A.   Purpose

To provide guidance to Frederick County Public School (FCPS) employees regarding the expectations when proposing to create a new policy or to amend or deactivate an existing policy and to ensure there is a uniform process followed for the development of policy.

B.   Background

The Board of Education of Frederick County (Board) has enacted Board Policy 114, *Policy Development*, to govern the process by which it articulates the guidelines for the operation of the school system and the successful, efficient function of the public schools. Board Policy 114 includes a regular schedule for the review of all system policies, as well as a process by which a policy may be considered out-of-schedule. For a policy to be created, reviewed, amended, or decommissioned, FCPS staff are expected to complete a series of steps in advance of the Board Policy Committee meeting. This regulation provides guidance on navigating the process associated with policy-making.

C.   Definitions

1. "Adoption Date" is defined as the date when a newly created policy is formally approved and adopted by the Board, and is published on that same date.

2. "Decommissioning" is defined as the decision by the Board to end an existing policy.

3. "Redlined" is defined to mean a draft of a document reflecting both the existing language and the additions and/or deletions to be made.

4. "Responsible Department" is defined to mean the department responsible for the implementation of a Board policy.

5. "Review Date" is defined as the date when a policy is reviewed by the Board and no changes are made, and is published on that same date.

6. "Revision Date" is defined as the date when the Board formally approves and adopts revisions to an existing policy, and is published on that same date.

7. "Subordinate Paragraph" is defined as a paragraph that falls within the broader paragraph within which it falls that provides additional information pertinent to that paragraph.

D.   Procedures

1. **Selection of Policies for Consideration**

a. The creation, review, amendment, or decommissioning of a policy may arise pursuant to the regular review schedule, as required by law, at the request of three members of the Board, or at the request of the Superintendent with approval of the Policy Committee chairperson.

b. The Superintendent will receive recommendations to create, review, amend, or decommission of a policy from a member of Cabinet. Any employee who seeks to suggest a policy change should do so through the Cabinet member who oversees their department.

2. **Policy Template**
   a. The Policy Template has six (6) sections:
      i. Policy Purpose.
      ii. Definitions.
      iii. Policy Statement.
      iv. Implementation.
      v. Related Information.
      vi. Policy History.
   b. **Policy Purpose**
      i. The Policy Purpose is a statement that articulates what the policy will accomplish.
      ii. Typically, the Policy Purpose will begin with "To establish a policy…"
   c. **Definitions**
      i. Definitions provide clarity as to the meaning of technical terms or words that have a specific meaning within the context of the policy.
      ii. Definitions should be organized alphabetically.
      iii. The term to be defined should be in quotations and followed with "is defined as" or "is defined to mean".
      iv. If there are no words or phrases to be defined, enter the word "None".
   d. **Policy Statement.** The Policy Statement is single statement or a series of statements articulating why the Board believes this policy is important.
   e. **Implementation.** The Implementation section articulates the Board's expectations for how the policy should be implemented. This may include the Board's instructions on how the policy should take effect, a direction to the Superintendent to implement a regulation, the date on which the policy will become effective if it is not to be implemented immediately, and a review schedule that deviates from the schedule stated in Board Policy 114, *Policy Development*.
   f. **Related Information**
      i. The Related Information section is a list of resources that an interested individual may consult to learn more about the policy.
      ii. This may include references to statutes, the Code of Maryland Regulations (COMAR), other Board policies, FCPS regulations, publications, websites, etc.
      iii. Where possible, the Related Information references should be linked for easy access.
   g. **Policy History.** The Policy History can be found in the existing policy and should be incorporated with the appropriate additional references.

3. **Policy Committee Documentation**

a. When presenting a policy to the Policy Committee, the Responsible Department must prepare the following documents:
i. The completed Policy Analysis Form.
ii. A draft of the new policy and, if an amendment to an existing policy, a redlined draft of the policy showing the changes to the policy. If the proposal is to decommission an existing policy, then a copy of the existing policy should be attached stamped with the phrase "Recommended to be Decommissioned based on the Rationale in the Policy Analysis Form" in all capital, red text, and enclosed in square brackets.
b. When reviewing an existing policy and recommending no changes, the Responsible Department need only submit the Policy Analysis Form.

4. **Legal Sufficiency Review**
a. Before a policy will be presented to the Policy Committee, the Policy Committee Documentation must be reviewed by the Legal Services Division.
b. A complete and final package should be submitted to the Legal Services Division at least two (2) weeks in advance of the Policy Committee meeting at which the policy will be discussed. Packages submitted less than two (2) weeks in advance of the Policy Committee meeting will be recommended for placement on the agenda for the following Policy Committee meeting.
c. The submission to the Legal Services Division should be ready for immediate publication on the FCPS website upon approval the Board. Policies submitted for legal sufficiency review that are not ready for immediate publication will be returned to the Responsible Department for editing consistent with this regulation.
d. Timely submission and completion of the proposed regulation are critical to the legal sufficiency review process. These requirements may only be adjusted at the direction of the Superintendent.

5. **Policy Committee or Board Meeting Requirements**
a. The Legal Services Division will be responsible for uploading the Policy Committee Documentation to Board Docs, which must be completed one (1) week in advance of the Policy Committee meeting or two-and-a-half (2½) weeks in advance of a Board meeting.
b. A representative from the Responsible Department is required to attend the Policy Committee or Board meeting to support the presentation of the policy. In advance of the meeting, the representative should meet with Legal Services Division staff to prepare.
c. The Responsible Department will be responsible for coordinating with the Legal Services Division any amendments suggested during the Policy Committee or Board meeting.
d. Policy updates will be communicated to staff within thirty (30) days of the Board's approval.

