

1 Related Entries: **BFA-RA, CHA**

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Policysetting

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7 A. PURPOSE

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9 To establish a definition of policy and consistent process for
10 ~~policy~~—development and implementation **of formal policies**
11 **identifying principles to guide the development and**
12 **implementation of educational programs and/or for management**
13 **of the school system**

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15 B. ISSUE

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17 State law provides that the county Board of Education, with
18 the advice of the superintendent, determines the educational
19 policies of the school system. **In fulfilling this role, the**
20 **Board of Education, among other actions, establishes formal**
21 **policies to identify certain principles.** Therefore, there
22 should be a comprehensive and consistent process for policy
23 analysis, formulation, implementation, monitoring, and
24 evaluation.

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26 C. POSITION

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28 1. Definition

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30 Policy is defined as **the principles specifically set**
31 **forth in the MCPS Policies and Regulations Handbook and**
32 **identified as a "policy". These policies, all of which**
33 **have a three-letter identifier and are indexed in**
34 **lettered sections of the MCPS Policies and Regulations**
35 **Handbook, are** adopted by resolution of the Board of
36 Education to guide the development and implementation of
37 educational programs and/or for management of the school
38 system. ~~(State laws, bylaws of the State Board of~~
39 ~~Education, and federal guidelines are, in effect,~~
40 ~~mandated policies.)~~ **For purposes of Policy BFA,**
41 **Policysetting, and Regulation BFA-RA, Policysetting, the**
42 **term "policy" refers to only those principles identified**
43 **as policy in the Policies and Regulations Handbook.**

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45 2. Policy development

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47 a) A ~~three-member~~ committee of the Board of Education,
48 whose initial membership shall be designated by the
49 president for staggered three-year terms with new
50 members and the chair chosen annually at the
51 Board's December meeting, reviews and presents
52 policy drafts to the full Board for adoption.
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54 b) The superintendent and/or Board of Education
55 recognizes the need for a policy, or significant
56 revisions to an existing policy, and how the need
57 relates to Board governance including its mission,
58 goals, and objectives.

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c) The committee and the superintendent or the superintendent's designee and appropriate staff meet to develop a draft policy. The draft policy shall take into account as appropriate:

- (1) Other policies of the Board of Education and of other governmental agencies
- (2) Federal, state, and local laws and regulations
- (3) Court decisions and other legal limits or conditions
- (4) Cost implications
- (5) Effect on school system operation
- (6) Impact on those affected by the policy
- (7) National, state, and local literature and research
- (8) Similar policies adopted by other school systems

d) The committee and appropriate staff present the proposed policy item to the Board for discussion and tentative action.

89 e) The policy item will be accompanied by a resolution
90 that:

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92 (1) Indicates the policy will lie on the table
93 until at least the next regularly scheduled
94 Board business meeting before being voted upon
95 as final action (If there is an emergency,
96 this provision may be waived without notice if
97 all members are present and there is unanimous
98 agreement.)

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100 (2) Provides opportunity for citizen and staff
101 comment

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103 (3) Provides opportunity for public hearing (if
104 the Board desires)

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106 (4) Opportunity for the superintendent to provide
107 advice and recommendations

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109 f) The Board will adopt a policy with a standard
110 format that will include as appropriate:

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112 (1) A statement of the purpose of the policy

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114 (2) A description of the problem or issue that the
115 policy addresses and purports to resolve

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117 (3) A statement of the policy position or
118 positions adopted by the Board, including a

119 brief statement of the reasons and/or
120 justification for these positions as
121 appropriate

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123 (4) A statement of the results or outcomes desired

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125 (5) The strategies to be used in guiding the
126 implementation of the policy

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128 (6) Specification of when reports are to be made
129 to the Board of Education and the public on
130 implementation and effectiveness, results
131 achieved, and next steps. The frequency of
132 reports will be specified by the Board of
133 Education and may depend on such factors as
134 high public interest, legal mandates, and the
135 experimental/innovative nature of the activity

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137 3. Policy Implementation

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139 After adoption, the superintendent will follow up with:

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141 a) Regulations for implementation, if appropriate

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143 b) Publication of policy and regulation in the
144 Handbook and distribution to affected parties

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146 c) Continuous monitoring of the policy and
147 implementation and reporting to the Board as
148 required under Section F., Review and Reporting

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D. DESIRED OUTCOME

Policies that are well researched and analyzed prior to adoption or amendment and monitored by staff with results reported to the Board subsequent to adoption.

E. IMPLEMENTATION STRATEGIES

1. The superintendent will develop a process for implementing this policy that will include coordination of policy research and development, presentation to the Board, implementing regulations, monitoring reports, and maintaining the process.
2. All regulations developed in support of Board adopted policies shall be sent to the Board as items of information.

F. REVIEW AND REPORTING

1. The committee shall be apprised of the up-to-date status of the review process, including the number of policies that were reviewed, revised, and rescinded on an on-going basis.
2. The superintendent will review policies on an ongoing basis in accordance with established practices for prioritizing policy matters, but the Board may call for review of any policy at its discretion. In the event the Board directs that a new or revised policy be developed,

179 it may establish a timeline for the committee to bring a
180 draft policy to the full Board for its consideration.

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182 a) When the review results in recommended content
183 changes to the policy including rescinding the
184 policy, the process for policy formulation
185 described above will be followed.

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187 b) Until such time as all policies are in the
188 appropriate format, and the review reveals that no
189 substantive changes are recommended, the policy
190 will be reformatted and reprinted and will be
191 forwarded to the Board as an item of information.
192 Any member of the Board may identify any of these
193 policies for further review as needed.

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196 *Policy History:* Adopted by Resolution No. 64-92, January 27, 1992;
197 amended by Resolution No. 115-93, February 9, 1993; amended by
198 Resolution No. 341-94, May 16, 1994; reviewed August 27, 1996;
199 amended by Resolution No. 615-01, November 13, 2001.

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201 *Note previous policy history:* Adopted by Resolution No. 425-84,
202 August 7, 1984; amended by Resolution No.430-85, September 10,
203 1985; amended by Resolution No. 458-86, August 12, 1986; Rescinded
204 by Resolution No. 64-92, January 27, 1992.