

BOARD OF EDUCATION OF BALTIMORE COUNTY  
POLICY REVIEW COMMITTEE  
POLICY EDITING CONVENTIONS

*Introduction*

The Policy Review Committee has been charged with the revision of the Board’s policies. A policy is a statement of the vision, goals, principles or position of the Board of Education to guide and direct the Superintendent and staff. Policies are promulgated by the Board of Education in accordance with Board of Education Policy 8130. In general, policies will answer the question: “What do we want the school system to do?”

In the 8000 Series, *Internal Board Operations*, policies are understood as tools to establish concrete approaches and mechanisms for self governance of the Board. The Committee’s primary task is to discuss policies as the governance documents for the school system. To this end and in order to ensure consistency in the style and format of the Board’s policies, the Committee hereby recommends that the following conventions be employed when policies are presented to the Committee and to the Board for adoption, re-adoption or amendment.

I. Policies shall contain numbered paragraphs, using standard outline format:

- I.
  - A.
    - l.
      - a. (1)
  - B.
    - l.
      - a.
- II.
  - A.
    - l.
      - a.

II. Correct Use of Names

- A. In each policy, the Board shall be referenced as follows:
  - 1. *First Use*: Board of Education of Baltimore County (Board)
  - 2. *Thereafter in Policy*: Board

- B. School System
  - 1. *First Use*: Baltimore County Public Schools (BCPS)
  - 2. *Thereafter in Policy*: BCPS
- C. County Superintendent
  - 1. *Correct*: Superintendent
  - 2. *Incorrect*: Superintendent of Schools
  - 3. *Incorrect*: Superintendent or Designee

### III. Editing

- A. All deletions shall be indicated by brackets [ deleted language]
- B. All new language shall be indicated by ALL CAPITAL LETTERS
- C. All policies shall employ a standard font (Times New Roman)

### IV. Proper Terminology

- A. In accordance with Board of Education Policy 8130 (7), the Board shall adopt policies during one of its public meetings. Upon adoption, the term “*adopted*” shall indicate the date when the Board’s action occurred.
  - 1. Once the Board has adopted a policy, it will indicate revision of such through the term “*revised*” and the date that such revision was approved.
  - 2. When the Board determines that no revisions are required, but wishes to indicate that a review has occurred, it will do so by employing the term “*readopted*” along with the date that such action occurred.

### V. Review of these Conventions

- A. The Committee will review the aforementioned editing conventions on an annual basis to ensure their utility to the school system and to the Board.
- B. The editing conventions will be distributed to all Board members each new school year during the Board’s July meeting.

*Last Revised: March 11, 2008*