

July 1, 2021

Chief Operating Officer

2021-2022 Procedure for Developing Circulars

To: All Staff

From: Scott W. Washington, Chief Operating Officer

Circulars are provided to ensure awareness of the latest policies and procedures and are available for review on the **HCPSS STAFF HUB**. The process for requesting a circular is as follows:

Procedure for Developing Circulars

1. All information involving systemwide implications or are “need to know” throughout the school system will be announced through a circular.
2. Send all proposed circulars to the appropriate executive leader, or Chief, for review and approval.
3. Once approved and ready for posting, call the office of the Chief Operating Officer (410-313-1550) for an assigned number.
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** daily digest email.
5. Vacancies are available for viewing on the HCPSS STAFF HUB and do not require a circular number.
6. Policy circulars and implementation procedures are no longer printed and distributed in hard copy.
7. All circulars stay in effect until replaced by a revised edition.

We hope you find this procedure easy to follow and circulars easy to access. If you have any questions regarding this process, please contact the office of the Chief Operating Officer at 410-313-1550.

SWW/vw