

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
POLICY DEVELOPMENT	POLICY 114
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Purpose: To identify a process for development of policies and amendments to serve as guidelines for the operation of the school system and the successful, efficient function of the public schools.

114.1 Appointment of Policy Committee

At its first meeting in December, the Board of Education of Frederick County (Board) president shall annually designate three Board members to serve on the Policy Committee, designating one member to serve as chairperson.

114.2 Responsibility of Chairperson

The chairperson shall:

- a. With input from committee members, develop the agenda and policy review schedule;
- b. Coordinate with staff designated to support the work of the committee; and
- c. Keep the full Board informed regarding progress of the Policy Committee.

114.3 Responsibility of Policy Committee

Policy committee members shall:

- a. Conduct regularly scheduled Policy Committee meetings to review, revise, and gather information on Board policies;
- b. Work collaboratively with the Superintendent, or his/her designee, and appropriate staff in the review and development of policy;
- c. Review and rewrite policies before making recommendations to the full Board;
- d. Make recommendations to the Board for policy approval; and
- e. Provide a status report of its work to the full Board.

114.4 Criteria for Policy Development and Review ¹

The Board will review policies in a rotation of every three years by series (e.g. 100, 200, 300, 400, 500) recognizing that time sensitive topics and/or changes in the law or Board defined priorities may modify the cycle review.

At the direction of the Board, the Policy Committee shall consider the following factors, as appropriate:

- a. Cost implications;
- b. Court decisions and other legal limits or conditions;
- c. Effect on school system operation;
- d. Federal, state, and local laws and regulations;
- e. Impact on those affected by the policy;
- f. National, state, and local literature and research;
- g. Other policies of the Board of Education and of other governmental agencies; and
- h. Similar policies adopted by other school systems.

114.5 Student/Parent/Community Involvement

At the direction of the Board, the Policy Committee may involve and receive input from students, parents and members of the community at large in its review of, or revisions to, a policy.

The Board may also elect to hold a public hearing on a policy item, as it deems necessary.

114.6 Preliminary Review Process

The Policy Committee shall meet with the Superintendent, or his/her designee, and appropriate staff to review drafts of the proposed policy.

114.7 Approval Process

The Policy Committee shall recommend the proposed policy items to the Board as follows:

- a. Amendments or updates to existing policy, and first drafts of new policy generated by the Policy Committee, will be presented to the full Board at a regular meeting or work session and will serve as the “First Reading”;
- b. Policy will be presented to the Board with any changes or public comments at the next regular full Board meeting or work session, and will serve as the “Second Reading”; and
- c. Final policy will be placed on Consent Agenda for approval and “Third Reading.”

The Board reserves the right to modify the above process, as necessary.

¹ Creation of new policy and/or updates and amendments shall be governed by the same procedures as identified herein.

114.8 Policy Format

Policy format shall include the following:

- a. Purpose
- b. Definitions (as appropriate)
- c. Legal references
- d. Dates of adoption, review and revision

114.9 Implementation

- a. The Superintendent will develop regulation, as appropriate, to execute the provisions of Board Policy.
- b. The Superintendent will ensure publication of policy and regulation that is easily accessible and searchable on the FCPS Web site.
- c. It is an expectation that administrators apply policies established by the Board.

Legal Reference	§4-108 Education Article, <i>Annotated Code of Maryland</i>		
	§4-204 Education Article, <i>Annotated Code of Maryland</i>		
Policy History	Reviewed: 2017, 2018, 2019	Adopted: 7/13/05	Revised: 2/27/19