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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY BGA: POLICY AND POLICY DEVELOPMENT**

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- I. New Board Policy
  - A. Suggestions for a new Board Policy may originate from (but 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, it will be assigned by the Superintendent of Schools to the appropriate Assistant Superintendent for review. The Assistant Superintendent, with input from staff and legal counsel, will determine the feasibility of the suggestion for a Board Policy. The following criteria will be used to determine the feasibility of new Board Policy.
    - 1. To set forth a guide to action.
    - 2. To set forth basic controls on a broad objective of the school system.
    - 3. To reinforce a basic legal tenant such as nondiscrimination or harassment of employees, etc.
  - C. If the proposal is determined to meet the criteria of a Board Policy, the Assistant Superintendent will form a committee comprised of staff and community members to develop the board policy.
  - D. The proposed board policy will be written using the following format.  
(See Policy BGA for details)
    - 1. I. Purpose(s)
    - 2. II. Definition(s)
    - 3. III.. Policy Statement
    - 4. IV. Exceptions
    - 5. V. Guidelines
    - 6. VI.. Reports
    - 7. VII. Expiration/Review
    - 8. VIII. Delegation of Authority
    - 9. IX.. Effective Date
  - E. After the proposed policy is written, it is forwarded to the Superintendent for review. The Superintendent will distribute to the Superintendent's Cabinet for

review and comment. Directors will review the proposal with appropriate staff.

- F. The final draft of the proposed policy will be placed on the Board Agenda as a discussion item. The Board's suggestions and/or comments will be used to revise or amend the policy as necessary.
- G. The policy will be e-mailed to all employees/community groups and placed on the website for review and comment. The proposed policy will be posted for public comment for a minimum of 30 days.
- H. After a minimum of 30 days, the proposed policy will be returned to the Board for action.

## II Modification/Review of an Existing Board Policy

- A. All Board Policies will be reviewed by the Superintendent's Cabinet every three (3) years unless otherwise noted in the policy.
- B. The appropriate Assistant Superintendent will be the lead in policy reviews.
- C. Policies identified as requiring modification will be reviewed and revised and presented to the Board as outlined above.
- D. Assistant Superintendents will have discretion, given the policy and the extent a modification is necessary, to identify the necessary staff/community members needed for input in the revision.
- E. The Superintendent will be apprized of all policies requiring modification and plans for revision.

## III. Administrative Regulations

- A. Each Board Policy will have accompanying administrative regulations. Regulations outline how to implement the policy.
- B. Appropriate Assistant Superintendent and staff, charged with policy development, will also develop accompanying administrative regulations.
- C. Upon completion of the regulations, it will be submitted for the Superintendent's approval.
- D. If a policy is effective the date of Board approval, administrative regulations shall be presented for Board review both when the policy is brought before the Board

for discussion and for action. If the proposed policy is scheduled to be effective at a later date, administrative regulations shall be provided for Board review prior to the effective day, but not later than 60 days after the policy is approved by the Board. The Board may comment or make suggestions, but will not vote on the regulations. The appropriate Assistant Superintendent is responsible for implementation of the accompanying administrative regulations.

Feb/2005