

MONTGOMERY COUNTY PUBLIC SCHOOLS

Policies and Regulations: Start to Finish

POLICY

A statement of principle or goals adopted by the school Board; usually requires regulations to be formulated for its implementation

REGULATION

A directive prepared by the superintendent's staff that sets forth the mechanics for implementing Board policy or state or federal laws or regulations

Identify: The Board Policy Management Committee or responsible office (RO) may identify the need for a new policy to be drafted or an existing policy to be revised, due to changes in priorities or practice, or changes to State or federal laws or regulations.

Identify: The responsible office (RO) may identify the need for a new regulation to be drafted or an existing regulation to be revised, due to changes in priorities or practice, or changes to State or federal laws or regulations.

Draft: New or existing language is put into working draft format by the Department of Policy, Records, and Reporting (DPRR), then sent to RO.

Consult: The RO is required to seek input from community stakeholders in the process of researching, writing and revising a policy. They typically also seek input from staff.

Research, write, revise: The RO researches, consults, writes or revises with support from DPRR. DPRR edits the drafts and tracks revisions. At the conclusion of this step, the RO recommends a draft for further review and approval.

Consult: The RO typically seeks input from staff in the process of researching, writing and revising a regulation. Sometimes input from external stakeholders is sought.

Review and Approval: The RO-recommended draft of the policy or regulation must be reviewed by the following:

Director, RO
 Policy Management Committee
 Superintendent
 Board (Tentative Action)
 Community: Public Comment Period
 Review of public comments by Policy Management Committee
 Board (Final Action)

Director, RO
 Associate Superintendent, RO
 Chief Operating Officer; Deputy Superintendent of Teaching, Learning, and Programs; Deputy Superintendent of School Support and Improvement
 Superintendent

Inform: The superintendent informs the Board of the approved regulation.