

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: BFA-RA

Policysetting

A. PURPOSE

To establish a definition of policy and consistent process for development and implementation of formal policies identifying principles to set forth the vision and goals of the school system, specify the rights and responsibilities of the school community, and guide the development and implementation of educational programs and/or for management of the school system

B. ISSUE

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

C. POSITION

1. Definition

Policy is defined as the principles specifically set forth in the MCPS *Policies and Regulations Handbook* and identified as a “policy.” These policies, all of which have a three-letter identifier and are indexed in lettered sections of the MCPS *Policies and Regulations Handbook*, are adopted by resolution of the Board of Education to set forth the vision and goals of the school system, specify the rights and responsibilities of the school community, and guide the development and implementation of educational programs and/or for management of the school system. For purposes of Policy BFA, *Policysetting*, and Regulation BFA-RA, *Policysetting*, the term “policy” refers to only those principles identified as policy in the *Policies and Regulations Handbook*.

2. Policy development

- a) There shall be a Policy Committee of the Board of Education, consisting of not less than three members with staggered three-year terms with one member and the chair chosen annually at the Board's December meeting. The Board may appoint the student Board member to serve as a fourth full member of the committee. The committee reviews and presents policy drafts to the full Board for adoption.
- b) The superintendent, Board of Education, and/or Board Policy Committee recognizes the need for a policy, or significant revisions to an existing policy, and how the need relates to Board governance including its mission, goals, and objectives.
- c) The committee, the superintendent or the superintendent's designee, appropriate staff, and, where deemed appropriate, a workgroup of relevant stakeholders 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/or amendment, and tentative action.
- e) The policy item will be accompanied by a resolution that:

- (1) Indicates the tentatively adopted policy will lie on the table for at least 21 days before being voted upon as final action (If the Board deems an emergency exists, this provision may be waived without notice if all members are present and there is unanimous agreement.)
 - (2) Provides opportunity for citizen and staff comment
 - (3) Provides opportunity for public hearing (if the Board desires)
 - (4) Provides opportunity for the superintendent to give advice and recommendations
- f) When taking final action, the Board will review public comments, staff responses, and committee recommendations and consider amendments proposed by Board members
- g) The Board will adopt a policy with a standard format that will include as appropriate:
- (1) A statement of the purpose of the policy
 - (2) A description of the problem or issue that the policy addresses and purports to resolve
 - (3) A statement of the policy position or positions adopted by the Board, including a brief statement of the reasons and/or justification for these positions as appropriate
 - (4) A statement of the results or outcomes desired
 - (5) The strategies to be used in guiding the implementation of the policy
 - (6) Specification of when reports are to be made to the Board of Education and the public on implementation and effectiveness, results achieved, and next steps. The frequency of reports will be specified by the Board of Education and may depend on such factors as high public interest, legal mandates, and the experimental/innovative nature of the activity

3. Policy Implementation

After adoption, the superintendent will follow up with:

- a) Regulations for implementation, if appropriate
- b) Publication of policy and regulation in the Handbook and distribution to affected parties
- c) Continuous monitoring of the policy and implementation and reporting to the Board as required under Section F., Review and Reporting

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, it may establish a timeline for the committee to bring a draft policy to the full Board for its consideration.
 - a) When the review results in recommended content changes to the policy, the process for policy formulation described above will be followed.
 - b) When review results in a recommendation for rescission, the Board of Education will take action on the recommendation.

- c) If the review reveals that no substantive changes are recommended, the policy will be reformatted and reprinted and will be forwarded to the Board as an item of information.

Policy History: Adopted by Resolution No. 64-92, January 27, 1992; amended by Resolution No. 115-93, February 9, 1993; amended by Resolution No. 341-94, May 16, 1994; reviewed August 27, 1996; amended by Resolution No. 615-01, November 13, 2001; amended by Resolution No. 388-05, July 27, 2005.

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