

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: BF

Responsible Office: OFFICE OF LEGISLATION AND POLICY

POLICY SETTING

A. PURPOSE

To establish the procedures for the review, development, and implementation of the policies of the Board of Education of Anne Arundel County (Board). To also establish the procedures for review, development, and implementation of the administrative regulations of the Superintendent.

B. BACKGROUND

State law provides that a county board of education, with the advice of the Superintendent, determines the educational policies of the school system. State law also authorizes the Superintendent to develop procedures to implement school system policies. Accordingly, Anne Arundel County Public Schools (AACPS) shall have a comprehensive and consistent process for policy generation, analysis, formulation, implementation, monitoring, and evaluation.

C. DEFINITIONS

1. **Policy** – an essential Board governance statement or principle adopted by the Board to guide the development and implementation of educational programs and the management of the school system. A Board policy reflects the essential Board governance statements and prescribe in general terms the organization and program of a school system. State and federal laws and regulations oftentimes dictate what policies are adopted by local boards of education.
2. **Regulation** – a guidance or procedure issued by the Superintendent regarding the implementation of Board policies, State and federal laws, and State and federal regulations related to the operation of schools. An administrative regulation prescribes in specific terms how a policy is implemented and enforced.

D. PROCEDURES

1. Policy Development Process

- a. AACPS policies shall be reviewed, developed, and implemented in accordance

with corresponding Policy BF – Policy Setting.

- b. The Superintendent or the Legislative and Policy Counsel shall identify policies to review and develop for the upcoming school year by:
 - i. Reviewing State and federal law and regulatory requirements;
 - ii. Seeking input from the Board;
 - iii. Seeking input from the Executive Team and Senior Staff; and
 - iv. Aligning with the policy review timeline.
- c. The Superintendent or the Legislative and Policy Counsel may seek input from the public and appropriate staff during the policy review or development process. This input may be sought through any appropriate methods, including:
 - i. Community stakeholders;
 - ii. Other school systems;
 - iii. The Maryland State Department of Education;
 - iv. Advisory groups; and
 - v. Public forums.
- d. The Superintendent or the Legislative and Policy Counsel shall develop a timeline for the policies identified for review and development each school year. Staff availability shall be considered when developing the policy timeline for the school year.
- e. Policies identified for review or development after the initial development of the policy timeline may be considered by the Policy Committee as permitted in the schedule.
- f. The Superintendent or the Legislative and Policy Counsel shall collaborate with the appropriate staff during the policy review and development process.
- g. The Legislative and Policy Counsel shall meet with the Policy Committee for review, discussion, and input on the development of a proposed policy or amendment to an existing policy.
- h. If the Policy Committee recommends a policy for review by the Board, it shall go before the Board for review and potential action in accordance with corresponding Policy BF – Policy Setting.

2. Policy Implementation Process

- a. A Board-approved amended policy or a newly developed Board-approved policy shall be published on the AACPS website in accordance with corresponding Policy BF – Policy Setting.
- b. AACPS shall provide information regarding new and revised policies to AACPS employees, AACPS students, and AACPS families, as appropriate. Professional development shall be provided to AACPS employees, as appropriate.

3. Regulation Development Process

- a. In accordance with State law and corresponding Policy BF – Policy Setting, the Superintendent is authorized to develop regulations to establish procedures to implement Board policies.
- b. In accordance with State law, regulations do not require Board approval.
- c. The Superintendent or the Legislative and Policy Counsel shall collaborate with the appropriate staff during the regulation development and amendment process.
- d. The Superintendent or the Legislative and Policy Counsel shall identify regulations to review or develop for the upcoming school year by:
 - i. Reviewing State and federal law and regulatory requirements;
 - ii. Seeking input from the Executive Team and Senior Staff; and
 - iii. Aligning with the regulation review timeline.
- e. The Superintendent or the Legislative and Policy Counsel shall develop a timeline for the regulations identified for review each school year. Staff availability shall be considered when developing the regulatory review timeline for the school year.

4. Regulation Implementation Process

- a. The Superintendent shall develop or amend administrative regulations to implement corresponding policies, as appropriate.
- b. Amended and new regulations shall be shared with the Policy Committee as information items.
- c. Once the amendment or development of a regulation is finalized, the

Superintendent may issue the regulation. An amended or new regulation shall be published on the AACPS website.

- d. AACPS shall share information regarding amended and new regulations to AACPS employees, AACPS students, and AACPS families, as appropriate. Professional development shall be provided to AACPS employees, as appropriate.

5. Existing References in Policy and Regulation

- a. Existing references in policies and regulations to AACPS offices, employees, or officials impacted as a result of changes or reorganization at AACPS shall be considered antiquated and shall be replaced to reflect the change. The Superintendent or the Legislative and Policy Counsel may revise any such technical references to their current and accurate status, as appropriate and without Board approval.
- b. Existing references to specific laws or sources of authority changed by amendment, new law or regulation, or otherwise shall be considered antiquated and shall be replaced to reflect the amendment or other change. The Superintendent or the Legislative and Policy Counsel may amend any such technical references to their current and accurate status, as appropriate and without Board approval.
- c. Existing references to AACPS policies and regulations changed by amendment, new policy, or otherwise, shall be considered antiquated and shall be replaced to reflect the amendment or other change. The Superintendent or the Legislative and Policy Counsel may revise the references to their current and accurate status, as appropriate and without Board approval.

Regulation History: Issued 12/05/04
Revised 11/18/20

Note Previous Regulation History: Replaces Regulation 204, issued 10/16/89
Developed by Superintendent 11/05/04
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Issued 12/05/04

Legal Reference: Section 4-108 of the Education Article