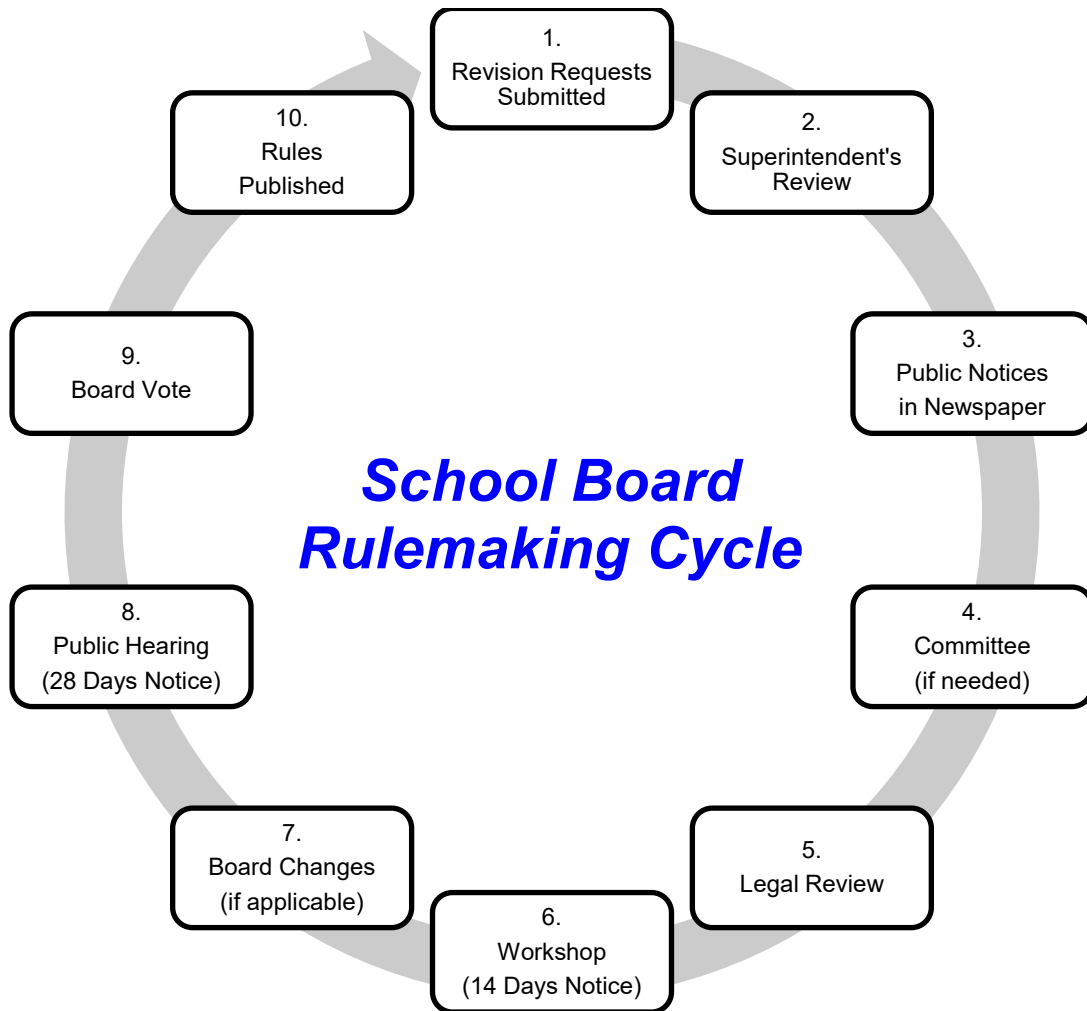# Protocol for Preparing Drafts of Proposed Revisions to School Board Rules

The creation of appropriate policies and procedures requires specific professional expertise that resides within each District department. Therefore, each department is responsible for:

- preparing and submitting *proposed revisions* to our School Board Rules (e.g., policies) using the appropriate legal protocol; and

- maintaining and communicating its own *procedures*.

School Board Rulemaking Cycle

1. Revision Requests Submitted
2. Superintendent's Review
3. Public Notices in Newspaper
4. Committee (if needed)
5. Legal Review
6. Workshop (14 Days Notice)
7. Board Changes (if applicable)
8. Public Hearing (28 Days Notice)
9. Board Vote
10. Rules Published

Revisions to School Board Rules/ policies require a formal legal process (e.g., rulemaking cycle) pursuant to Sections 120.54 and 120.81, Florida Statutes. This process includes legal advertisement of a public notice in a local newspaper, a workshop, a public hearing, and a School Board vote for approval. A rulemaking cycle usually requires at least six (6) weeks from creation to approval and publication. Following the appropriate legal protocol expedites this process for everyone.

Procedures are less formal than School Board Rules/ policies and are NOT required to be part of a School Board Rule/ policy. It is to each District department's advantage to keep as much language as legally permissible in a procedure. Revisions to procedures can be immediate and communicated to employees via memo or e-mail.

Prepared by: John Boyd, Executive Director of Government and Labor Relations, Department of Human Resources
Revised: **June 12, 2025**

To prepare for the next cycle of rulemaking, please follow the protocol below to expedite drafts of proposed revisions to School Board Rules:

1. Go to the **School Board Rules SharePoint Site**.

2. Find the folder(s) entitled "***Current School Board Rules Working Files***" or "***Current Student Progression Plan Working Files***." The attachments to these posts are the working Microsoft Word files of all official district policy documents.

3. Save the appropriate attached document to your computer hard drive or desktop.

4. Using **Microsoft Word**, open the document you saved.

5. On the top Ribbon, find the **Review** tab, and click on it.

6. Within the Review tab, find the **Track Changes** button, and click on it to activate it.

7. Within the **Tracking** section of the Ribbon, find the **Show Markup** drop-down menu.

    a. On the **Show Markup** menu, find **Insertions and Deletions**, and verify that the default check mark appears to the left of this selection. If the check mark is not there, click on **Insertions and Deletions**, and the check mark will appear to the left of this selection.

    b. On the **Show Markup** menu, find **Balloons**, and click on it. From the **Balloons** menu that displays to the right, find **Show All Revisions Inline**, and verify that the default check mark appears to the left of this selection. If the check mark is not there, click on **Show All Revisions Inline**, and the check mark will appear to the left of this selection.

8. Using "Track Changes," make the proposed changes you choose by inserting or deleting text.
    a. Insertions will appear automatically as <u>underlined</u> text.
    b. Deletions will appear automatically as ~~strikethrough~~ text.

    ➢ **If you do not use "Track Changes," then your drafts of proposed revisions shall not be included in the rulemaking cycle until you submit them in the correct format before the deadline for the rulemaking cycle.**

9. Using the "***Summary of Proposed Revisions***" template, prepare a summary of each change that you make in the rule document.

    ➢ **If you do not submit a "*Summary of Proposed Revisions,*" then your drafts of proposed revisions shall not be included in the rulemaking cycle until you submit the "*Summary of Proposed Revisions*" and your drafts of proposed revisions in the correct format before the deadline for the rulemaking cycle**

10. E-mail as attachments all documents with your proposed changes to **John Boyd, Human Resources,** no later than the deadline scheduled for the current rulemaking cycle.*

    *Items submitted after the scheduled deadline for the rulemaking cycle shall not be included in the current rulemaking cycle.