POLICY  Board of Education of Queen Anne’s County

Responsible Office: Human Resources

POLICY AND REGULATION DEVELOPMENT

I. PURPOSE

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

II. STATEMENT

It is the intent of the Board of Education of Queen Anne’s County ("the Board" or "Board") to develop policies to serve as guidelines for its own operation and for the successful and efficient functioning of Queen Anne’s County Public Schools ("QACPS") in accordance with the Board’s mission statement. The Board develops its policies subject to federal law, the Maryland Constitution, the Annotated Code of Maryland, and the Maryland State Department of Education’s bylaws, rules, and regulations. Policies are developed by the Board with the advice of the Superintendent and Executive Team.

III. DEFINITIONS

A. Policy – Written principles adopted by the Board to guide the development and implementation of educational programs and for management of the school system. Policies are to be consistent with the QACPS mission statement, vision, long-term goals, and objectives, federal and state laws and regulations as well as State Board of Education bylaws in effect are mandated policies.

B. Regulation – A specific directive adopted by the Superintendent that provides instruction related to the implementation of a Board policy. Regulations must be consistent with and may not contradict, diminish, or supersede any QACPS Policy nor shall a regulation usurp the Board’s authority.

IV. POLICY ELEMENTS

Board policies will include, as appropriate, the following elements: Responsible Office; Purpose; Statement; Definitions; Implementation; Specific References to Titles, Departments, or Laws; Expectations for Evaluation, Review, and Updates; Legal and Policy References; Effective Date; Superintendent Signature; and History.
V. POLICY DEVELOPMENT AND REVIEW

The Board considers policy development one of its chief responsibilities.

A. Policy development, revision, or repeal can be initiated in the following ways:

1. Proposals regarding policies may originate with a member of the Board, the Superintendent, staff members, parents, students, consultants, civic groups, or other residents of Queen Anne’s County. Policy development, revisions, or repeals may occur as the result of, among other things, regularly scheduled reviews; arising or changing needs of the school system; or changes in governing laws and regulations.

2. Proposals for policy development, revision, or repeal may be presented at Board meetings in accordance with the procedures for placing items on the Board agenda or as a public comment to an item already on the agenda.

3. Under the direction of an executive team member, all policies will be evaluated and any proposals for development, revisions, or repeals will be recommended to the Superintendent. When necessary, policies should be reviewed by the School System Improvement Committee and the Citizens Advisory Council.

4. It will be the Superintendent’s duty to:

   (a) Call to the Board’s attention all policies that are out of date or require revision/repeal report to the Board; and

   (b) Report to the Board:

      (i) Any changes in the law that require the development, revision, or repeal of a policy; and

B. Ongoing Policy Review

The Board, through the Superintendent and Executive Team, conducts an ongoing policy review throughout the year. The Superintendent shall be charged with the responsibility of developing the calendar of policies to be presented to the Board by August of each year.
1. All policies shall be reviewed by the Responsible Office indicated at the top of the policy at a minimum of every four years. Each review shall occur by July 31 of the year in which the policy is scheduled for review. Upon completion of that review and no later than August 1 of that year, the Responsible Office shall forward the policy to the Superintendent with a recommendation that the policy be approved without edits; revised; amended; or removed. If the Responsible Office determines that a policy requires revisions, amendments, or other edits, the Responsible Office will provide any proposed edits, amendments, or concerns to the Superintendent simultaneously with its review recommendations. The Superintendent will request the SSIC and the CAC to review and provide feedback.

2. The Superintendent or Designee will be responsible for ensuring that draft policies received by the Responsible Office are in acceptable format prior to presentation to the Board.

3. Policy Calendar: At each yearly September Board meeting, the Superintendent shall present the list of policies that are scheduled for review during that school calendar year and advise the Board which policies need to be revised, amended, or removed. If it is determined that a policy is no longer needed and can be removed, the policy, corresponding regulation, and the recommendation to remove the same will be provided to the Board and acted upon at the regularly scheduled September Board meeting.

4. The Board may vote to alter the review procedures if the Board deems that a particular policy requires immediate attention or if additional time is needed to gather information relative to a particular policy.

VI. FORMAL POLICY PRESENTATION, ADOPTION, REVISION, OR REPEAL

Formal adoption of new policies and/or revision or repeal of existing policies are solely within the province of the Board and will occur only after the proposed policy has been out for public comment for a minimum of two regularly-scheduled Board meetings.

A. Board Presentations:

1. First Reading: Proposed new and/or revised policies, along with a list of stakeholders invited to comment on the same, will be presented to the Board at a regularly scheduled Board meeting. If applicable, a copy of the current policy in effect will also be presented to the Board.
2. Second Reading: During the second reading, all stakeholder input will be presented to the Board at the next regularly scheduled Board meeting. The second reading will typically occur at a regularly scheduled Board meeting where the Board will discuss any changes between the first and second readings as well as any additional concerns they or the public may have.

3. All federal or state mandated policies or policies which require revisions will require one reading before receiving the Board of Education’s decision for implementation.

B. Policy Adoption or Rejection:

1. Typically, the Board will vote on the proposed policy at the regularly scheduled Board meeting immediately following the second reading. By majority vote, the Board will decide to either:

   (a) Adopt the proposed/revised policy, with or without modification, subject to final edits for style and format; or

   (b) Reject the proposed policy and/or revision in its entirety.

2. Once formally adopted or revised, all policies shall be numbered in a consistent format and available to the public on the QACPS website. When applicable, a corresponding regulation to a policy shall be numbered with the corresponding policy number followed by .1 or .2 as needed, e.g., Policy 101 and Regulation 101.1.

3. A master index of all policies and regulations will be kept on the QACPS website with hyperlinks embedded in the policy/regulation name and numbers.

VII. SPECIFIC REFERENCES TO SPECIFIC TITLES, DEPARTMENTS, OR LAWS

A. References to Offices, Employees, or Officials

Any policy or regulation references to specific offices, employees, and/or officials whose functions have been reassigned or whose titles have been revised shall be considered to have been superseded to reflect the new reassignment or title until such time as the policy or regulation may be revised.

B. References to Laws or Sources of Authority

Any policy or regulation references to specific laws or sources of authority that change by amendment, renumbering, or recodification, shall be considered to have been
superseded to reflect the amendment, renumbering, or recodification, or other change until such time as the policy or regulation may be revised.

VIII. EXPECTATIONS FOR EVALUATION REVIEW AND UPDATES

This policy will be reviewed by the Responsible Office every four years after its initial adoption and/or last revision.

IX. EFFECTIVE DATE

Date: April 6, 2022

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Patricia W. Saelens, Ed.D.
Superintendent, Queen Anne’s County Public Schools

HISTORY:

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