	\$30,248	\$30,248
<b>16</b>	\$29,174	\$29,635	\$31,938	\$35,316	\$31,216	\$35,316	\$31,216	\$31,216
<b>17</b>	\$30,107	\$30,583	\$32,960	\$36,446	\$32,215	\$36,446	\$32,215	\$32,215
<b>18</b>	\$31,071	\$31,562	\$34,015	\$37,612	\$33,246	\$37,612	\$33,246	\$33,246
<b>19</b>	\$32,065	\$32,572	\$35,103	\$38,816	\$34,310	\$38,816	\$34,310	\$34,310
<b>20</b>	\$33,090	\$33,613	\$36,225	\$40,057	\$35,407	\$40,057	\$35,407	\$35,407

**FY 2002 UNIFIED SCALE  
Annual Salaries for 12-Month Work Year**

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Long	
Grade																			
US-01	17,723	18,476	19,215	19,983	20,783	21,614	22,371	23,154	23,964	24,803	25,547	26,313	27,103	27,780	28,475	29,186	29,916	30,514	
US-02	18,438	19,221	19,990	20,790	21,621	22,486	23,273	24,088	24,930	25,803	26,577	27,375	28,196	28,901	29,623	30,364	31,123	31,745	
US-03	19,183	19,998	20,798	21,630	22,495	23,395	24,213	25,061	25,938	26,846	27,651	28,481	29,335	30,069	30,820	31,591	32,381	33,028	
US-04	19,956	20,804	21,636	22,502	23,402	24,338	25,190	26,071	26,984	27,928	28,766	29,629	30,518	31,281	32,063	32,864	33,686	34,360	
US-05	20,758	21,641	22,506	23,407	24,343	25,316	26,202	27,120	28,069	29,051	29,923	30,820	31,745	32,538	33,352	34,186	35,041	35,741	
US-06	21,596	22,514	23,415	24,352	25,325	26,339	27,260	28,215	29,202	30,224	31,131	32,065	33,027	33,852	34,699	35,566	36,455	37,185	
US-07	22,465	23,419	24,357	25,331	26,344	27,398	28,357	29,349	30,376	31,439	32,383	33,354	34,355	35,214	36,094	36,996	37,921	38,679	
US-08	23,370	24,363	25,338	26,351	27,405	28,502	29,499	30,531	31,600	32,706	33,687	34,698	35,739	36,633	37,548	38,487	39,449	40,238	
US-09	24,311	25,344	26,358	27,413	28,509	29,649	30,687	31,761	32,873	34,023	35,044	36,095	37,178	38,107	39,060	40,036	41,037	41,858	
US-10	25,290	26,365	27,419	28,516	29,657	30,843	31,922	33,040	34,196	35,393	36,455	37,548	38,675	39,642	40,633	41,648	42,690	43,543	
US-11	26,306	27,424	28,521	29,662	30,849	32,083	33,206	34,368	35,570	36,816	37,920	39,057	40,229	41,235	42,266	43,322	44,406	45,294	
US-12	27,364	28,527	29,668	30,855	32,089	33,373	34,541	35,750	37,001	38,296	39,444	40,628	41,847	42,893	43,965	45,064	46,191	47,115	
US-13	28,464	29,674	30,861	32,095	33,379	34,714	35,929	37,186	38,488	39,835	41,030	42,261	43,529	44,617	45,733	46,876	48,048	49,009	
US-14	29,608	30,867	32,101	33,385	34,721	36,109	37,373	38,682	40,035	41,436	42,679	43,960	45,279	46,411	47,571	48,760	49,979	50,979	
US-15	30,798	32,107	33,391	34,727	36,116	37,561	38,875	40,236	41,644	43,101	44,395	45,727	47,098	48,276	49,482	50,720	51,988	53,027	
US-16	32,036	33,398	34,734	36,123	37,568	39,071	40,438	41,853	43,318	44,834	46,179	47,565	48,991	50,217	51,472	52,759	54,078	55,159	
US-17	33,324	34,741	36,130	37,575	39,078	40,641	42,064	43,536	45,060	46,637	48,036	49,477	50,961	52,235	53,541	54,880	56,252	57,377	
US-18	34,664	36,137	37,583	39,086	40,650	42,276	43,756	45,287	46,872	48,512	49,968	51,467	53,011	54,336	55,694	57,087	58,514	59,684	
US-19	38,165	39,787	41,378	43,034	44,755	46,545	48,174	49,861	51,605	53,412	55,014	56,665	58,365	59,824	61,319	62,852	64,423	65,712	
US-20	39,700	41,387	43,042	44,764	46,555	48,417	50,111	51,865	53,681	55,560	57,226	58,943	60,711	62,229	63,785	65,380	67,014	68,354	
US-21	41,292	43,047	44,769	46,559	48,422	50,358	52,121	53,945	55,833	57,787	59,521	61,307	63,146	64,724	66,343	68,001	69,701	71,096	
US-22	42,950	44,775	46,566	48,428	50,366	52,381	54,214	56,111	58,075	60,108	61,911	63,768	65,681	67,323	69,006	70,732	72,500	73,950	
US-23	47,288	49,297	51,269	53,320	55,453	57,671	59,689	61,779	63,941	66,179	68,164	70,209	72,315	74,123	75,976	77,876	79,822	81,419	
US-24	49,184	51,275	53,326	55,459	57,677	59,984	62,084	64,257	66,506	68,833	70,898	73,025	75,216	77,096	79,024	80,999	83,024	84,685	
US-25	51,158	53,332	55,466	57,684	59,992	62,391	64,575	66,835	69,174	71,596	73,743	75,956	78,234	80,190	82,195	84,250	86,356	88,083	
US-26	53,211	55,472	57,691	59,999	62,399	64,895	67,166	69,517	71,950	74,468	76,702	79,003	81,374	83,408	85,493	87,630	89,821	91,618	
US-27	55,345	57,697	60,005	62,405	64,901	67,497	69,860	72,305	74,835	77,455	79,778	82,171	84,637	86,752	88,922	91,145	93,423	95,292	
US-28	57,564	60,010	62,411	64,907	67,503	70,204	72,661	75,204	77,836	80,560	82,977	85,467	88,031	90,231	92,487	94,799	97,169	99,112	
US-29	59,873	62,418	64,914	67,511	70,211	73,020	75,576	78,220	80,959	83,792	86,305	88,895	91,561	93,851	96,197	98,602	101,067	103,088	
US-30	62,274	64,921	67,517	70,218	73,027	75,948	78,606	81,357	84,205	87,152	89,766	92,460	95,233	97,614	100,054	102,556	105,120	107,222	
US-31	64,769	67,522	70,222	73,032	75,953	78,990	81,755	84,617	87,578	90,643	93,363	96,164	99,049	101,525	104,063	106,664	109,331	111,518	
US-32	67,364	70,226	73,036	75,957	78,996	82,155	85,031	88,007	91,087	94,275	97,103	100,016	103,018	105,593	108,233	110,938	113,711	115,985	
LT	106,664	110,931	114,814	118,832	122,397	126,069	129,221	132,451	135,100	137,802	140,558	143,370							

