Policy Creation, Revision, and Review Policy

I. Purpose
The purpose of this policy is to provide a uniform format for Wicomico County Board of Education (WCBOE) policies and to establish the process by which they are developed, implemented, monitored, reviewed, and updated.

II. Policy Statement
The Wicomico County Board of Education (WCBOE), with the advice of the Superintendent of Schools, sets goals and expectations for the school system through the development, revision, and adoption of policies that guide the formulation and implementation of educational programs and the management of the school system’s operations. Board policies are aligned with its mission and goals and applicable state and federal laws. The Board believes that sound policy decisions require consideration of both staff analysis and recommendations, and judgment and advice from its parents, its students, and its citizens in the development of those policies. Proposals for new policies or changes in existing policies may be submitted by any Board member, or the Superintendent of Schools.

III. Definitions
A. “Policy” - means principles adopted by the Board of Education to guide the development and implementation of educational programs and/or for management of the school system. Policies are to be consistent with the Board’s mission statement, vision, philosophy, long-term goals, and objectives. State laws, bylaws of the Maryland State Board of Education, and federal laws are, in effect, mandated policies and shall prevail in the event of any inconsistency with a Board policy. All policies must be approved by the Wicomico County Board of Education.

B. “Procedure” - means specific directives, initiated by the Superintendent of Schools that provide instructions relative to the implementation of Board policy. Procedures are not approved by the Board of Education, but implemented by the Superintendent of Schools.

IV. Policy Standards
When appropriate, the following elements will be included in each policy:
A. Purpose
B. Policy statement
C. Definitions
D. Expectations for evaluation, review, and updates
E. Related documents notation
F. Date adopted
V. Implementation

A. To permit time for study of all new or revised policies, all policies will be reviewed by the Board Policy Review Committee prior to being placed as agenda item for an upcoming Board meeting.

B. To ensure that written policies are up to date and usable as a basis for Wicomico County Board of Education and administrative decisions, the Board Policy Review Committee will review Board policies on a continuing basis in accordance with this policy. WCBOE will evaluate, on a scheduled or unscheduled basis how its policies have been implemented, as well as the impact of that implementation within the Wicomico County Public Schools system.

C. Policies will be reviewed and/or revised by the Board Policy Review Committee based on the following actions.
   1. Change in Codes of the State of Maryland or COMAR.
   2. Request by the Wicomico County Board of Education or anytime at the Board’s discretion
   3. Request by Executive Staff of the Wicomico County Public Schools
   4. Request by Department Director

VI. Evaluation

A policy not requested for review and/or revision within three years of its last revision date will undergo a mandatory review by the Board Policy Review Committee.

VII. Procedures

The Board directs the Superintendent of Schools to establish procedures to administer this policy.

Related Documents:

- BOE-GEN-PL-002, School Board Governance Policy
- BOE-GEN-PL-024, Wicomico County Board of Education Mission, Vision, Educational Philosophy, Beliefs and Values
- ADM-HRR-PL-028, Policy Violation Statement Policy