

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

### **Policies, Bylaws, and Regulations**

#### **Procedures for Maintenance of Directives**

This regulation supersedes Regulation 1102.5.

#### **I. PURPOSE**

To prescribe procedures for reviewing, approving, and maintaining directives.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section IV. revises the review period for regulations.
- B. Section V.E. has been revised to reflect that all directives shall be sent to the School Board office for coordination.
- C. Section V.F. has been revised to reflect that all directives will be sent by the School Board office to the Office of Division Counsel for initial review.
- D. Section VI. has been revised to reflect availability of directives in accordance with the Code of Virginia.

#### **III. DESIGNATION OF OFFICE OF RESPONSIBILITY**

Every directive (policy, regulation, or notice) is assigned a department of primary responsibility, and, where appropriate, a department or departments of secondary responsibility. The department of primary responsibility is responsible for originating new or revised directives. The department of secondary responsibility is responsible for reviewing those new and revised directives that may affect the functions of the department(s) of secondary responsibility. It is the responsibility of the department of primary responsibility to archive and provide needed access to master copies of directives within its authority.

#### **IV. PERIODIC REVIEW**

Every new or revised directive—with the exception of notices that may be in effect one year or less—are assigned an effective date by the School Board office. By state mandate, policies must be reviewed by appropriate staff members at least every five years and revised as needed. Regulations are reviewed every five years or sooner if necessary.

## V. APPROVAL PROCEDURES

Approval procedures for new or reissued directives are as follows:

- A. The originator solicits input from all affected parties, including other administrative offices, principals, teachers, employees, and community groups, where applicable.
- B. The originator drafts a new directive or incorporates revisions into an existing directive and prepares a clean draft copy. Numbers for new directives are assigned by the School Board office.
- C. The originator fills out a directive coordination sheet, which can be accessed at <http://fcpsnet.fcps.edu/it/records/forms/sb100.doc>. This link is available only through computers within the FCPS network. The signed coordination sheet is attached to the draft copy of the directive, and both documents are transmitted to other affected departments for final input and signatures.
- D. All directives that have forms attached or make reference to forms should be reviewed by the document management section, Department of Information Technology, which assigns numbers to new forms prior to the directive coordination process. The communications specialist (editor) in the Office of Community Relations proofreads the form before sending it to document management. Revised or new forms should not be used until the coordination process is complete. References to forms within a directive by web link are encouraged. See the current version of Regulation 1104 for information on web page referrals.
- E. The originator then forwards a draft regulation, notice, or policy with any attachments and the signed coordination sheet to the School Board office for coordination. All directives must be sent electronically, and the coordination sheet can be faxed or scanned for electronic mailing.
- F. The School Board office transmits the directive to the Office of the Division Counsel for initial review. The directive is then sent to the editor for proofreading. Minor corrections to directives being processed will be made in the School Board office. If substantial corrections are required, the directive will be sent back to the originating office for correction before proceeding with the coordination process.
- G. The final draft is reviewed and approved by the deputy superintendent, with final approval by the Division Superintendent.
- H. In addition to the coordination process, policies go through an additional review and are either scheduled for discussion at a work session, or, after School Board approval, are included on the Superintendent's no-change memo. When scheduled for a work session, the review process is as follows:
  1. The Office of the Division Counsel, in coordination with the School Board clerk, schedules discussion on the draft policy at a policy work session.

2. Following Board review at the work session, the policy is added to the agenda of a School Board business meeting as new business, and an agenda item is prepared by the office of primary responsibility recommending approval of the policy.
3. At the next regular business meeting, the School Board takes action on the proposed policy.

Ample time should be allowed to schedule policies for Board review.

## **VI. AVAILABILITY OF DIRECTIVES**

Effective July 1, 2007, the Code of Virginia no longer requires school libraries to maintain hard copies of notices, policies, and regulations (also known as directives).

Hard copies of directives will no longer be distributed by the School Board office. The most current version of the directive is available on the FCPS web page at [www.fcps.edu/Directives](http://www.fcps.edu/Directives). Recent changes and additions to directives that have been made effective within the last 45 days can be found at the following web site <http://www.fcps.edu/Directives/changes1htm>.

Any citizen who requests a hard copy of a directive has a right to receive it and should be provided the most current version printed from the web page. The School Board office, at Gatehouse Administration Center I, will continue to be the office of record and to maintain the historical records of all directives.

Legal reference: Code of Virginia, Section 22.1-253.13:7

See also the current version of: Regulation 1104, Format for Directives