An employee with 15 years of full-time and continuous service with Fairfax County Public Schools and two years at step 17 of his or her current grade is eligible for a longevity step increment.



## ACRONYM INDEX

### -- A --

ABA - Applied Behavioral Analysis  
 ACE - Adult and Community Education  
 ACT - Applied Computer Technologies  
 ACIS - Automated Computer Inventory System  
 ADHD - Attention Deficit Hyperactivity Disorder  
 ADA - Americans with Disabilities Act  
 ADM - Average Daily Membership  
 ADP - Automated Data Processing  
 ADS - Alcohol and Drug Services  
 AIA - Alternative Instruction Arrangement  
 ALC - Alternative Learning Center  
 AP - Advanced Placement  
 API - Assistant Principal Institute  
 ASBO - Association of School Business Officials  
 ASL - American Sign Language  
 AT - Assistive Technology  
 ATF - Automated Teleconferencing Facility  
 ATOD - Alcohol, Tobacco, and Other Drug Use Prevention  
 AVID - Advancement Via Individual Determination

### -- B --

BA - Budget Adjustment  
 BOCES - Board of Cooperative Educational Services  
 BOS - Board of Supervisors  
 BPREP - Budget Preparation System  
 BPS - Position Budgeting Subsystem  
 BTIP - Beginning Teacher Induction Program

### -- C --

CAFR - Comprehensive Annual Financial Report  
 CASPS - County and School Procurement System  
 CBL - Computer-Based Learning  
 CBT - Computer-Based Training  
 CCC - Computer Curriculum Corporation  
 CCMS - Central Control and Monitoring System  
 CEO - Chief Executive Officer  
 CHADD - Children and Adults with Attention Deficit/Hyperactivity Disorder  
 CI - Community Index  
 CIP - Capital Improvement Program

CLT - Cadre Lead Teachers  
COMET - Children of Many Educational Talents  
CPA - Certified Public Accountant  
CPF - Central Procurement Fund  
CPI-U - Consumer Price Index for All Urban Consumers  
CPP - College Partnership Program  
CSA - Comprehensive Services Act  
CSM - Coordinated Services Model  
CSR - Central Student Registration  
CSR - Customer Service Representative  
CY - Calendar Year

**-- D --**

DHR - Department of Human Resources  
DIS - Disrespect Involving Students  
DIT - Department of Information Technology  
DOE - Department of Education  
DRA - Developmental Reading Assessment  
DSS - Department of Special Services  
DVS - Department of Vehicle Services

**-- E --**

EARS - Elementary Academic Record System  
EASE - Employee Assistance and Support Effort  
ECAP - Early Childhood Assessment Package  
ED - Emotional Disabilities  
EDP - Electronic Data Processing  
EDSL - Educational Decision Support Library  
EEOC - Equal Employment Opportunity Commission  
EHS - Early Head Start  
EM - Expansion Management Magazine  
EMR - Educable Mentally Retarded  
EPA - Environmental Protection Agency  
EPO - Elect Choice Provider Organization  
EQ - Education Quotient  
ERFC - Educational Employees of Fairfax County Defined Benefit Plan  
ERLES - Employee Readiness Limited English Speakers  
ERS - Educational Research Service  
ES - Elementary School  
ESOL - English for Speakers of Other Languages  
ESY - Extended School Year  
EV - Expanding Visions

