

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: BFA
Responsible Office: Board of Education

Policysetting

A. PURPOSE

To establish procedures for the development, implementation, and review of policy

B. BACKGROUND

State law provides that the county Board of Education, with the advice of the superintendent, determines the educational policies of the school system. Therefore, there should be a comprehensive and consistent process for policy analysis, formulation, implementation, monitoring, and evaluation.

C. PROCEDURES

1. Policy development

- a) The superintendent, Board of Education, and/or the Board Policy Committee identifies 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.
- b) 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
- c) The committee and/or the superintendent/designee or appropriate staff may seek input from the public and relevant staff during the development process. This input may be sought through any appropriate method such as, but not limited to:
- (1) Focus groups
 - (2) Task forces
 - (3) Work groups
 - (4) Web sites
 - (5) Advisory groups
 - (6) Public forums
- d) The committee and appropriate staff present the proposed policy item to the Board for discussion and tentative action.
- e) The policy item will be accompanied by a resolution that:
- (1) Indicates the policy will lie on the table until at least the next regularly scheduled Board business meeting before being voted upon as final action (If there is an emergency, 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 by soliciting input through a variety of means, including:
 - a. Press releases
 - b. MCPS e-mail system
 - c. MCPS Web site

- d. MCPS cable television
- e. Direct meetings
- (3) Provides opportunity for citizens and staff to give input through a variety of means, including:
 - a. Letters
 - b. E-mail
 - c. Fax
 - d. Testimony presented at Board of Education meetings
- (4) Indicates that the public comment period will be for a minimum of 30 calendar days. Additionally, requests for extension of the public comment period may be granted for good cause.
- (5) Provides opportunity for public hearing (if the Board desires). The superintendent may recommend a hearing, forum, or focus group to be held when:
 - a. There is a heightened level of interest in the issue
 - b. An alternate to written comments would substantially increase the diversity of commentors
 - c. There are divergent points of view among staff or the community and it would benefit the consensus building process to have a sharing of views and information
- (6) The superintendent may recommend holding a public hearing, forum, or focus group to the Board of Education Policy Committee or to the full Board of Education. A decision to hold such a public event will be made to the Board of Education.
- (7) Ensures an opportunity for the superintendent to provide advice and recommendations
- f) 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

2. Policy Implementation

After adoption of a new or revised policy, the superintendent will follow up with:

- a) Regulations for implementation, if appropriate
- b) Publication of policy and regulation in the Handbook and on the MCPS Web site
- c) Continuous monitoring of the policy and implementation and reporting to the Board as required under Section F., Review and Reporting, of Policy BFA

All regulations developed in support of Board adopted policies shall be sent to the Board as items of information.

3. Review and Reporting

- a) The Board Policy Committee and appropriate staff will review the status of policies in the review and development process on an on-going basis.
- b) Annually, offices identified as having primary responsibility for implementing specific policies will review those policies and consider the following:

- (1) Alignment with current local, state and federal law
 - (2) Alignment with current practice
 - (3) Accurate titles, offices, and functions
 - (4) Alignment with and furtherance of the mission and goals of MCPS as articulated in the strategic plan
- c) The Board Policy Committee, in collaboration with the superintendent, will identify policies annually for new development or revision. Consideration will be given to inclusion of a provision indicating an automatic termination date during the development or revision of a policy. The Board of Education may call for the review of any policy at its discretion.
- d) 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.
- (1) When the review results in recommended content changes to the policy including rescinding the policy, the process for policy formulation described above will be followed.
 - (2) References in policies and regulations to specific offices, employees, and officials whose functions have been reassigned or whose titles have been revised because of reorganization shall be considered to have been superseded to reflect the reorganization. Until such time as all policies are in the appropriate format, and 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. Any member of the Board may identify any of these policies for further review as needed.

Regulation History: New regulation December 10, 2003.