

ACPS Policy Update Process

The ACPS Policy Update Process is used to correct a limited set of discrepancies:

- ACPS policy does not reflect the Code of Virginia
- ACPS policy does not reflect current ACPS facilities names
- ACPS policy does not reflect current position titles
- ACPS policy does not reflect other Board approved documents such as the ACPS Budget

Process

1. **Develop a revision bundle** - Create a bundle of proposed corrections using the same format for current proposed changes. This will be a collaborative effort between the Policy Services Consultant and Division Council.
 - a. Summary of changes
 - b. Redline versions with comments
2. **Provide the revision bundle to the SLT** - Provide the bundle to the SLT for information. The SLT will have two weeks to review the bundle and seek any clarity if needed. The SLT will be responsible for distributing the bundle to staff as needed.
3. **Provide the revision bundle to the Board Policy Committee** - Provide the bundle to the Board Policy Committee for information.
4. **Present the bundle to the Board for Information** - The bundle is presented for information alongside other policies that have gone through the full revision process.
5. **Policy Adoption** - The Board adopts the policies through the Consent Calendar

The revised policies and regulations will be marked as Updated to reflect the abbreviated process.