**-- F --**

FAACS - Fixed Assets Accounting System  
 FAMIS - Financial Accounting Management Information System  
 FASTeam - Functional Applications Support Team  
 FBLA - Future Business Leaders of America  
 FCERS - Fairfax County Employees' Retirement System  
 FCPA - Fairfax County Park Authority  
 FCPS - Fairfax County Public Schools  
 FCSB - Fairfax County School Board  
 FECEP - Family and Early Childhood Education Program  
 FICA - Federal Insurance Contribution Act  
 FLE - Family Life Education  
 FLECAC - Family Life Education Curriculum Advisory Committee  
 FLI - Foreign Language Immersion  
 FMLA - Family and Medical Leave Act  
 FMMS - Facilities Maintenance Management System  
 FOIA - Freedom of Information Act  
 FSA - Flexible Spending Accounts  
 FT - Full Time  
 FTE - Full-time Equivalent  
 FY - Fiscal Year

**-- G --**

GAAP - Generally Accepted Accounting Principles  
 GASB - Governmental Accounting Standards Board  
 GFOA - Government Finance Officers Association  
 GO - Graduate Outcome  
 GT - Gifted and Talented

**-- H --**

H&FB - Health and Flexible Benefits Fund  
 HI - Hearing Impaired  
 HMO - Health Maintenance Organization  
 HR - Human Resources  
 HRIS - Human Resource Information System  
 HS - High School  
 HVAC - Heating, Ventilation, and Air Conditioning

**-- I --**

IA - Instructional Assistant  
IAQ - Indoor Air Quality  
IB - International Baccalaureate  
IBMYP - International Baccalaureate Middle Years Programme  
IBNR - Incurred but not Reported  
IDEA - Individuals with Disabilities Education Act  
IEP - Individual Education Plan  
IGCSE - International General Certificate of Secondary Education  
IMP - Instructional Materials Processing  
IMS - Instructional Management System  
I-Net - Institutional Network  
IRS - Internal Revenue Service  
ISA - Institute for Student Achievement  
ISBN - International Standard Book Number  
IS - Instructional Services  
ISDM - Integrated Service Delivery Model  
ISP - Intervention and Support Program  
IT - Information Technology  
ITS - Integrated Technology Services  
IVR - Interactive Voice Response

**-- J --**

JLARC - Joint Legislative Audit and Review Commission  
JROTC - Junior Reserve Officers Training Corps  
JV - Junior Varsity

**-- L --**

LAN - Local Area Network  
LCI - Local Composite Index  
LD - Learning Disabilities  
LEA - Local Education Agency  
LED - Light-Emitting Diode  
LEP - Limited English Proficiency  
LIMS - Library Instructional Materials System  
LOA - Leave of Absence  
LSIS - Local Student Information System  
LT - Leadership Team  
LTD - Long-Term Disability

**-- M --**

MABE - Metropolitan Area Boards of Education  
 MOD - Moderately Retarded  
 MOD/SD - Moderate Retardation/Severe Disabilities  
 MR - Mild Retardation  
 MS - Middle School  
 MSA - Minority Student Achievement  
 MSAOC - Minority Student Achievement Oversight Committee

-- N --

NAACP - National Association for the Advancement of Colored People  
 NATA - National Athletic Trainer's Association  
 NBPTS - National Board for Professional Teaching Standards  
 NCE - Noncategorical Elementary  
 NCTM - National Council for Teachers of Mathematics  
 NSBA - National School Boards Association  
 NVRP - Northern Virginia Regional Partnership

-- O --

OBS - Office of Budget Services  
 OEC - Office of Equity and Compliance  
 OECFS - Office of Early Childhood and Family Services  
 OHI - Other Health Impairment  
 OPTE - Office of Planning, Testing, and Evaluation  
 OSDT - Office of Staff Development and Training  
 OSHA - Occupational Safety and Health Act  
 OSS - Office of Student Services

-- P --

PA - Public Address  
 PAFR - Popular Annual Financial Report  
 PALS - Phonological Awareness and Literacy Screening  
 PC - Personal Computer  
 PCI - Position Control Interface  
 PD - Physical Disability  
 PE - Physical Education  
 PEC - Parent Education Center  
 PHK - Partnership for Healthier Kids  
 PHTA - Public Health Training Assistant  
 PIN - Personal Identification Number  
 POS - Program of Studies

PPEP - Principal Performance Evaluation Program  
PPTRA - Personal Property Tax Relief Act  
PS - Preschool  
PSAT - Preliminary Scholastic Assessment Test  
PT - Part Time  
PTA - Parent Teacher Association  
PTA/PTO - Parent Teacher Association/Parent Teacher Organization  
PTS - Professional Technical Studies

