Policy Formulation

I. Policy Statement

A. In accordance with state law, the Board of Education of Baltimore County (Board), with the advice of the Superintendent, is responsible for determining the educational policies for the Baltimore County Public Schools (BCPS). Among other directives, the Board shall set goals and expectations for BCPS, in part, through the development, adoption and revision of policies that guide the formulation and implementation of educational programs and the management of BCPS operations.

B. Unless legal or regulatory requirements demand otherwise, the Board shall to the best of its ability, review its policies within seven years of adoption, revision or re-adoption.

C. New, Amended or Deleted Policies

While suggestions regarding school policies may originate from any source, including a parent, a member of the Board, a committee of the Board, the state or federal government or the Superintendent, only the Board or Superintendent may formally propose new policies, revisions to existing policies or the deletion of existing policies.

II. Definition

Policies – Guidelines and statements of goals adopted by the Board. Policies assign authority, outline principles to be followed with respect to specific matters and serve as a means to govern and manage BCPS.

III. Policy Review Committee

A. Each year, the Board chair shall designate Board members to serve as the Policy Review Committee, a standing committee of the Board. The Board chair shall designate one of those Board members to serve as chair of the committee.

B. The Policy Review Committee’s responsibilities shall include:
1. Conducting regularly scheduled meetings to review, revise and/or recommend deletion of Board policies;
2. Collaborating with the Superintendent or his/her designee and appropriate staff in the review and development of policy;
3. Reviewing and rewriting policies before making recommendations to the full Board;
4. Making recommendations to the Board for policy adoption, revision or deletion; and
5. Reporting to the Board in full session on its work.

IV. Policy Development and Approval Procedure

A. Policy Analysis
   1. A policy analysis shall be prepared for each proposed policy adoption, revision or deletion and will include the following elements:
      a. Statement of issues or questions addressed;
      b. Where appropriate, cost analysis and fiscal impact on BCPS;
      c. Relationship to other Board policies;
      d. Legal requirements, such as federal, state or local laws or regulations that mandate the policy or require certain standards contained in the policy;
      e. Similar policies adopted by other Maryland school systems;
      f. A draft of the proposed policy;
      g. Other alternatives that were considered by staff;
      h. Whether, and how, the Superintendent will report on the implementation of the policy; and
      i. A time line for adoption.
   2. The policy analysis will be presented to the Board as part of the Policy Review Committee’s report.
   3. If limited revisions to existing policies are necessary, the Superintendent will present the proposed changes to the Board with an accompanying rationale. There shall be no need for a policy analysis.

B. The adoption of new policies or the revision of deletion of existing policies is solely the responsibility of the Board.

C. The Board shall adhere to the following procedure, unless the Board determines otherwise, in considering, adopting and amending its policies:
1. The Policy Review Committee’s proposal will be presented to the public when the Board agenda is released.

2. First Reading
   During first reading, the public and Board members shall have the opportunity to comment on the policy proposal during the regular public meeting or by any other means.

3. Optional review by the Policy Review Committee
   Following first reading, in the event that the public or members of the Board present suggested revisions to the policy, the Policy Review Committee has the option of reviewing and incorporating in its proposal those comments from the public and Board members.

4. Second Reading
   During second reading, the Board votes on the proposed adoption, revision or deletion of the policy.

D. Nothing in this paragraph shall preclude the Board from waiving the two reading process.

E. The Board shall adopt policies, in public session, and such adoption shall be recorded in the minutes of the Board.

V. Superintendent’s Rules

The Superintendent shall, where necessary, develop administrative rules for the implementation of the Board’s policies. Such rules will be presented to the Board for information purposes, but do not require an affirmative vote of the Board. However, nothing herein abridges the Board’s authority to review any administrative rule and to direct the Superintendent to revise any administrative rule that the Board may determine to be inconsistent with any policy adopted by the Board.

VI. Implementation

The Board shall implement this policy.

Legal References: Annotated Code of Maryland, Education Article § 4-101, Control of Educational Matters and Promotion by the Boards
Annotated Code of Maryland, Education Article § 4-108, Powers and Duties of Board
Related Policies:

- Board of Education Policy 8132, *Policy Manual Availability*
- Board of Education Policy 8270, *Board Committees*
- Board of Education Policy 8314, *Meetings: Agenda*
- Board of Education Policy 8330, *Minutes*

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