

July 1, 2020

Chief Operating Officer

2020-2021 Procedures for Developing Circulars

To: All Staff

From: Scott W. Washington, 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 on 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 executive leader and/or divisional Chief, in electronic format, for review and approval.
3. Once final approval has been obtained, a circular number will be assigned by calling the office of the Chief Operating Officer (410-313-1550).
4. All circulars are to be sent electronically in word and pdf to the Executive Assistant to the Chief Operating Officer for posting on the **HCPSS STAFF HUB**.
5. Vacancies will be available 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.
8. All circulars are in effect until replaced by a revised circular.

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.

SWW/vw