



**I. Policy Statement**

The Board of Education of Howard County, with the advice of the Superintendent, sets goals and expectations for the school system through the considered development, revision, and adoption of policies that guide the formulation and implementation of educational programs and the management of operations. Board policies are aligned with its mission and goals, and applicable state and federal laws. The Board believes that sound policy decisions require its consideration of both staff analysis and recommendations and public advice and comment.

**II. Purpose**

The purpose of this policy is to provide a uniform format for Board policies and to establish processes by which they are developed, implemented, monitored, reviewed and updated.

**III. Definitions**

- A. Standards –Parameters that outline the required behavior(s) or outcome(s) that follow from the broad intent of a related policy.
- B. Implementation Procedures – administrative directive adopted by the Superintendent that provides specific instructions related to the execution of Board policy.
- C. Policy - a written document adopted by the Board of Education that furthers the mission of the school system and guides the development and operation of education programs. It articulates the goals and objectives desired through implementation of the policy and applicable provisions for monitoring.

**IV. Standards**

- A. Policies of the Board of Education will include the following elements:
  - 1. Policy Statement
  - 2. Purpose
  - 3. Definitions
  - 4. Standards

5. Compliance
  6. Delegation of Authority
  7. Legal and Policy References
  8. Date Adopted
  9. Date Revised
  10. Effective Date
- B. 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:
1. By the Superintendent to comply with established annual policy development activities (see V.A.)
  2. By majority vote of the Board, upon recommendation of one or more Board members or community representatives.
  3. By school system staff, in accordance with procedures established by the Superintendent (i.e., Policy 2020, Procedures).
- C. When a committee is convened to participate in the development or revision of a policy, groups invited to provide representation on the committee of the diversity of the community and the range of stakeholder groups impacted by the policy will include, but not be limited to:
1. Equity Council
  2. Citizens Advisory Committee to the Board of Education
  3. Howard County Administrators Association
  4. Howard County Education Association
  5. PTA Council of Howard County
  6. Howard County Association of Student Councils
- D. The Board will conduct its deliberations on a proposed policy and obtain input from the public through the following procedure:
1. The Superintendent will present a recommendation regarding a new or revised policy at a regular meeting of the Board of Education. The recommendation will explain the purpose for a new or revised policy and provide a supporting rationale.
  2. The Board will provide an opportunity for public comment on the proposal in accordance with Policy 2040, Public Participation in Meetings of the Board.
  3. The Board will take action on the proposed policy at a regular Board meeting after the meeting at which public comment is received.
- E. Policies that directly affect students or staff shall take effect at the start of the school year following their adoption unless otherwise approved by the Board.

- F. The Board Policy Manual will be reviewed in its entirety on a six-year cycle. A policy may be reviewed out of sequence if approved by a majority vote of the Board.
- G. 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.

**V. Compliance**

- A. The Superintendent shall provide to the Board each July a schedule of proposed policy development activities for the following year based on identified policy development and revision needs. The schedule will identify the policies considered as well as recommendations regarding the nature of any revisions required and how external stakeholders should be involved (See IV.C).
- B. The Superintendent is authorized to develop and issue implementation procedures to execute Board policies or provide for the administration of the schools.
  - 1. Implementation procedures, if any, developed or revised to execute a new or revised Board policy shall be submitted to the Board for its information concurrent with the corresponding policy draft.
  - 2. Revisions to implementation procedures that are neither precipitated by nor require changes in a corresponding Board Policy shall be submitted to the Board as an information item prior to implementation.
  - 3. Stand-alone implementation procedures that are not associated with a Board of Education policy, but developed by the Superintendent to provide for the administration of the schools, shall also be submitted to the Board as an information item prior to implementation.
- C. The Superintendent is responsible for the publication and maintenance of a Board of Education policy manual, and for ensuring that information is provided to staff, students and the public on the development and revision of applicable Board policies and implementation procedures.
- D. The Superintendent shall develop a process to ensure the continuous monitoring of Board policies and their implementation, including the submission of required reports to the Board of Education.

**VI. Delegation of Authority**

- A. The Superintendent is directed to develop appropriate implementation procedures for the implementation of this policy.

- B. The Superintendent is authorized to suspend Board policy in circumstances in which implementation of the policy is reasonably believed to compromise the health, safety or welfare of students, staff or others.
  - 1. If the Superintendent acts to suspend a Board policy, the rationale for the suspension will be provided to the Board at its next regular meeting.
  - 2. The suspension will not extend beyond the date of the meeting at which the rationale is provided unless its continuation is approved by the Board.
  - 3. The Superintendent will notify the Board when a suspended policy is reinstated.

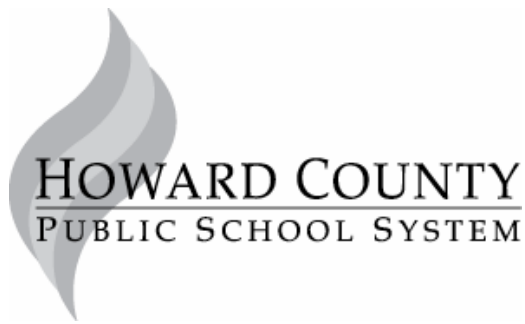
## **VII. References**

- A. Legal  
The Annotated Code of Maryland, Education Article, §4-108
- B. Other Board Policies  
Policy 2040, Public Participation in Meetings of the Board

ADOPTED: January 22, 2004

AMENDED: April 27, 2006

EFFECTIVE: July 1, 2006



**POLICY 2020-PR**  
IMPLEMENTATION PROCEDURES  
**POLICY DEVELOPMENT AND**  
**ADOPTION**

Effective: July 1, 2006

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**I. General**

- A. The Superintendent/designee will coordinate policy development and revision. This includes the development and review of policy proposals for consideration by the Board.
- B. While the Superintendent/designee is responsible for coordinating the preparation and presentation of a draft policy, accountability for its substantive components lies with the appropriate department administrators.

**II. Policy Development**

- A. Requests for policy development or revision from the Board of Education will be directed to the Superintendent, who will coordinate staff preparation of a draft.
- B. Other policy development/revision may be initiated by an administrator with the approval of the Superintendent/designee. The Superintendent/designee may also contact a department administrator to request that a policy on a particular topic be developed or revised.
- C. A draft of a new or revised policy must be submitted to the Superintendent/designee prior to its presentation to the Board.
- D. The Superintendent/designee will ensure that a draft policy includes appropriate components and conforms to Board style and format.
- E. Any proposed policy or revision will be distributed to the Superintendent's Cabinet for comment and review prior to presentation to the Board of Education.

**III. Implementation Procedures**

- A. Procedures to implement a new Board of Education policy, if necessary, will be developed concurrent with policy itself.
- B. Procedures to implement a policy under revision will also be reviewed and revised as necessary as part of the revision process.

- C. An administrator wishing to initiate new or revise existing stand-alone implementation procedures not associated with a Board of Education Policy, but developed to provide for the administration of the schools, must first submit a written proposal and draft of the procedures to the Superintendent/designee, who will submit them to the Superintendent's Cabinet for comment. The proposal must include the following:
1. Statement of purpose or need.
  2. Supporting rationale.
  3. A summary of any relevant data.
  4. A reference to any relevant laws, other legal considerations, or associated Board policies.
- D. After considering the input from Cabinet, the Superintendent will determine whether to adopt the revised procedures. Any implementation procedures adopted by the Superintendent will be provided to the Board of Education as an agenda item prior to implementation.
- E. Information on revisions to procedures will be provided to affected stakeholders following their submission to the Board of Education.

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