-- R --

REOC - Replacement Equipment Oversight Committee  
RFP - Request for Proposal  
RI - Resource Index  
RIMS - Recurring Information Management System  
ROTC - Reserve Officers Training Corps  
RRHI - Reading Recovery - High Impact

-- S --

SACC - School-Age Child Care  
SACS - Southern Association of Colleges and Schools  
SAI - Schoolwide Achievement Index  
SAM - Schoolwide Achievement Model  
SAR - Summary Annual Report  
SAT - Scholastic Assessment Test  
SBC21 - Standards-Based Classroom of the 21<sup>st</sup> Century  
SBTS - School-Based Technology Specialist  
SCA - Student Council Association  
SCF - School Construction Fund  
SD - Severe Disability  
SDFSCA - Safe and Drug-Free Schools and Communities  
SDFY - Safe and Drug-Free Youth  
SIP - Suspension Intervention Program  
SMS - Systems Management Software  
SOA - Standards of Accreditation  
SOF - School Operating Fund  
SOL - Standards of Learning  
SOQ - Standards of Quality  
SRO - School Resource Officer  
SSEAC - Support Services Employees' Advisory Council  
SSI - Support Services Institute  
STAR - Success Through Academic Readiness  
StART - Students as Resources for Technology

STD - Short-Term Disability  
 STPC - Strategic Technology Planning Council

-- T --

TCS - Teacher Collaboration Service  
 TDA - Tax Deferred Annuity  
 TEST - Technical Education Support Teams  
 TJHSST - Thomas Jefferson High School for Science and Technology  
 TOPS - Technology Outreach and Program Support  
 TPEP - Teacher Performance Evaluation Program  
 TSA - Total School Approach  
 TSSC - Technology Support Services Center  
 TSSpec - Technology Support Specialist  
 TTT - Time to Teach

-- U --

USDA - United States Department of Agriculture

-- V --

VBOE - Virginia Board of Education  
 VDOE - Virginia Department of Education  
 VERII - Virginia Early Reading Intervention Initiative  
 VHSL - Virginia High School League  
 VI - Vision Impaired  
 VLPTP - Virginia Literacy Passport Testing Program  
 VRS - Virginia Retirement System  
 VSL - Virginia State Life Insurance

-- W --

WAN - Wide Area Network  
 WECEP - Vocational Work Experience Cooperative Education Program

## Glossary



**Accrual Basis of Accounting** - Revenues are recognized when earned and expenses are recognized when incurred.

**Advanced Placement (AP) Program** - An intensive program of college-level curricula and examinations that provides high school students with an opportunity to earn advanced placement, college credit, or both, at participating universities and colleges across the country. The AP program bridges the transition from secondary school to college by offering students an opportunity to develop their academic strengths through rigorous curricula and challenging national examinations and by exposing them to academic experiences usually reserved for college students.

**Advancement Via Individual Determination (AVID)** - A program that meets the educational needs of underachieving students in middle and high school. Students are prepared to meet college entrance requirements and are taught academic strategies to use in their learning.

**Advertised Budget** - This is the second phase of the budget process and reflects the School Board's changes to the superintendent's proposed budget. This budget is submitted by the School Board to the Fairfax County Board of Supervisors detailing proposed revenues, expenditures, and transfers for the coming fiscal year.

**Adult Education Fund** - This fund contains adult education revenues and expenditures.

**Alternative Programs** - A variety of intervention and support programs for students at risk for expulsion for inappropriate behavior, students conditionally expelled, and students whose adjustment to traditional education interferes with successful participation in general education.

**Americans With Disabilities Act (ADA)** - Prohibits discrimination against individuals with disabilities and requires employers to provide reasonable accommodations to help those with disabilities in performing their jobs. An individual with a disability is defined by the ADA as a person with a serious physical or mental impairment that substantially limits a major life activity. An employee who believes that he or she has a disability and needs special assistance to perform his or her job must contact the Office of Equity and Compliance.

**Annual Contract** - Issued to eligible employees upon initial employment. Thereafter, contracts for one year are issued usually prior to the last student school day. Generally, annual contract personnel are educational employees in three-year probationary periods with FCPS.

**Appropriation** - An expenditure level granted by the Board of Supervisors to the School Board to make expenditures and to incur obligations for specific purposes. Appropriation authorizations expire at the end of the fiscal year.

**Approved Budget** - The third and final phase of the budget process. This document reflects all the adjustments resulting from revised revenue, expenditures, membership, and other projections and is the budget implemented on the following July 1.

**Attention Deficit Hyperactivity Disorder (ADHD)** - A condition characterized by an attention span that is less than expected for the age of the person; there is often also age-inappropriate hyperactivity and impulsive behavior.

**Autism** - Autism is a severely incapacitating, lifelong developmental disability that typically appears during the first three years of life. It occurs in approximately fifteen out of every 10,000 births and is four times more common in boys than girls. It has been found throughout the world in families of all racial, ethnic, and social backgrounds. No known factors in the psychological environment of a child have been shown to cause autism.

