

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 1
Date: August 24, 2018

TO: School-Based and Central Office Administrators

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: **Administrative Directives: Initiation Procedures**

This document describes the Superintendent's information / communication procedures: **Administrative Directives**.

PURPOSES:

1. To provide division-wide information, procedures, and directions for the administration of programs and policies of the Alexandria City Public Schools.
2. To serve as a uniformly definitive reference for the implementation of such programs and policies.
3. To increase staff awareness and understanding of general administrative procedures.
4. To enhance division-wide communication of programs, policies, and procedures of the Alexandria City Public Schools.

THE PROCESS:

1. **Administrative Directives** will be issued through the Superintendent's Office and circulated, in numerical sequence, to schools and offices within the division.
2. All Administrative Directives will be sent electronically to division schools, division offices, and posted on the Alexandria City Public Schools web site.
3. Each Administrative Directive issued during the 2018-19 school year will be given a sequential number, beginning with No. 1. Directives issued during the previous years should be filed for reference. In some instances, those previous directives will be updated and re-issued during this school year. **Note:** Administrative Directives from the previous years remain in effect unless and until new or revised Administrative Directives are issued. They will remain valid if no changes need to be

made.

4. The Superintendent, members of the Superintendent's executive staff, directors, and supervisors will originate subjects and topics (as well as content) for Administrative Directives, provided:
 - a. the information or topic is of *division-wide importance* (examples: curriculum, instruction, staff development, budget, testing, administrative transfers, management, health, safety, etc.);
 - b. the information or topic requires staff members to follow specific directions and procedures; and
 - c. standard procedures need to be established or restated relative to the topic, information, program, or policy.
6. Principals and central office administrators are advised to include periodic reviews and discussions of Administrative Directives on the agenda of staff meetings to increase division-wide understanding of the approved practices, procedures, and information addressed by the directives.
7. School-based and central office staff members may suggest topics to be covered through the Administrative Directive process.

Attachment

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

(SAMPLE FORMAT)

Administrative Directive
2018-2019 Series
No.
Date:

TO:

FROM:

Superintendent of Schools

TOPIC:

PURPOSES:

(BODY, CONTENT)

PROCEDURES:

FOR ADDITIONAL INFORMATION CONTACT: (Person most knowledgeable about the contents of directive)

**GENERAL GUIDELINES
FOR ADMINISTRATIVE DIRECTIVES**

1. Drafts of proposed Administrative Directives, prepared according to the format described above, should be sent to the Office of the Superintendent 10 school days prior to the desired distribution date. This will allow for timely dissemination.
2. Staff members may develop drafts for Administrative Directives, with the approval and endorsement of their director, supervisor, etc. However, all drafts are to be submitted by the appropriate director, supervisor, executive director, chief, etc., to the Office of the Superintendent.
3. Administrative Directives should be prepared to address such programs and policies as:

General:

- a. New procedures or requirements affecting staff members, students, parents, etc.
- b. Standard procedures requiring updates or revisions.

Specific (Samples):

- | | |
|---|-------------------------------|
| a. Kindergarten Registration | j. TAG |
| b. Monitoring, Testing, and Evaluation | k. Curriculum-Related Matters |
| c. Health Records/Inoculations | l. Title 1 Programs |
| d. Free/Reduced Price Meal Applications | m. EL Programs |
| e. Community Use of Facilities and Security | n. Transportation |
| f. Report Cards and Interim Reports | o. Parent Involvement |
| g. Administrative Transfers | p. Special Education Issues |
| h. Identification/Screening | q. Human Resources Matters |
| i. Student Achievement | r. Budget and Finance Matters |

4. It is expected that personnel directly responsible for the programs and activities delineated above, as well as others significant to the operation of the Alexandria City Public Schools, will prepare or revise appropriate Administrative Directives and submit them to the Office of the Superintendent at least 10 days prior to the requested distribution/implementation date during the 2018-19 school year.

FOR ADDITIONAL INFORMATION CONTACT: Superintendent's Office - 703-619-8001