MONTGOMERY COUNTY PUBLIC SCHOOLS
Policies and Regulations: Development and Approval Process

**POLICY**
A statement of principles or priorities adopted by the Montgomery County Board of Education, that usually requires regulations to be formulated by the superintendent of schools/designee for its implementation

**REGULATION**
A directive prepared by the superintendent of schools/designee that sets forth procedures for implementing a Board policy, state or federal law or regulation, or other needed operational guidance

**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 practices, or changes to state or federal laws or regulations.

**Identify:** A Board policy may direct the superintendent of schools to develop implementing regulations; the responsible office (RO) may identify the need for a new regulation to be drafted; or an existing regulation may need to be revised, due to changes in priority or practice, or changes to state or federal laws or regulations.

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

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

- Director, RO
- Associate Superintendent and Chief, RO
- Policy Management Committee (PMC)† review of framework and/or first draft
- Tentative Action by the full Board of Education† on PMC-recommended draft
- Public comment period of at least 30 days

Following the public comment period, a presentation to SLT may be scheduled approximately two weeks prior to the PMC meeting, if public comments warrant substantial changes to the draft.

- PMC review of public comments†
- Final Action by the full Board of Education†

**RO presentations:** At this step, the director, or directors, if more than one RO is involved, is expected to brief their associate superintendent/chief and any related operational units to identify impacts of regulation changes. The director will obtain approval from their chief executive and copy OGC on an email that documents the chief’s approval.

**Publication and training:** Upon the Board’s adoption of a new policy or superintendent’s approval of a regulation, OGC will publish the updated policy/regulation and maintain a published summary of changes on the Board of Education website. The RO is responsible for updating staff and appropriate constituencies of the implications of the new policy/regulation and providing training on new procedures as appropriate. The RO is also responsible for locating and deleting any pdfs of the policy/regulation on MCPS websites other than those maintained by OGC.