**Automated Teleconferencing Facility (ATF)** - A user-friendly facility at Chapel Square for originating teleconferencing in a one-way video, two-way audio format. It is used to produce over 200 staff development and community information programs per year. It is a highly effective and efficient medium for delivering information and receiving feedback throughout the school system and the community.

**Average Daily Membership (ADM)** - The aggregate membership of a school division divided by the number of days school is in session. ADM is a factor in the state funding formula.

## B

**Baseline** - The baseline budget includes funding to continue current educational and support programs.

**Beginning Balance** - Unexpended funds that may be used to finance expenditures during the current or coming fiscal year.

**Beginning Teacher Induction Program (BTIP)** - The purpose of the BTIP is to improve the capacity of Fairfax County Public Schools to attract, induct, and retain high-performing teachers and ultimately to contribute to student achievement. BTIP is designed to provide support to beginning teachers with no prior teaching experience.

**Bond** - A written promise to pay a specified sum of money (called the principal) at a specified date in the future, together with periodic interest at a specified rate. Bonds are a form of long-term borrowing used for capital improvements and new construction.

**Budget Reviews** - Three times during the fiscal year (midyear, third-quarter, and end of fiscal year) the current year budget is reevaluated based on current projections. Recommendations are made for School Board approval of funding adjustments on an exception basis to the current year budget and for consideration of emergency items.

**Building Modifications** - Facility improvements to include safety items and handicapped access improvements, as well as changes to existing facilities such as electrical updates, walls, or other functional improvements.

**Building Use Funds** - Funds collected from outside entities for use of FCPS' facilities during nonschool hours.



**Capital Equipment** - Fixed assets valued above \$5,000, such as automobiles, furniture, instruments, etc.

**Capital Expenditures** - Repair or maintenance of facilities and grounds, including boiler repair, air conditioning units, carpet replacement, and the resurfacing of roads, parking lots, and play areas.

**Capital Improvement Program (CIP)** - The CIP is used as a basis for determining the timing and size of proposed bond referenda to be placed before the voters of Fairfax County. The primary source of funding for school construction projects is the sale of bonds authorized by the voters in these referenda.

**Capital Projects Fund** - Used to account for financial resources to be used in the acquisition or construction of school sites and buildings and other major capital facilities.

**Carryover** - The process by which certain funds for previously approved School Board commitments to pay for goods and services at the end of one fiscal year are reappropriated in the next fiscal year.

**Center Program (Gifted and Talented)** - Full-time academic and enrichment program based on Fairfax County Public Schools' Program of Studies for students in grades 3-8. Students are tested and selected for center programs based on multiple criteria and recommendations.

**Central Procurement Fund** - This fund accounts for centrally procured orders for textbooks, supplies, and equipment. This is primarily a clearing account and does not increase the total budget of the school system.

**Central Student Registration** - Offers registration services to foreign students, language-minority students, exchange students, and tuition-paying students. Central student registration also provides information to newcomers regarding FCPS procedures, requirements, and programs.

**Cluster** - Each cluster includes two to four pyramids that consist of high schools and their feeder schools. Alternative schools and centers are aligned geographically within their appropriate cluster. Clusters provide necessary support for schools and the community within the cluster.

**Colleague Teacher Program** - Provides beginning and early career teachers and teachers new to FCPS with support from experienced teachers. Each new teacher is paired with an experienced colleague teacher in the school. These partnerships allow beginning and experienced teachers to address collaboratively the specific needs of new teachers.

**College Partnership Program (CPP)** - Motivational program designed to increase academic aspirations and enrollment of students, particularly minority students, in college. The CPP serves approximately 1,750 students in grades 7-12.

**Construction Fund** - The fund used to account for new schools, school additions, and other major capital improvements to school buildings.

**Consumer Price Index (CPI)** - Measure of the average change over time in the prices paid by urban consumers for a fixed market basket of consumer goods and services. The CPI provides a way for consumers to compare what the market basket of goods and services costs this month with what the same market basket cost a month or a year ago.

**Continuing Education Board** - An advisory committee consisting of teachers, administrators, and central office personnel who identify continuing education needs and recommend design and evaluation procedures and the most appropriate methods of conducting professional development activities.

**Cost-Per-Pupil** - The cost-per-pupil allocation provides an overall view of the cost on instructional programs that can be used to compare how school systems spend their funds. Identifying all direct and indirect costs associated with an instructional program and dividing by the unduplicated count of membership enrolled in the program determine the cost-per-pupil allocation.

**Cost-Per-Service** - The cost per service is calculated to show the cost of providing a specific type of educational service to a student.

**County General Fund Transfer** - The primary source of funds for FCPS.

## D

**DRA INLEX** - Data Research Associates INLEX. An automatic system for managing library materials.

**Debt Service Fund** - The fund used to account for payment of bond principal and interest.

**Differentiated Services (Gifted and Talented)** - Local schools design specific changes in identified K-3 children's instructional programs to provide more challenging activities and resources.

**Division Plan** - The school system's written commitment to the School Board's mission and priorities for FCPS. The plan includes School Board priorities, measures for evaluating the progress in meeting the priorities, and work plans for accomplishing the priorities. The Division Plan and progress reports are required by the state.

