

# 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.

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

**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.

**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**

**Associate Superintendent and Chief, RO**

At this step, a presentation\* to senior leadership may be scheduled, as determined by the RO's chief executive and OGC.

**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:

The RO should expect to be scheduled to present implementation implications to senior leadership, PMC, and the Board\* and be present at PMC/Board discussions to respond to questions.

#### \*\*Publication and training:

If The RO intends for changes to be published in handbooks or reflected in compliance training for the following school year, the RO is advised that these guidance materials are developed by March. Please discuss timelines and effective dates with OGC

**Director, RO**

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.

**Administrative Leadership Team**

At this step, OGC will brief ALT on key revisions and provide copies for ALT members' review. The director may be asked to be present to respond to questions.

**After consultation and resolution of any ALT concerns, the draft regulation will be sent to the superintendent of schools for approval.**

Upon approval of a regulation, the superintendent of schools notifies the Board of the approved regulation. If the RO intends there to be a suspended effective date (e.g., July 1 of the next school year), the RO must inform OGC so that the regulation is appropriately published on the effective date.

**\*\*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.