6. **Policy Style Guidelines**

a. **Template Requirement.** All proposed or amended policies must use the FCPS Board Policy Template, creating a uniform and consistent policy format. The template is available for download by FCPS employees on the FCPS Forms webpage.

b. **Font.** The approved font for all policies is Times New Roman, 12-point.

   i. **First (1st) Revision Font.** Inserted new language should use underlined, blue font (Hex #0000FF) and be enclosed in square brackets ([sample]). Deleted existing language should use strikethrough, red font (Hex #FF0000) and be enclosed in square brackets ([~~sample~~]).

   ii. **Second (2nd) Revision Font.** Inserted language should use double underlined, purple font (Hex #7030A0) and be enclosed in square brackets ([sample]). Deleted language should use double strikethrough, purple font (Hex #7030A0) and be enclosed in square brackets ([~~sample~~]).

   iii. **Third (3rd) Revision Font and Beyond.** For the third and all future revisions, follow the cycle detailed below. This process repeats with each new revision.

      1. Accept and incorporate any approved changes.

      2. Odd-numbered revisions (3rd, 5th, 7th, etc.) will use the **First (1st) Revision Font** (underlined, blue for new text; strikethrough, red for deleted text).

      3. Even-numbered revisions (4th, 6th, 8th, etc.) will use the **Second (2nd) Revision Font** (double underlined, purple for new text; double strikethrough, purple for deleted text).

c. **Paragraph Alignment.** The approved paragraph alignment is "justified".

d. **Policy Name and Number.** The name of the policy in the header should be in blue font (Hex #1C4587) and in ALL CAPS with the policy number immediately below it.

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e. **Policy Section Headers.** The Policy Template has six (6) section headers, lettered "A" through "F". All section headers should be in bold and underlined with one (1) line (a "hard return") between the header and the content below it. There is no period at the end of a policy section header.

A. **Policy Purpose**

To establish a policy that governs the framework for meeting structures and public engagement, balancing the need of the Board of Education (Board) to preserve the orderly transaction of business with the receipt of effective, efficient, and responsible community input on educational issues during regular meetings of the Board.

f. **Paragraph Designations.** All paragraphs must be designated by a numeral (1, 2, 3), except where there is only a single paragraph in the section (see image above), with the numeral indented by ¼ inch.

B.   Definitions

1. "Meeting" is defined as meeting in person or virtually in accordance with safety mandates and in compliance with the provisions of the Maryland Open Meetings Act.

2. "Student" is defined as any enrolled Frederick County Public School (FCPS) student regardless of age or any individual who is of school age regardless of enrollment status.

g. **Subordinate Paragraphs**
   i. Subordinate paragraphs should be designated by:
      1. Increasing the hanging indent by ¼ inch; and

      2. Changing the designation as follows: lower case letter (a, b, c), roman numeral (i, ii, iii), numeral (1, 2, 3), lower case letter (a, b, c). If the subordinate paragraphs go further than four layers, reconsider the construction of that paragraph. Bullets or other symbols are not permitted.

      3. **Policy Committee**
         a. At its first meeting in December, the Board president shall annually designate three Board members to serve on the Policy Committee, designating one member to serve as chairperson. The Citizens Advisory Council (CAC) shall recommend to the Board one member to serve as an advisory, non-voting member of the Policy Committee, subject to the approval of the Board.
         b. **The Chairperson**
            i. The chairperson shall be responsible for developing the agenda and policy review schedule with input from the Board, the committee members and the Superintendent or the Superintendent's designee.

   ii. Subordinate paragraphs do not have a line between the top-level paragraph or subsequent subordinate paragraphs.
   iii. Subordinate paragraph headers should be in bold font with the first letter of each word in the header capitalized.
   iv. If the subordinate paragraph has a header and only one paragraph, the paragraph should be on the same line as the header with a period between the header and the paragraph.

         d. **Pre-Registration**. For those persons wishing to speak, the Board will provide the opportunity to pre-register for public comment. The window to pre-register will open five (5) days in advance of each scheduled Board meeting concurrent with the public posting of the meeting agenda and will close two (2) days before the scheduled Board meeting. A person wishing to speak may pre-register by completing the form on the Board's website or by calling (301) 696-6965 and shall provide the following information:

h. **Headers and Footers**
   i. The header on the first page should be the one in the Policy Template. There is no header on any other page.

     ii.   There is no footer on the first page. All subsequent pages should include the Policy number aligned to the left margin and the page number aligned to the right margin. The page number should be in the format "page number of number of pages" (X of X).

E.   Related Information

1. **Board Policy**
   a. [Policy 114](#), *Policy Development*

2. **FCPS Regulations**
   a. [Regulation 114-02](#), *Regulation Development*

3. **FCPS Resources**
   a. [FCPS Board Policy Analysis Form](#)
   b. [FCPS Board Policy Template](#)

F.   Regulation History (Maintained by Legal Services)

Responsible Office	Legal Services
Adoption Dates	10/05/23
Review Dates	
Revision Dates	12/20/24