## *E*

**Educational Employees of Fairfax County Defined Benefit Plan (ERFC)** - The fund used to account for employees' retirement activities.

**Employee Assistance and Support Effort (EASE)** - The EASE staff provides a resource to assist FCPS employees and their families with personal problems that may or may not affect their job performance. An employee may voluntarily seek assistance or be referred by his or her supervisor.

**Encumbrances** - An obligation in the form of purchase orders, contracts, or a salary commitment chargeable to an appropriation for which part of the appropriation is reserved.

**English for Speakers of Other Languages (ESOL)** - The ESL program helps limited-English-proficient students learn literacy and content concepts in order to function successfully in the regular school program.

## *F*

**Fairfax County Board of Supervisors (BOS)** - The governing body of Fairfax County is the Board of Supervisors. One supervisor is elected to represent each of nine magisterial voting districts. The chairperson is elected at large. Each district is roughly equal in population.

**Fairfax County Employees' Retirement System (FCERS)** - The Fairfax County Employees' Retirement System is a mandatory retirement program, required by county ordinance, for full-time maintenance, custodial, food service, and transportation employees and less-than-full-time educational administrative/support employees.

**Fairfax Framework** - Addresses content standards that identify what all students should know and be able to do when they graduate from a Fairfax County public school. These standards are knowledge-based and designed to prepare students fully for life in the workplace of the 21st century.

**Family and Early Childhood Education Program (FECEP)** - FECEP is a federally-funded program administered by the county Office for Children but staffed by FCPS employees. It was formerly called Head Start.

**Family and Medical Leave Act (FMLA)** - The FMLA of 1993 provides up to 12 weeks of unpaid leave to an employee who has worked for at least 1,250 hours and 12 months at a location where there is at least 50 employees employed by the employer within 75 miles. These 12 weeks of leave are provided for certain medical reasons such as pregnancy and birth of a child, caring for an immediate family member with a serious health condition or for an employee who has a serious health condition. Certain type of notice may need to be given to the employer for requesting such leave.

**Family Life Education (FLE)** - Program for students that includes education on human sexuality and reproduction; alcohol, tobacco, and other drug prevention; abuse prevention; and HIV/AIDS prevention education.

**FAMIS** - The Financial Accounting Management Information System (FAMIS) is the financial accounting system used by FCPS.

**Fiscal Year (FY)** - The FCPS fiscal year encompasses the 12 months beginning July 1 and ending the following June 30.

**Federal Aid** - Federal aid is budgeted by the federal government, for federal programs, a year in advance of actual use by the localities. Actual entitlements, however, are not known until the beginning of the school year.

**Flexibility Reserve** - Funding appropriated and set aside to keep the current year's budget in balance in the event of fluctuations in student membership, weather, utility rates, bus maintenance charges, loss of state or federal aid, and fluctuations in compensation accounts.

**Food and Nutrition Services Fund** - The self-supporting fund used to account for all activities of the school food services program.

**Foreign Language Partial-Immersion Program** - Selected elementary and middle schools offer partial-immersion programs in French, Spanish, Japanese, and German. Students acquire the foreign language while mastering the content curriculum.

**Free and Reduced-Price Meals** - This program is required for participation in the federally funded school lunch program under the National School Lunch and Child Nutrition Acts. This program provides free or a reduced-price meal to children determined to be eligible under the program, and supports the belief of the Fairfax County School Board that every school-age child should have an adequate lunch.

**Freedom of Information Act (FOIA)** - The Freedom of Information Act establishes the right of the public to obtain information maintained by the federal or state government and their agencies. The FOIA creates a general mechanism designed to ensure that the process for getting that information will be simple, timely, and inexpensive.

**Full-Time Equivalent (FTE)** - Method of calculating hourly or part-time employees on a full-time position basis.

**Fund** - As defined by the state auditor of public accounts, a group of accounts that are similar in nature (have similar activities, objectives, or funding sources).

**Fund Statements** - Financial statements that display receipts, expenditures, transfers in, transfers out, and changes in fund balance for each School Board fund.

## G

**General Education Program** - The major educational programs that serve students in the core instructional areas, namely elementary instruction, middle school instruction, and high school instruction.

**Grants and Self-Supporting Programs Fund** - This fund accounts for federal grants, state grants, private grants, and summer school.

## H

**Health and Flexible Benefits Fund** - The fund used to account for the administration of all health care costs for employees.

**High School Academies** - A center within an existing high school that offers advanced technical and specialized courses that successfully integrate career and academic preparation. Each academy emphasizes instruction in one or more career fields: communications arts, engineering and scientific technology, health and human services, or international studies and business.

## I

**IMPACT II** - A program of grants to teachers for innovative instructional ideas that is funded through the FCPS Education Foundation, Inc.

**Individualized Education Program (IEP)** - A written statement indicating the primary special education placement and related services a student with disabilities will receive. The IEP is developed mutually by the child's parents and by a team of individuals representing the school system.

