

**Policy Statement #1012 (Administration) of the Board of Education  
Regarding Policy and Policy Development**

I. Purpose

- A. To define policy and policy development by the Board of Education
- B. To establish a uniform format for policies
- C. To set forth a deliberate process for development and implementation of policies
- D. To ensure careful thought and review at each step, from the time there is a recognized need for a new policy or the revision of a policy to the time the policy is adopted and implemented
- E. To establish a review schedule for all policies in order to update and provide needed revisions
- F. To meet COMAR and Federal requirements
- G. To request and consider community input for every policy under development or review

II. Definitions

A. Board Policy

- 1. Policies are statements that set forth the purpose and prescribe in general terms the organization and program of a school system. Policies create a framework within which the Superintendent and staff can discharge their assigned duties with positive direction and efficient administration of schools to carry out the mission of the system.
- 2. A policy statement explains why the Board desires the policy; the plan of action or result the Board wants with the policy; and how the plan of action will be accomplished.
- 3. Policies should:
  - a. Define clearly the goals and objectives of the school system;
  - b. Allow for the flexibility that is vital in day-to-day operations;
  - c. Reflect the Board's vision and be aligned with Board goals; and
  - d. Define roles and responsibilities of school system employees.

B. Administrative Procedure - Regulation that details the implementation of the policy

III. Policy Statement

- A. One of the major roles of the Board of Education is to provide leadership and guidance for the school system through the adoption and review of policies. Since policies provide

the framework under which the Calvert County Public Schools operate and because the Board of Education values broad community input, it is important to establish a clear process for policy development, adoption, and review and to have a uniform policy format. Therefore, the Board of Education requires that all policies proposed for Board approval, regardless of source, shall be made available to the public for comment and shall include the following components:

1. Purpose – The reason(s) for the policy
2. Definition – Define any terms or words in the policy that may have more than one interpretation
3. Policy Statement – Statement of beliefs, actions and implementations
4. Delegation of Authority – Specifies who may further interpret the basic policy and issue administrative procedures
5. Exceptions – Specific, clearly defined exceptions, if any
6. Review - Review requirements concerning the policy
7. Effective Date – The date the policy is effective
8. Notations/References – Refers to relevant federal, state or local laws and regulations, any related Calvert County Board of Education policies, and any other relevant documents

B. Policies may include the following components:

1. Guidelines – Specific and clearly defined additional statements of implementation, if the Board so desires
2. Report(s) – Instructions for any recurring reports required by the Board. Unless otherwise specified in a policy adopted by the Board of Education, each Board policy will have at least one corresponding administrative procedure.

#### IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

#### V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

#### VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

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Adopted: 12/11/03

Revised: 12/7/06; 11/12/09; 11/8/12; 04/23/15; 5/14/19; 7/13/23

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VII. Effective Date

- A. This policy is effective July 13, 2023.

Citations

State Law: §4-108 -

State Reg.:

Federal Law:

Adm. Reg.:

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