

**Administrative Procedures for Policy # 1012 (Administration)  
Policy and Policy Development**

I. Policy Development

- A. Any person may propose new policies, changes to existing policies, or elimination of existing policies. Suggestions for policy development or revision will be processed through the Board of Education and Superintendent.
- B. When the Calvert County Public Schools recognizes the need for a policy revision or a new policy, the Superintendent/designee will provide relevant policy information, analysis, and data to the Board. The information may include but is not limited to:
  - 1. The relationship to other policies of the Board of Education and of other governmental agencies;
  - 2. Legal aspects, including federal, state, and local laws, state regulations, court decisions, and other legal limits or conditions, if any;
  - 3. Fiscal impact, if any;
  - 4. Statement of the issue or questions addressed;
  - 5. Description of the background and problem or issue; and
  - 6. Solutions that might address or resolve the problem or issue.

II. New Board Policy

- A. Suggestions for a new Board Policy may originate from (but are not limited to):
  - 1. Board Members
  - 2. Superintendent of Schools
  - 3. Staff
  - 4. Community Members
  - 5. Students
  - 6. Business Officials
  - 7. Local Government Officials
- B. When a proposal for a new policy is received by the Board of Education, it will be assigned by the Superintendent of Schools to the appropriate staff for review. The Superintendent, with input from staff and legal counsel, will determine the feasibility of the suggestion for a Board Policy.
- C. If the proposal is determined by the Board/Superintendent to meet both a need and the criteria of a Board Policy, relevant individuals will be asked to draft a policy.

- D. The proposed Board Policy will be written using a prescribed format including the components identified in Policy 1012.
  - E. After the proposed policy is written, it is forwarded to the Superintendent for review. The Superintendent may distribute the proposed policy to the Superintendent's Cabinet for review and comment. Cabinet members may review the proposal with appropriate staff.
  - F. The final draft of the proposed policy will be placed on the Board Agenda as a policy for review. The Board's suggestions and/or comments will be used to revise or amend the policy as necessary.
  - G. The Citizens Advisory Committee may be briefed and invited to respond to policies currently under consideration.
  - H. The policy will be placed on the website for review and public comment for approximately four weeks.
  - I. After the review period, the proposed policy will be returned to the Board for approval.
- III. Modification/Review of an Existing Board Policy
- A. All Board Policies will be reviewed every three (3) or four (4) years unless otherwise noted in the policy.
  - B. The Superintendent will be apprized by staff of needed modifications and direct plans for revision.
  - C. The appropriate staff member will act as lead in policy reviews.
  - D. Policies identified as requiring modification will be reviewed and revised and presented to the Board as outlined in II.E-I above.
  - E. Staff assigned to policy review will have discretion, given the policy and the extent modification is necessary, to identify the necessary staff/community members needed for input in the revision.
- IV. Administrative Procedures
- A. With rare exception, each Board Policy will have accompanying administrative procedures that outline how to implement the policy.
  - B. The staff charged with the policy review and/or development will also develop and/or revise the accompanying administrative procedures.
  - C. Upon completion of the procedures, they will be submitted for the Superintendent's approval.
  - D. Within 60 days after Board approval of the policy, the accompanying administrative procedures will be finalized. The Board will be notified as procedures are implemented and posted in the online policy manual on the web site; however, the Board will not vote on the procedures.
  - E. Appropriate staff will be responsible for implementation of administrative procedures.