GENERAL SCHOOL ADMINISTRATION

Comprehensive Planning

I. Purpose
This regulation provides general guidance for developing and using the Prince William County Public Schools (PWCS) comprehensive plan, as outlined in the “Code of Virginia,” § 22.1-81. PWCS shall use a variety of data to ensure high quality planning and continuous improvement. The key components of the comprehensive plan addressed in this regulation include the following:

• Strategic Plan;
• Critical Initiatives;
• Department and School Plans; and
• Technology Plan.

II. Procedures
A. Strategic Plan: PWCS maintains a five-year Strategic Plan. Reviewed annually, the Strategic Plan provides direction and guidance for the Division. The Strategic Plan shall include at least the mission, goals, and objectives. An annual report of Strategic Plan measures will be provided to the School Board each fall. The Office of Accountability manages the strategic planning process, provides analytical services, and produces the annual performance report. This Division performance report shall be used by the School Board, Division Superintendent (Superintendent), and staff for program or process improvements and budget formulation.

B. Critical Initiatives: Division initiatives for achieving the Strategic Plan goals and objectives shall be determined by the School Board, Superintendent, and other PWCS leadership. The Associate Superintendent for Finance and Risk Management is responsible for publication of the initiatives in key planning and budgeting documents. These initiatives shall be based on best practices and used for updating plans and budgets. Departments/schools shall develop initiatives that support Division initiatives. These initiatives shall be:

• Evidence-based;
• Identified in the department’s/school’s continuous improvement plan;
• Monitored for implementation fidelity; and
• Systematically evaluated.
C. Continuous Improvement Plans for Departments/Schools: These plans are aligned with the Strategic Plan and developed to support Division initiatives and to meet the unique needs of each school/department. Each principal or director is responsible for developing, maintaining, executing, and evaluating the plan in collaboration with stakeholders. Each plan shall be reviewed and approved by the appropriate Level Associate Superintendent. These plans shall be:

- Evidence-based;
- Monitored for fidelity throughout the year; and
- Updated annually.

D. Technology Plan: This plan describes the Division’s needs related to instructional technology and instructional technology infrastructure. The Office of Information Technology Services is responsible for developing and maintaining the Technology Plan, which is adopted by the School Board.

The Deputy Superintendent (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Contact:
Director, Office of Accountability – 703.791.7273