**Insurance** - The School Board provides insurance policies or self-insurance plans to cover specific liability risks of the Board, individual Board members and employees. Certain coverages also are extended to volunteers, student teachers, and exchange teachers. School Board property is covered by an insurance policy with a large deductible.

**Integrated Technology Plan** - A plan with the primary goal of implementing an integrated technology plan. It contains funding for both instructional applications and administrative initiatives.

**International Baccalaureate (IB)** - The IB Programme is an internationally recognized advanced academic program for 11th and 12th graders. This program provides college level course work in six academic areas and provides high school students with an opportunity to earn advanced placement, college credit, or both, at participating universities and colleges across the country.

**International General Certificate of Secondary Education (IGCSE)** - An international advanced academic program for 9th and 10th graders originating through Cambridge University in England. IGCSE programs are helpful in preparing students for either IB or AP courses in the 11th and 12th grade.



**Level 1 Services** - Level 1 services means the provision of special education and related services to children with disabilities for less than 50 percent of their instructional school day (excluding intermission for meals). The time that a child receives special education services is calculated on the basis of special education services described in the individualized education program, rather than the location of services.

**Level 2 Services** - Level 2 services means the provision of special education and related services to children with disabilities for 50 percent or more of the instructional school day (excluding intermission for meals). The time that a child receives special education services is calculated on the basis of special education services described in the individualized education program, rather than the location of services.

**Local Composite Index (LCI)** - The relative wealth index used by the state to equalize state aid to localities.

## M

**Membership** - Another term for student enrollment.

**Metropolitan Area Boards of Education (MABE) Guide** - A statistical report comparing area school districts' salaries, budget, cost per pupil, and class sizes.

**Multiple Disabilities** - Students with multiple disabilities are served through special education programs that meet the students' individual needs.

## N

**National Achievement Scholarship Program** - The National Achievement Scholarship Program is a privately financed academic competition established in 1964 to provide recognition for outstanding Black American students. Black students may enter both the Achievement Program and the Merit Program by taking the PSAT/NMSQT™ and meeting published requirements for participation.

**National Board for Professional Teaching Standards (NBPTS)** - Created in 1987, the NBPTS provides national certification for teachers based upon high and rigorous standards for what accomplished teachers should know and be able to do. NBPTS is an independent, nonprofit, nonpartisan, and nongovernmental organization governed by a board of directors. National Board Certification is a symbol of professional teaching excellent.

**National Merit Scholarship Program** - The National Merit Scholarship Program is a privately financed academic competition for recognition and scholarships that began in 1955. High school students enter the Merit Program by taking the PSAT/NMSQT™ - a test that serves as an initial screen of the more than one million entrants each year - and by meeting published entry and participation requirements.

**New Resources** - A term used to identify budget requests requiring additional resources above the baseline budget funding. These requests support the development of new programs to meet identified School Board goals.

**Noncapital Equipment** - Equipment with a useful life greater than one year and an acquisition value equal to or greater than \$500.

## O

**Other Operating Expenditures** - A category of recurring expenses other than salaries and capital equipment costs that covers expenditures necessary to maintain facilities, collect revenues, provide services, and otherwise carry out departmental goals. Typical line items in this category are printing, travel, vehicle maintenance, and self-insurance.

## P

**Performance Assessment** - The Office of Program Evaluation and the Instructional Services Department coordinate the development of performance assessments in language arts at multiple grade levels.

**Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)** - The PSAT/NMSQT is a cosponsored program by the College Board and National Merit Scholarship Corporation. The PSAT/NMSQT assesses knowledge and skills developed through study in a wide range of courses as well as through experiences outside the classroom. Although the PSAT/NMSQT is not directly related to a specific high school curriculum, it is developed to reflect the kinds of academic experiences that teachers consider important. Schools administer the PSAT/NMSQT once a year in October.

**Program of Studies (POS)** - The detailed educational blueprint followed by all teachers in their provision of educational services.

**Project EXCEL** - This program provides additional resources to 20 elementary schools across the school system. The three major components of the program include additional time for learning, enhanced academic programs, and school accountability. The increased time for learning includes a full-day kindergarten and an enhanced elementary school day. To enhance the student academic program, all schools are provided with technology that supports phonics instruction and phonemic awareness for all kindergarten and first grade students. School accountability is measured through grade-by-grade testing.

**Proposed Budget** - A plan of financial operations submitted by the Superintendent to the School Board detailing proposed revenues, appropriations, expenditures, and transfers for the coming fiscal year.

## R

**Ratio Positions** - Personnel positions established by applying each school's student population to staffing standards approved by the School Board.

**Reserve Officers Training Corps (ROTC)** - Program supported by the Navy, Army, or Marines that provides a four-year, sequential program of instruction that emphasizes academic preparation, citizenship, leadership, character development, and the scope of nature of the particular military branch. Currently 6 schools offer this program which is available to all students in grades 9-12 at their specific school sites and to students who want to take advantage of pupil placement to enroll in the program.



**Safe and Drug-Free Youth Program** - Focuses on violence and alcohol, tobacco, and other drug prevention for school-age children by creating and implementing prevention programs at the school level and by establishing school and community coalitions throughout the county. Prevention efforts focus on enabling schools and communities to meet prevention goals by providing a broad range of activities, support, training, and resources.

