



## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>WV SCHOOLS OF DIVERSION AND TRANSITION</b>  <b>OPERATIONAL PROCEDURES</b>	<b>Section</b>	Legal Foundations and Governance
	<b>Number</b>	1.1
	<b>Effective Date</b>	09-01-16
	<b>Revision Date</b>	11-01-16
	<b>Revision No.</b>	1
	<b>Approval:</b>	<i>Jack C. Green</i>

### 1.0 **PURPOSE:**

The purpose of this procedure is to establish and maintain Operational Procedures for the WV Schools of Diversion and Transition (WVSDT).

### 2.0 **APPLICABILITY:**

The WVSDT Operational Procedures shall cover all personnel in WVSDT. An Operational Procedure may be written to cover personnel within a type or types of institutions or may cover all personnel in institutions.

### 3.0 **POLICY STATEMENT:**

The development and maintenance of Operational Procedures is essential to provide staff with guidance in the implementation of applicable State Board of Education policies, state and federal laws and regulations, accreditation standards, personnel policies and procedures, and directives from the State Superintendent of Schools or designated staff.

### 4.0 **DEFINITIONS:**

- 4.1 "Policy Guidance" communicates and/or provides guidance to staff relating to the implementation of policies, laws, regulations, directives, vision, mission, goals and objectives that govern the activities of WVSDT.
- 4.2 "Operational Procedure" means guidance in the form of a standardized method or methods of performing a specified function which is prescribed and necessary to implement the intent of a policy, law, regulation, accreditation standard or directive application to WVSDT.

### 5.0 **PROCEDURES:**

- 5.1 The Superintendent of WVSDT or designee is responsible for the development and maintenance of the operational procedures.
- 5.2 The Superintendent of WVSDT or designee shall train supervisory staff on the contents of operational procedures and monitor consistent implementation.
- 5.3 The Principal/Lead Teacher shall train instructional and support staff on the contents of the operational procedures and direct the implementation of operational procedures at the institution level.
- 5.4 All staff shall abide by the operational procedures and policies contained therein.
- 5.5 WVSDT Operational Procedures shall be made available to all staff members on-line through the WVSDT website.

- 5.6 The Superintendent of WVSDT shall provide for staff participation in the development, review and revision of operational procedures. All staff are encouraged to submit recommendations for operational procedures.
- 5.7 Operational procedures may be waived, revised or deleted for good cause by the Superintendent of WVSDT and shall not be construed to create any rights or entitlements beyond those specifically enumerated in state or federal law, regulation or policy.
- 5.8 The Superintendent of WVSDT shall disseminate new and revised operation procedures to all WVSDT staff. Staff shall be required to acknowledge receipt and understanding of any applicable operational procedure.
- 5.9 The Superintendent of WVSDT shall review, at least annually, all operational procedures and make revisions and develop new operational procedures as necessary.
- 5.10 The WVSDT Operational Procedures shall be organized as follows:
  - 1.0 Legal Foundations and Governance
  - 2.0 Organization and Management
  - 3.0 Human Resources
  - 4.0 Programs and Services
  - 5.0 Classroom and Student Management
  - 6.0 Fiscal Management
- 5.11 The Superintendent of WVSDT, Principals and Lead Teachers shall administer Diversion and Transition Programs in accordance with WVSDT Operational Procedures.

**6.0 AUTHORITY**

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs.*