

DEVELOPMENT AND APPROVAL PROCESSES for Montgomery County Board of Education Policies and Montgomery County Public Schools Regulations

POLICY

A statement of the Montgomery County Board of Education's (Board's) governing principles or priorities

Identify:

Board members direct or designate the Board Policy Management Committee (PMC) to identify policies to be developed, amended, or rescinded in response to changes in federal or state requirements or Board mission/objectives. PMC adopts a work plan annually that directs the superintendent of schools to develop, revise or rescind policies to guide the educational programs and/or management of the school system.

REGULATION

A directive prepared by the superintendent of schools/designee to implement Board policy, and/or federal or state law or regulation.

Identify:

The superintendent of schools/designee directs responsible offices (ROs) to identify, develop, revise, or rescind regulations to implement federal or state requirements, Board mission/objectives, or the strategic goals of the superintendent.

Consult: The responsible offices (ROs) typically seek input from technical experts in the process of researching, writing and revising a preliminary draft for PMC review, prior to tentative action by the Board directing it to distribute the policy for public comment.

Research, write, revise: The RO(s) researches, consults, writes or revises with support from OGC. OGC edits the drafts and tracks revisions. At the conclusion of this step, the RO recommends a preliminary draft for further review and approval.

Consult: The RO(s) typically seeks input from technical experts in the process of researching, writing and revising a regulation. Sometimes input from external stakeholders is sought.

Review and approval: The RO-recommended draft of the policy or regulation must be reviewed by the following:

Superintendent/designee (RO)* briefs a cross-office body of senior MCPS leaders/designees on key provisions of the preliminary draft.

PMC* reviews preliminary drafts and votes whether to approve a Committee-recommended draft for presentation to the full Board for tentative action.

Board Tentative Action: The full Board deliberates on the PMC-recommended preliminary draft and whether to distribute to public comment. If approved for tentative action, the draft is distributed for **public comment** for a **period** of no fewer than 21 days.

Following the **public comment period**, ROs may brief senior leaders prior to the PMC meeting, if public comments warrant substantial changes to the draft.

PMC reviews public comments* and recommends revisions in response to public comment for **Board Final Action***

Director, RO

At this step, the RO director, or directors if more than one RO is involved, is expected to brief their associate superintendent/chief and any related MCPS operational units to identify impacts of regulation changes. The director will obtain approval from their chief executive and copy OGC on an email that documents the chief's approval.

Cross-office Review by Senior Leaders/Designees

At this step, OGC will brief senior leader/designees on key revisions for cross-office review. The director may be asked to be present to respond to questions.

After consultation and resolution of any cross-office concerns, the draft regulation will be sent to the superintendent of schools/designees for approval.

Upon approval of a regulation, the superintendent of schools notifies the Board of the approved regulation. If the RO intends there to be a suspended effective date (e.g., July 1 of the next school year), the RO must inform OGC so that the regulation is appropriately published on the effective date.

*RO presentations:

RO-designated staff will participate in presentations to senior MCPS leaders, community stakeholders, and a minimum of four PMC/Board discussions during the policy development process.

**Publication and training:

If The RO intends for changes to be published in handbooks or reflected in compliance training for the following school year, the RO is advised that these guidance materials are developed by March. Please discuss timelines and effective dates with OGC

****Publication and training:** Upon the Board's amendment or adoption of a policy or superintendent's approval of a regulation, OGC will publish the updated policy/regulation and maintain a published summary of changes on the MCPS website. The RO is responsible for updating staff and appropriate stakeholders of the implications of the updated/new policy/regulation and providing any needed professional learning on new procedures as appropriate. The RO is also responsible for locating and deleting any outdated versions of the policy/regulation from MCPS websites other than those maintained by OGC.