

July 7, 2016

Chief Operating Officer

2016-2017 Procedures for Developing Circulars

To: All Staff

From: Camille B. Jones, Chief Operating Officer

Circulars are being provided to make certain we are all aware of the latest policies and procedures. All circulars will be posted in the **HCPSS STAFF HUB**. The procedures are as follows:

**Procedures for Developing Circulars**

1. All items that have systemwide implications or are “need to know” throughout the school system will be announced through a circular.
2. All proposed circulars are to be sent to the appropriate Deputy or Chief (Deputy Superintendent; Chief Accountability Officer; Chief of Staff; Chief Facilities Officer, or Chief Operating Officer) in electronic format for review and approval.
3. After final approval has been obtained, a circular number will be assigned by calling the office of the Chief Operating Officer (313-1550).
4. After final approval, all circulars are to be sent electronically in pdf to the Executive Assistant for the Chief Operating Officer for posting on the **HCPSS STAFF HUB**.
5. Vacancies will be for view on the **HCPSS STAFF HUB** and do not require a circular number.
6. Policies circulars, policies, and implementation procedures documents are no longer printed and distributed in hard copy.
7. In order to keep you up to date, added circulars will be included in the **HCPSS STAFF HUB** daily digest email.

We hope you find these procedures easy to follow and circulars easy to access. If you have any questions regarding these circular procedures, please do not hesitate to call the office of the Chief Operating Officer at 410-313-1550.

CBJ/vw