



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES:

SUPERINTENDENT DIRECTIVE

SUBJECT: POLICIES AND PROCEDURES SYSTEM

AUTHORITY: Tex. Educ. Code § 19.004; Windham Board Policy (WBP)-02.00, "Windham School District Board of Trustees Responsibilities"; WBP-03.02, "Windham School District Superintendent Responsibilities and Authority"; Tex. Gov't Code 2001.001-.902, 2002.001-.058, 2006.001, 2006.002; 1 Tex. Admin. Code § 71.16

Reference: American Correctional Association (ACA) Standards 4-4004, 4-4013, and 4-4014; TDCJ Executive Directive (ED)-01.21, "Policies and Procedures"

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD maintains written policies and procedures regarding WSD operations. WSD employees shall follow the guidelines of this policy in proposing, drafting, distributing, and maintaining policies and procedures.

DEFINITIONS:

"Board Policies" reflect the intent of the board regarding the internal management or organization of the WSD. They are approved by the WSD Board of Trustees (board) and signed by the chairman.

"Board Rules" are statements of general applicability that prescribe, establish, or interpret policy or describe the procedure or practice requirements of the WSD and generally affect people or entities outside the WSD.

"Operating Procedures" apply primarily to individual divisions or departments. Operating procedures are signed by a division director.

“Policy,” as used in this superintendent directive, refers to WSD operating procedures, superintendent directives, and WSD board policies.

“Proponent” is the reviewing authority for a policy.

“Superintendent Directives” are an overview of procedures that may apply to more than one division or statements of the superintendent’s principles, philosophy, and executive intent to enforce laws relating to WSD and responsibilities designated by the board. These directives are signed by the superintendent and generally grant authority to the appropriate designee.

PROCEDURES:

A policy shall not conflict with any higher-level policy. If a policy conflicts with a higher-level policy, it is the responsibility of the proponent to revoke or revise the conflicting policies.

I. Proponency

- A. Each subject area within the WSD is assigned to a proponent. The proponent will be a division director or the superintendent.
- B. If a subject area has dual proponents, the general counsel will make the decision as to where it will be assigned.
- C. Proponency assignment lists are maintained by the policy development coordinator and reviewed by the general counsel.

II. Initiating Review

- A. Any WSD employee may propose a revision to an existing policy or the draft of a new policy by sending the proposal in writing to the proponent. The proponent should inform the employee as to whether or not the suggestion will be implemented.
- B. Each proponent shall determine internal review procedures within the proponent’s division. Once a policy draft has been approved for review outside the division, the proponent sends the proposed revisions to the policy development coordinator.
- C. The policy development coordinator may contact the proponent to request a review when the policy has not been reviewed in five or more years.
- D. The superintendent or general counsel may initiate a policy review at any time.

III. Staff Review Process

- A. The policy development coordinator ensures that the document follows established formatting and grammatical guidelines.

- B. The policy development coordinator works with the proponent and appropriate staff to incorporate proposed revisions and prepare a revised draft to distribute for staff review.
1. The draft is submitted to the general counsel and the superintendent for permission to staff.
 2. A draft that requires a full staffing shall be reviewed by all division directors and regional administrators and may be reviewed by any relevant WSD or TDCJ staff. Windham Board Policies and Windham Board Rules are also reviewed by the Chairman's Office. The general counsel may determine that a policy revision requires a full staffing under the following circumstances:
 - a. It is a new policy;
 - b. The policy affects all divisions;
 - c. There are major policy changes; or
 - d. It has been five or more years since the policy was reviewed.
 3. If a full staffing is not required and a revision is more than minor clerical corrections, the policy receives a partial staffing. A draft that needs only a partial staffing shall be reviewed by the appropriate division director(s), the general counsel, and the superintendent. The draft may also be reviewed by relevant WSD or TDCJ staff or the Chairman's Office.
 4. Original board rules are maintained by TDCJ Executive Services. Board rules are reviewed every four years. WSD is responsible for the review and revision of WSD related rules in conjunction with TDCJ Executive Services and TDCJ Office of the General Counsel.
 - a. The WSD policy development coordinator shall request the current rule from TDCJ Executive Services.
 - b. Revisions, consistent with those of TDCJ, are reviewed by the Chairman's Office and relevant WSD staff.

