

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 Policy Review Committee’s primary task is to discuss and evaluate policies prior to their presentation to the full Board. The Committee also reviews, recommends for adoption and amends policies. In furtherance of its goals 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.

Policy Editing Conventions

I. Policy Layout

Policies will contain the following titled paragraphs:

- I. Policy Statement (required)
- II. Definitions (if applicable)
- III. Standards (if applicable)
- IV. Implementation (required)

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

I. Policy Statement

A.

B.

II. Definitions

A. *Word in italics* - Definition

- B. *Word in italics* - Definition

III. Standards

- A. Subparagraph Title/Language

- 1.
 - (a)
 - (1)
 - (2)
 - (b)
- 2.
 - (a)
 - (1)
 - (2)
 - (b)

- B. Subparagraph Title/Language

- 1.
- 2.

IV. Implementation

The Board directs the Superintendent to implement this policy.

III. 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

IV. 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).
- D. The Oxford comma (the last comma in a series that comes before “and” or “or”) is to be deleted.

Example: Please bring me a ruler, eraser and pen.

- E. When a Subparagraph ends with a colon and is followed by Sub-subparagraphs, the Sub-subparagraphs will end with a semicolon (versus ending with no punctuation or with a period).

Example:

Types of disciplinary action include, but are not limited to:

1. Warning letter;
2. Written reprimand;
3. Suspension; or
4. Termination.

- F. Paragraphs beginning with a Roman numeral must have more than one Subparagraph; otherwise, no Subparagraph “A” is to be used.

Example:

- I. Implementation

The Board directs the Superintendent to implement this policy.

- G. Subparagraphs with a hanging Sub-subparagraph should be combined.

Example:

Incorrect:

- A. Upon return from a leave of absence, an employee will be returned to a position comparable to that held by the employee prior to the leave of absence.
 1. If an employee rejects an offer of employment within his/her classification upon reinstatement, BCPS is relieved of any commitment to provide employment.

Correct:

Upon return from a leave of absence, an employee will be returned to a position comparable to that held by the employee prior to the leave of

absence. If an employee rejects an offer of employment within his/her classification upon reinstatement, BCPS is relieved of any commitment to provide employment.

V. Implementation Section

- A. Each Board policy should contain an implementation section that will be standardized as follows:

“The Board directs the Superintendent to implement this policy.”

- B. Policies in the 8000 Series should contain an implementation section that will be standardized as follows:

“The Board shall implement this policy.”

VI. Proper Terminology

In accordance with Board of Education Policy 8130(III)(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.

- A. 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.
- B. 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.

VII. 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

Policy Review Committee

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