

## **A. Purpose**

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

## **B. Background**

The Board of Education of Frederick County (Board) enacts policy setting forth the guidelines for the operation of the school system and the successful, efficient function of the public schools. This statement of intention is then put into practice by the Superintendent through the implementation of regulations. Where policy articulates the “what”, regulations articulate the “how.” For a regulation to be created, reviewed, amended, or decommissioned, FCPS staff are expected to complete a series of steps in advance of the Regulation Review Committee meeting. This regulation provides guidance on navigating the process associated with development of regulations.

## **C. Definitions**

1. “Adoption Date” is defined as the date when a newly created regulation approved by the Regulation Review Committee (RRC) is published.
2. “Decommissioning” is defined as the decision by the Superintendent to end an existing regulation.
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 the regulation.
5. “Review Date” is defined as the date when a regulation reviewed by the RRC with no changes is published.
6. “Revision Date” is defined as the date when an existing regulation containing changes approved by the RRC is published.
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. **Regulation Review Committee**

- a. The Regulation Review Committee (RRC) is a committee whose purpose is to review and provide input into the creation, amendment, or decommissioning of a regulation.
- b. The RRC is composed of the Superintendent, members of the Superintendent's Cabinet, selected Central Office leaders, selected Principals, and external stakeholders including bargaining unit representatives, the PTA Council of Frederick County, and other community groups. The RRC membership will be reviewed in July of each year.
- c. The RRC shall meet monthly.
- d. To the extent possible, RRC meetings shall be held virtually.
- e. The Chief Legal Counsel shall serve as the coordinator for RRC meetings, including development of the meeting schedule, creation of the agenda, distribution of materials, conducting the meeting, post-meeting follow-up, and maintaining digital copies of the current and prior policies.
- f. A representative from the Responsible Department is required to attend the RRC meeting to present the regulation. In advance of the meeting, the representative should meet with Legal Services Division staff to prepare.
- g. The Responsible Department will be responsible for coordinating with the Legal Services Division any amendments suggested during the RRC meeting.
- h. The Superintendent may make non-substantive technical amendments to a regulation without requiring the RRC to review the change prior to its implementation. In the event the Superintendent makes such a change, a report shall be made to the RRC at the next scheduled regular meeting of the regulation changes.
- i. Regulation updates will be communicated to staff within thirty (30) days of the Board's approval.

### 2. **Selection of Regulations for Consideration**

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

### 3. **Regulation Template**

- a. The [Regulation Template](#) has six (6) sections:
  - i. Purpose.
  - ii. Background.
  - iii. Definitions.
  - iv. Procedures.
  - v. Related Information.
  - vi. Regulation History.
- b. **Purpose**
  - i. The Purpose is a statement that articulates what the regulation will accomplish.
  - ii. Typically, the regulation purpose will begin with "To establish a regulation..." It may also be a narrative statement describing the intention of the regulation.
- c. **Background.**
  - i. The Background section is a narrative providing history and context to the regulation.

- ii. If there is no information to provide, enter the word “None.”
  - d. **Definitions**
    - i. Definitions provide clarity as to the meaning of technical terms or words that have a specific meaning within the context of the regulation.
    - 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”.
  - e. **Procedures.** The Procedures section articulates the Superintendent’s expectations for how the regulation supports should be implemented. This section provides the substance of the regulation.
  - f. **Related Information**
    - i. The Related Information section is a list of resources that an interested individual may consult to learn more about the regulation.
    - ii. This may include references to statutes, the Code of Maryland Regulations (COMAR), Board policies, other FCPS regulations, publications, websites, etc.
    - iii. Where possible, the Related Information references should be linked for easy access.
  - g. **Regulation History.** The Regulation History can be found in the existing regulation and should be incorporated with the appropriate additional references.
4. **Regulation Review Committee Documentation**
- a. When presenting a regulation to the RRC, the Responsible Department must prepare the following documents:
    - i. A [Cover Page](#) identifying the regulation name and number, the corresponding regulation, the nature of the change (addition, revision, or deletion), and a narrative description of the reason for the requested change.
    - ii. A draft of the new regulation and, if an amendment to an existing regulation, a redlined draft of the regulation showing the changes to the regulation. If the proposal is to decommission an existing regulation, then a copy of the existing regulation should be attached stamped with the phrase “Recommended to be Decommissioned based on the narrative in the Cover Page” in all capital, red text, and enclosed in square brackets.
  - b. When reviewing an existing regulation and recommending no changes, the Responsible Department need only submit the Cover Page and shall include in the narrative description a statement as to why the regulation should remain as-is.
5. **Legal Sufficiency Review**
- a. Before a regulation will be presented to the RRC, the Cover Page and supporting 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 RRC meeting at which the regulation will be discussed. Packages submitted less than two (2) weeks in advance of the RRC meeting will be placed on the agenda for the following RRC meeting.
  - c. The submission to the Legal Services Division should be ready for immediate publication on the FCPS website upon approval at an RRC meeting. Regulations