NOTE: Any policy review by TDCJ staff is coordinated through TDCJ Executive Services.

- C. The proponent shall:
1. Review each response;

2. Address all comments and incorporate those deemed appropriate into the revised policy;
3. Discuss and address any non-concurrences; and
4. Provide the staffing results document to the policy development coordinator indicating if comments have been addressed and incorporated into the policy. The response must state whether non-concurrences were resolved and, if not, the reason for not obtaining a concurrence.

IV. Final Approval Process

A. Operating Procedures and Superintendent Directives

The policy development coordinator will prepare a signature packet for the appropriate signing authority. The packet must include:

1. The summary of changes, which may include or consist of, the staffing results document noting all comments and actions taken, as well as the resolution of any non-concurrences;
2. The policy prepared for signature; and
3. A strikeout of the policy noting all revisions.

B. WSD Board Policies

WSD staff and TDCJ Executive Services shall coordinate the submission and placement of a policy on the board agenda.

1. The packet prepared by the policy development coordinator for submission to TDCJ Executive Services must include a summary of changes and a strikeout of the policy noting all revisions as well as confirmation that the policy has completed the WSD staff review process.
2. TDCJ Executive Services prepares a decision memorandum and routes the policy through the proper chain of command for placement on the board meeting agenda.
3. Prior to the board meeting, the superintendent's executive assistant sends a list of WSD board policies and information items to the Chairman's Office.

NOTE: Information items include revisions to human resource policies that do not require board approval. WBP-02.00 requires that a summary of changes must be submitted for inclusion in the materials provided to the board for the next board meeting following such action.

4. Signed board policies are returned to TDCJ Executive Services staff, who sends a copy of the signed policy and an electronic copy of the approved text to the WSD policy development coordinator. Original signed board policies are maintained on file by TDCJ Executive Services.

C. Board Rule Adoption

1. Board rules must be placed on the board agenda for approval to publish in the *Texas Register* for public comment.

Upon completion of the WSD staff review, the policy development coordinator sends revised WSD Board Rules to TDCJ Executive Services staff who forwards the rules to TDCJ Office of the General Counsel staff for placement on the board agenda.

2. After board approval, the TDCJ Office of the General Counsel prepares the board rules for publication in the *Texas Register* for public comment, and the WSD general counsel addresses any comments received.
3. The TDCJ Office of the General Counsel submits rules to be placed for adoption on the agenda of the board meeting following the 30 day comment period.

V. Distribution

A. WSD Policies

1. After a policy is signed, it is posted to the online policy manual by Information Technology.
2. Upon notification of the posting, the policy development coordinator will notify the proponent.
3. The proponent shall send an email notification of the policy revision to WSD staff.
4. The WSD policy manual is available on the WSD internet website (under the Board tab) and through the WSD intranet.

NOTE: A hard copy of the policy manual is no longer required for ACA audits provided the unit has access to the policy manual through the WSD intranet or internet site.

B. Board Rules

Upon final board approval, board rules are published in the Tex. Admin. Code and may be accessed through the Secretary of State website.

VI. Policy Review

- A. The proponent shall review each policy at least every five years. The policy development coordinator shall send an email to proponents, at least once a year, listing all policies in need of review for which they are responsible.
- B. The proponent is responsible for providing proposed policy revisions to the policy development coordinator.

VII. Division and Operational Manuals

Each division or department is responsible for reviewing, maintaining, and distributing its own internal procedures manuals.

Each division director or department head shall ensure that any revisions to manuals that affect policy are forwarded to the policy development coordinator.

Signature on file
Dr. Clint Carpenter, Superintendent
Windham School District