**School Achievement Index (SAI)** - An accountability system measuring student achievement as indicated by scores on the Standards of Learning (SOL) and Stafford 9 TA. Developed by the Office of Planning, Testing, and Evaluation (OPTE) and endorsed by the School Board, it is used to gauge the performance of individual schools and the division overall.

**School-Age Child Care (SACC)** - Sponsored by Fairfax County government's Office for Children, SACC provides school-based day care facilities for elementary school children before and after school.

**Scholastic Assessment Test (SAT I and SAT II)** - The SAT is a widely used college admission test. The SAT measures verbal and mathematical reasoning abilities that students develop over time, both in and out of school, which are related to successful performance in college. The SAT II Subject Tests are designed to measure knowledge and the ability to apply that knowledge in specific subject areas.

**Schoolwide Achievement Model (SAM)** - Part of the Integrated Delivery Model, that integrates a wide range of learning experiences and thinking strategies into the curriculum. An enrichment specialist assists with curriculum modification, curriculum compacting, and talent development.

**Special Education Programs** - Serve students found eligible for special education and related services. Services are provided for students in grades preschool-12 countywide. Specific programs include autism, hearing impaired, ED, LD, MOD and severe disabilities, physical and occupational therapy, PD, speech and language, and visual impairment.

**Staffing Standards** - Per-student ratios used to allocate teachers, administrators, and other instructional staff to schools and centers.

**Standard Allocations** - Per-student ratios used to allocate textbooks, supplies, and other materials funds to schools.

**Standards of Learning (SOL)** - Objectives that are designated by the Virginia Board of Education as the student outcomes that are to result from the programs in the school. These standards are designated for elementary, middle, and secondary school students.

**Standards of Quality (SOQ)** - The General Assembly and the Board of Education determine the SOQ for public schools in Virginia, as prescribed by the Code of Virginia. These standards are periodically revised and specify that each school division shall maintain schools that meet those requirements for accreditation prescribed by the Board of Education.

**Success By Eight** - Success By Eight is an elementary program where students are grouped in a multiage format rather than a graded structure. Students, ages 5 to 8 years old, are grouped on their instructional level and needs. Assessment of student achievement is continuous and results in flexible groupings of students based on skill levels in specific subjects as specific points in time. Integral to Success by Eight is that five year olds attend a full day kindergarten program.

**Summer School** - Programs include opportunities for students to repeat courses, extend their interest in academic areas, and take new courses. There are also special skill-strengthening programs for English as a second language and special education students. In addition to the regular summer school programs, a variety of other options include institutes, camps, academies, and mini-courses. Fees are charged for tuition and transportation. Scholarships for most programs are available for income-eligible students.

**Suspension Intervention Program (SIP)** - Provides intervention for students in grades five and above who have displayed chronically disruptive behavior. The program includes two days (elementary) or three days (secondary) of intensive instruction in alternative ways of dealing with anger and aggressive feelings. In addition, the staff serves as a referral source to other programs. A parent component and follow-up counseling at the base school are significant features of the program.



**Therapy Services** - Physical and occupational therapy services assist special education students with physical and sensory disabilities who require additional support to benefit from their academic programs.

**Title I** - Provides assistance in language arts and math for low-achieving students in 32 elementary schools.

**Title IX** - Title IX is part of a federal law that prohibits sex discrimination in any aspect of the educational program.

**Total School Approach (TSA)** - A comprehensive planning model that provides structure, clarity, standards, and support for school committees that design, implement, monitor, and evaluate the total school plan. Funds are provided to schools in the form of grants.

**Turnover** - Savings generated in the employee compensation accounts due to higher-paid, senior employees leaving the system and being replaced by lower-paid employees.



**Vacancy** - Savings generated in the employee compensation accounts due to positions being unfilled for some period of time.

**Virginia High School League (VHSL)** - A nonprofit organization composed of the 290 public high schools in the commonwealth of Virginia. The league is a service organization whose purpose is to build better citizens through interscholastic activities such as athletics, drama, debate, forensics, and publications for students throughout Virginia.

**Vehicle Services** - The Fairfax County Department of Vehicle Services (formerly EMTA) is the county agency responsible for maintaining all FCPS bus and non bus vehicles. FCPS pays for these services via interfund transfers.

**Virginia Literacy Passport Testing Program (VLPTP)** - Virginia law requires that students graduating prior to 2004 pass basic skills tests in order to be granted ninth grade status or above and to be awarded a standard or advanced studies diploma. Tests in reading, writing, and mathematics are based on the state's Standards of Learning objectives and make up the Virginia Literacy Passport Testing program.



**Working After Retirement (WAR)**- Effective July 1, 2001, Fairfax County Public Schools employees who have reached their service retirement date—age 55 with at least 25 years of service or age 65 with at least 5 years of service—may continue working for the school district and begin receiving their ERFC benefit. Employees selecting this option will no longer contribute to ERFC nor will they continue to accrue new ERFC benefits.