- 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.
6. **Regulation Numbering.** As new regulations are proposed and existing regulations are amended, the regulation should adopt a number to align with the policy it supports. For example, under the prior numbering scheme, this regulation would have been numbered Regulation 100-12 as that would have been the next number in the sequence of regulations in the 100 series. Under the numbering scheme established by this regulation, this regulation is number Regulation 114-02 because it is the second regulation supporting [Board Policy 114, Policy Development](#).
7. **Regulation Style Guidelines**
- a. **Template Requirement.** All proposed or amended regulations must use the FCPS Regulation Template, creating a uniform and consistent regulation format. The template is available for download by FCPS employees on the [FCPS Forms](#) webpage.
- b. **Font.** The approved font for all regulations is Times New Roman, 12-point.
- i. **First (1<sup>st</sup>) 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 (2<sup>nd</sup>) 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 (3<sup>rd</sup>) 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. **Regulation Name and Number.** The name of the regulation in the header should be in blue font (Hex #1C4587) and in ALL CAPS with the policy number immediately below it. If the regulation number is changing, include the former regulation number in parentheses.



Frederick County Public Schools  
Regulation

STUDENT DISCIPLINE

Regulation 403-01 (formerly 400-08)

- e. **Regulation Section Headers.** The Regulation 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 regulation section header.

**A. Purpose**

Frederick County Public Schools’ (FCPS) promotes a safe, positive, healthy, and inviting environment: one that fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship in all settings. It is the responsibility of everyone associated with the school—staff, students, parents, and members of the community— to teach, promote and model self-discipline in order to preserve the quality of our educational environment. In order to maintain this desired educational learning environment, all individuals are expected to consistently follow this regulation and the FCPS Code of Conduct.

- 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.

**6. Application regarding FCPS Transportation.**

- a. School bus safety is a shared responsibility that depends upon the cooperation of students, parents, drivers, and school officials. Bus transportation is an extension of the school day. FCPS will address any behavior that prevents drivers from doing their job or other students from having safe transportation. Video cameras on buses record images and sound, enabling FCPS to document behavior that infringes on others. These cameras and recordings are kept secure by authorized FCPS personnel.
- b. Student behavioral expectations:
  - i. Follow directions from adults the first time they are given.
  - ii. Stay in your seat at all times while the bus is in motion.

- 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.

5. **Suspension and Expulsion Due Process and Appeal Process.** [FCPS Regulation 400-04](#) outlines the due process and appeal rights of students regarding suspension and expulsion, inclusive of exceptions to disciplinary actions for prekindergarten through grade 2.

#### h. **Headers and Footers**

- i. The header on the first page should be the only one in the regulation. There is no header on any other page.
- ii. There is no footer on the first page. All subsequent pages should include the regulation 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 114-01](#), *Policy Development*
- 3. **FCPS Resources**
  - a. [FCPS Board Policy Analysis Form](#)
  - b. [FCPS Board Policy Template](#)

### **F. Regulation History** (Maintained by Legal Services)

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