

Purpose

To identify the process for developing, adopting, revising, and reviewing policy

Definitions

Educational policy is defined as principles adopted by resolution of the Board of Education to guide the development and implementation of educational programs and/or services provided by the school system.

Policy Statement

Subject to applicable state laws and bylaws of the Maryland State Board of Education, the Board of Education of Allegany County, with the advice of the superintendent, shall determine the educational policies of the county school system. The formulation and adoption of written policies constitutes the basic method by which the Board exercises its leadership and creates a framework within which the superintendent and the staff can discharge assigned duties.

To this end, there should be a comprehensive and consistent format and procedure for policy development, adoption, review and revision, implementation, monitoring, and evaluation that provides for thoughtful consideration throughout each step of the process.

The Board endorses the policy development, codification, and dissemination system of the National Education Policy Network/National School Boards Association (NEPN/NSBA). This system, while it may be modified to meet local needs, is to serve as a general guideline for such tasks as policy research, developing policy drafts, reviewing policy drafts, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

Policy Development

Anyone may propose new policies, changes to existing policies, or the elimination of existing policies by contacting the Board President or superintendent.

When the Board, by majority vote, recognizes the need for a new policy or current policy revision, the superintendent convenes a meeting of the policy committee to begin the process of developing a policy draft as directed by the Board.

The policy draft shall take into account as appropriate:

1. Other policies of the Board of Education
2. Legal requirements, including federal, state, and local laws, court decisions, and other legal limits or conditions, if any
3. Fiscal impact, if any
4. Effect on school system operation
5. Impact on those individuals affected by the policy
6. Similar policies adopted by other school systems

The policy committee and appropriate staff present the policy draft to the Board for a first reading at a regularly scheduled meeting. The Board will accept the policy draft for a first reading, engage in discussion, and table the item for a second reading or final action at a business meeting scheduled at least one month after the draft policy has been presented.

The policy committee shall be entitled to correct minor grammatical errors, typographical errors, and make editorial changes in policies or regulations which do not modify the intent or meaning of the policies or regulations.

Policy Adoption

The adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are carefully examined prior to final adoption.

1. First Reading--the policy proposal shall be presented as an information item for reading and discussion.
2. Second Reading--the proposal shall be presented for additional discussion and/or amendments and shall be voted on for final approval.

During discussion of a policy proposal, the views of the public and staff shall be considered. Board members and the superintendent may recommend amendments to proposed policy throughout the process. An amendment shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. Two readings are required before the policy becomes permanent.

Policies will become effective upon the date adopted, unless otherwise set by the Board. The date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to implementation.

Policy Revision and Review

In an effort to keep the policy manual up-to-date, the Board shall review its written policies on a continuing basis. The superintendent is charged with calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption.

Board Review of Regulations

With the exception of policies concerning School Board Governance and Operations as described in section B of this policy manual, the Superintendent is charged with the responsibility of drafting regulations to implement the policies of the Board. The Superintendent may refer such policies to the policy committee for evaluation before submitting them to the Board for review.

The Board reserves the right to review regulations issued by the administration at its discretion, but shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with all policy regulations issued by the administration.

The Board Policy shall officially approve regulations when approval is required by state or federal law or when strong community, staff or student attitudes make it advisable for the regulations to be approved by the Board.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system adopted by the Board.

Policy Communication/Feedback

The superintendent is directed to establish and maintain an orderly plan for preserving and making

accessible the policies adopted by the Board and the regulations needed to put them into effect. Accessibility should extend to employees of the school system, to members of the Board and, insofar as possible, to all persons in the community.

The Board shall evaluate how the policies have been implemented by staff and shall weigh the results. It shall rely on the staff, students, and community for providing evidence of the effect of the policies that have been adopted.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district and be available on the Internet. All policy manuals distributed to anyone shall remain the property of the school system and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time.

Suspension/Repeal of Policy

In the event of special circumstances, any section or sections of the Board policy manual, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This provision, however, does not apply to any section of Board policies that may be established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Legal Reference			
Policy History	Adopted	Reviewed	Revised May 10, 2005 1 st Reading June 14, 2005 2 nd Reading May 14, 2013, 1 st Reading June 11, 2013, 2 nd Reading Jan. 10, 2017, 1 st Reading Feb. 14, 2017, 2 nd Reading July 16, 2019, 1 st Reading Aug. 13, 2019, 2 nd Reading