

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

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Responsible Office: BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

POLICY SETTING

A. PURPOSE

To establish a consistent process for policy development and implementation. Policies set forth the principles, vision, and goals for Anne Arundel County Public Schools (AACPS). Policies also address the rights and responsibilities of the school system, employees, students, parents/guardians, and the community.

B. ISSUE

State law provides that a county board of education, with the advice of the Superintendent, determines the educational policies of the school system. Therefore, there shall be a comprehensive and consistent process for policy development, review, adoption, implementation, and monitoring.

C. POSITION

A policy reflects the principles adopted by the Board of Education of Anne Arundel County (Board) to guide the development and implementation of educational programs and the management of the school system. State and federal laws and regulations oftentimes dictate what policies are adopted by local boards of education.

1. Establishment of the Policy Committee

- a. At the Board's annual organizational meeting, the President of the Board shall designate no more than four Board members to serve as a Policy Committee. The President may fill vacancies on the Policy Committee, as needed.
 - i. The President shall designate a Board member on the Policy Committee to serve as Chair of the Policy Committee.
 - ii. The countywide Citizen Advisory Committee (CAC), an arm of the Board, may designate one member to serve in an advisory non-voting capacity on the Policy Committee.

- b. The Policy Committee’s responsibilities include:
 - i. Conducting regularly scheduled Policy Committee meetings to review, revise, and gather information on Board policies;
 - ii. Working collaboratively with the Superintendent or the Superintendent’s designee in the review and development of policy;
 - iii. Reviewing policy, in consultation with the Board Attorney, before making recommendations to the Board;
 - iv. Making recommendations to the Board for policy approval; and
 - v. Reporting to the Board on its work at regularly scheduled public meetings of the Board.
- c. The Chair of the Policy Committee shall consult with the Superintendent or the Superintendent’s designee to develop the agenda for each Policy Committee meeting.
 - i. The Chair of the Policy Committee shall consult with the Superintendent or the Superintendent’s designee to develop a draft timeline for policies scheduled for review in the upcoming school year.
 - ii. The Chair of the Policy Committee shall keep the Board informed about the progress and work of the Policy Committee.
- d. Policy Committee meetings shall be conducted in accordance with the Maryland Open Meetings Act.

2. Policy Development Process

- a. Policy development or amendment, including recommendation for review by the Policy Committee, may be initiated by the Board, a Board member, the Superintendent, or the Superintendent’s designee.
- b. The Superintendent or the Superintendent’s designee and appropriate staff, in collaboration with the Policy Committee, shall meet to review and develop draft policies in accordance with the policy timeline scheduled for review in the upcoming school year. Policies identified for review after the development of the policy timeline for the upcoming school year shall be considered by the Policy Committee as permitted in the schedule. Policy development shall consider:
 - i. Other policies of the Board and other governmental agencies;

- ii. Federal, State, and local laws and regulations;
 - iii. Court decisions and other legal requirements or conditions;
 - iv. Cost implications;
 - v. Effect on school system operation;
 - vi. Impact on those affected by the policy;
 - vii. National, State, and local literature and research;
 - viii. The promotion of educational equity; and
 - ix. Similar policies adopted by other school systems.
- c. The Superintendent or the Superintendent’s designee and appropriate staff shall involve, as appropriate, students, parents, and members of the community at large in the review of policy.
 - d. The Policy Committee shall meet with the Superintendent or the Superintendent’s designee and appropriate staff at the regularly scheduled Policy Committee meetings to review draft policies.
 - e. The Policy Committee shall review the policy and recommend whether to take the policy to the Board for review and tentative action.

3. Policy Adoption Process

- a. If the Policy Committee makes a recommendation to take a policy to the Board for review and tentative action, it shall be a review item on first reading at a regularly scheduled public meeting of the Board.
- b. After first reading, the policy shall be posted on the AACPS website for a 30-day public comment period within 2 business days of the policy receiving a first reading at a regularly scheduled public meeting of the Board or as soon as practicable.
- c. At the next regularly scheduled public meeting of the Board, after the 30-day public comment period has expired, the policy shall be placed on the agenda as a review item on second reading, for discussion purposes. If the Board makes substantive amendments to a policy on second reading, the policy shall be posted on the AACPS website for an additional public comment period until the next regularly scheduled public meeting of the Board before the Board can take final action on the policy.

- d. At the next regularly scheduled public meeting of the Board, after the Board meeting in which the policy was reviewed on second reading, the policy shall be placed on the agenda as an Action item on third reading, and the Board shall take action on the recommended policy. If the Board makes substantive amendments to a policy on third reading, the policy shall be posted on the AACPS website for an additional public comment period until the next regularly scheduled public meeting of the Board before the Board can take final action on the policy.
- e. In accordance with State law, the affirmative vote of at least five Board members is required to adopt a policy.
- f. Notwithstanding any other provision in this policy, the timelines for introduction of, discussion of, and action on a policy may be waived by:
 - i. A unanimous vote of all Board members at any regularly scheduled or special meeting of the Board: or
 - ii. An affirmative vote of at least five members at any regularly scheduled or special meeting of the Board following no less than 30 days of public notice.

4. **Policy Format**

The Board shall draft and adopt policy with a standard format that shall include the following, as appropriate:

- a. A statement of the purpose of the policy;
- b. A description of the issue the policy addresses;
- c. A statement of the policy position or positions adopted by the Board, including a brief statement of the reasons or justification for these positions, as appropriate; and
- d. A statement authorizing the Superintendent to develop regulations to implement the policy.

5. **Policy Implementation**

The Superintendent shall develop a process for the implementation of this policy and other AACPS policies, including:

- a. The development of regulations for implementation, if appropriate;

- b. Dissemination of regulations to the Board; and
- c. Publication of policies and regulations.

6. Policy Amendments

Amendments to existing policies shall be adopted in accordance with the same procedures set forth herein for the adoption of new policies.

7. Administrative Regulations

Administrative regulations, which serve to provide guidance and procedures regarding the implementation of Board policies, are within the purview of the Superintendent, in accordance with State law.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 04/23/14; Revised 01/22 /20

Note Previous Policy History: Replaces Policy 204, adopted 8/29/58, revised 10/16/89 and 09/01/04