

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Policy Development, Adoption and Review
Adoption September 07, 2011
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: General School Administration Amendments Original 2009 // Amended Sept 7, 2011 //

Reference:

A. Purpose

The purpose of this policy is to provide a uniform format and consistent process for policy development, implementation and review.

B. Policy Statement

The Board of Education of Queen Anne's County, with the advice of the Superintendent, sets goals and expectations for the instructional program and management of the schools through the development, revision and adoption of policies. The policies adopted by the Board will be based upon the educational mission of the school-system, Board member's views and opinions, staff analysis and input, and public advice and comment.

C. Rationale

State law provides that the county Board of Education, with the advice of the Superintendent, determines the educational policies of the school system. Therefore, there will be a comprehensive and consistent process for policy analysis, formulation, implementation, monitoring and evaluation.

D. Definitions

1. Policy is defined as principles adopted by the Board of Education to guide the development and implementation of educational programs and/or for management of the school system. Policies are to be consistent with the Board's mission statement, vision, long-term goals, and objectives. State laws, bylaws of the State Board of Education, and federal guidelines are, in effect, mandated policies.

2. Administrative Regulations is defined as specific directives, adopted by the Superintendent, that provide instructions related to the implementation of Board policy.

E. Policy Standards

Policies of the Board of Education will include, as appropriate, the following elements:

1. Purpose
2. Policy Statement
3. Rationale
4. Definitions
5. Implementation Guidelines
6. Expectations for evaluation review and updates
7. Legal and Policy References
8. Effective Date
9. Date Adopted
10. Date Revised

F. Implementation

1. The Superintendent is responsible for the preparation of draft proposals for new policies and policy revisions. Policy development or revision can be initiated in the following manner:
 - a. By the Superintendent to comply with established policy development activities
 - b. By majority vote of the Board, upon recommendation of one or more Board members
2. First Reading: The Superintendent will present the initial policy statement at a regularly scheduled meeting of the Board of Education. By majority vote, the Board will decide to either:
 - a. Defeat the proposed policy
 - b. Refer the policy for stakeholder input
3. If the policy is forwarded for stakeholder input, it is the Superintendent's responsibility to forward the statement to such groups as:
 - a. Citizens Advisory Committee
 - b. School System Improvement Council
 - c. Queen Anne's County Council of Parent Teacher Associations
 - d. Local School Parent Teacher Associations
 - e. Queen Anne's County Teachers Association
 - f. Queen Anne's County Education Support Personnel Association
 - g. Queen Anne's County Administrators and Supervisors Association of County
 - h. Parents
 - i. Citizens
 - j. Public input will be invited during the "Open Comment" session of each Board meeting or by written comments to the Board President.
4. Second Reading: The Superintendent will present a summary of stakeholder input on the proposed policy. The Second Reading will typically occur at the next regularly

scheduled Board of Education meeting following the First Reading. By majority vote, the Board will decide to either:

- a. Defeat the proposed policy
 - b. Refer the policy for additional input
 - c. Bring the policy back for the Third Reading
5. Third Reading: The Superintendent will present the final proposed policy for rejection or adoption. The Third Reading will typically occur at the next regularly scheduled Board of Education meeting following the Second Reading.
- a. Adopt the proposed policy, with or without modifications
 - b. Defeat the proposed policy

6. Review: All policies of the Board of Education will be reviewed at a minimum, every four years. The regular schedule may be altered by a majority vote of the Board members. If as a result of a policy review there is a determination that the policy is no longer needed, the policy and the recommendation to remove it shall be forwarded to be Board to be reviewed and acted on in the same manner as other reviewed policies.

7. Policy Calendar: It is the responsibility of the Superintendent to present to the Board by August of each year, a proposed calendar of policies that are scheduled for a regular review during that year.

8. The Board may alter these procedures at any time, upon a majority vote of the Board, if the Board's consideration of a particular policy requires a revision to the process or schedule.

G. Evaluation

The Superintendent will provide the Board of Education a review of this policy in August 2012. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

H. References

Annotated Code of Maryland
Section 3-103
Section 3-104
Section 4-101
Section 4-108