

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 9, 2013

**TO:** **BOARD OF EDUCATION**

**FROM:** S. Dallas Dance, Superintendent

**SUBJECT:** **POLICY EDITING CONVENTIONS**

**PRESENTERS:** Mr. Michael Bowler, Vice-Chairman  
Policy Review Committee

**RESOURCE  
PERSON(S):** Margaret-Ann F. Howie, Esq., General Counsel  
Patricia S. Clark, Policy and Compliance Officer

**INFORMATION**

That the Board of Education is informed of the  
Policy Review Committee's Policy Editing Conventions.

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Attachment

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

*Introduction*

The Board of Education’s Policy Review Committee has been charged with the task of directing and overseeing 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.
    - 1.
      - a. (1)
  - B.
    - 1.
      - a. (1)
- II.
  - A.
    - 1.
      - a. (1)

## 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, Size 13).

## IV. Implementation Section

If applicable, each Board policy should contain an implementation section that will be standardized as follows:

The Board directs the Superintendent to implement this policy.

## V. Proper Terminology

- A. In accordance with Board of Education Policy 8130(II)(F), 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.

VI. 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.

Approved: January 14, 2008  
Presented to Board: April 8, 2008  
Revised by PRC: June 16, 2008  
Reviewed by PRC: June 15, 2009  
Presented to Board: July 14, 2009  
Reviewed by PRC: June 14, 2010  
Presented to Board: July 13, 2010  
Reviewed by PRC: June 13, 2011  
Presented to Board: July 12, 2011  
Reviewed by PRC: June 11, 2012  
Presented to Board: July 10, 2012  
Reviewed by PRC: June 10, 2013  
Presented to Board: July 9, 2013

Policy Review Committee