

PROCEDURE TITLE: POLICY FOR ESTABLISHING BOARD POLICY		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: INTRODUCTION & BOARD GOVERNANCE		

I. PURPOSES

- To establish a uniform format for all Board of Education policies.
- To set forth a deliberate, structured process for policy development, review, and implementation.
- To ensure careful consideration, analysis, and comprehensive review at each step of the process, from the initial recognition of a need to final adoption.

II. DEFINITIONS

- **Board Policy:** Formal statements that set forth the overarching purpose and prescribe in general terms the organization and program of the school system. Policies create a foundational framework within which the Superintendent and staff discharge their assigned duties with clear direction. A policy serves as a "guide to action" by stating goals, expressing the Board's desired outcomes, providing a rationale for requirements, establishing basic controls, and assigning general responsibilities.
 - **Components of a Policy:** Every policy consists of three core components:
 - **Why:** A simple belief statement establishing the necessity of the policy.
 - **What:** A basic plan of action that remains focused on high-level strategy rather than administrative details.
 - **How/Who:** An outline of how the plan of action will be accomplished, assigning clear responsibility for execution.
 - **Policy Objectives:** Policies must clearly define school system goals, allow for operational flexibility in daily operations, reflect the Board's long-term vision, and establish explicit roles and responsibilities.
- **Administrative Regulations/Procedures:** Directives prepared by the school administration that serve as the mechanics for implementing Board policy. These regulations dictate exactly how, by whom, where, and when actions are to be executed. Administrative details belong in these procedures rather than the core policy document.

III. POLICY STATEMENT

It is the policy of the Board of Education that all policies proposed for Board approval, regardless of their source, shall strictly follow the uniform format and development procedures outlined herein. Voting on all policy approvals, amendments, or rescissions

shall conform precisely to the provisions set forth in the *Board Handbook for Harford County Public Schools (HCPS)*.

IV. EXCEPTIONS

There are no exceptions to this policy. However, the Board may temporarily suspend all or part of this policy in strict accordance with voting procedures established in the *Board Handbook for HCPS*.

V. GUIDELINES

A. Policy Development Process

1. **Proposing a Policy:** All board members and staff may propose new policies, revisions to existing policies, or the elimination of obsolete policies. Staff proposals shall be processed through the Superintendent; Board proposals shall be processed through the Board Leadership in coordination with the Superintendent. All policy requested for approval shall be entered and tracked on the policy tracker which will be accessible to all board members.
2. **Superintendent Responsibilities:** When the Board recognizes the need for a new policy or a policy revision, the Superintendent (or their designee) will:
 - **Information & Data Gathering:** Provide relevant data, alignment with existing local/state/federal policies, legal parameters (including court decisions), fiscal impacts, and operational effects on the school system.
 - **Standardized Analysis Format:** Present this data to the Board using a structured format containing a statement of the issue, historical background, actionable options (with cost/benefit analyses), and a formal recommendation.
 - **Stakeholder & Legal Input:** Notify and seek feedback from individuals affected by the proposed policy and consult with the school board attorney when appropriate.
 - **Initial Presentation:** Present the draft policy and accompanying analysis to the Board at a regular meeting for open discussion.
3. **Timeline for Action:** Final action on any proposed policy shall take place at least one month after it has been formally presented to the Board as a discussion item.

C. Standardized Policy Layout

All future policies must be structured using the following formal template:

- I. Purpose(s): Explains the underlying reasons for the policy.
- II. Definition(s): Clarifies terms that may have multiple interpretations.
- III. Policy Statement: The core mandate and directive of the Board.

- IV. Exceptions: Clearly defines any permitted exclusions, if applicable.
- V. Guidelines: Explicit statements regarding implementation, if desired by the Board.
- VI. Report(s): Instructions for any recurring reports required by the Board.
- VII. Expiration/Review: Outlines termination dates or mandatory review cycles.
- VIII. Delegation of Authority: Specifies who holds the authority to interpret the policy and issue administrative regulations.
- IX. Effective Date: The official date the policy becomes active.

VI. REPORTS

The Board shall maintain a centralized Policy Tracking Spreadsheet.

- **Scope:** The tracker must include every policy that has been introduced to board leadership for consideration, beginning with the introduction of this policy.
- **Required Metadata:** For each policy item, the spreadsheet must track:
 - Title of the policy
 - Proponent of the policy
 - Contact information for proponent
 - Date of entry
 - Current status: board review, legal review, public review, withdrawn/scheduled/approved/disapproved
 - Scheduled meeting date for introduction
- **Accessibility:** The spreadsheet shall be continuously maintained and hosted within the Board Teams folder, ensuring full, viewing access for all Board members.

VII. EXPIRATION/REVIEW

This policy will be reviewed at the end of three years, or sooner, in accordance with the voting guidelines set forth in the *Board Handbook for HCPS*.

VIII. DELEGATION OF AUTHORITY

The Superintendent is charged with the responsibility of enforcing this policy, communicating it to all relevant parties, and providing the necessary instructions and administrative procedures to staff members to ensure compliance.

IX. EFFECTIVE DATE

This policy shall become effective immediately upon adoption by the Board of Education in accordance with the *Board Handbook for HCPS*.

Board Approval Acknowledged by:

Dyann Mack, Ed.D.
Superintendent of Schools

Date

DRAFT

Procedure Action Dates							
ACTION		DATE		ACTION		DATE	

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.