



# *School Board Rules Development Overview*

# Notable and Quotable

- William of Ockham
  - “Ockham’s Razor”
  - “Entia non sunt multiplicanda praeter necessitatem.”
  - (“Things are not to be multiplied beyond need.”)
  - The simpler of two explanations is preferred.



**“All things being equal, the simplest solution tends to be the best one.”**

**William of Ockham**

- Henry David Thoreau
  - “Simplify, simplify, simplify!”

# Objectives

- Participants will be able to:
  - Outline the required steps of the Osceola County School Board Rules Development process and explain how these steps connect and relate to each other.
  - Locate the most current and official copy of the Osceola County School Board Rules documents.
  - Explain the differences between “policy” and “procedure.”
  - Apply the appropriate protocol for submitting items that may be considered for proposed revisions to School Board Rules.
  - Trace new School Board Rules to old School Board Rules and compare them effectively.
  - Interpret and apply School Board Rules to given situations appropriately.

# Essential Questions

- What are the required steps of the Osceola County School Board Rules Development process, and how do these steps connect and relate to each other?
- Where is the most current and official copy of the Osceola County School Board Rules located?
- Why distinguish between a “policy” and a “procedure”?
- How can staff submit items that may be considered for proposed revisions to School Board Rules?
- Which tools are available to help staff trace old School Board Rules to new ones and compare them effectively?
- How does staff interpret and apply School Board Rules to given situations appropriately?



# School Board Rules Re-Write

- OPPAGA (Office of Program Policy Analysis and Government Accountability) audit recommendation (2002)
- Educational Management Consultant Services (EMCS) contract
- Two-year initial process completed in 2005
- Series of committee meetings with School District Office and school administrators

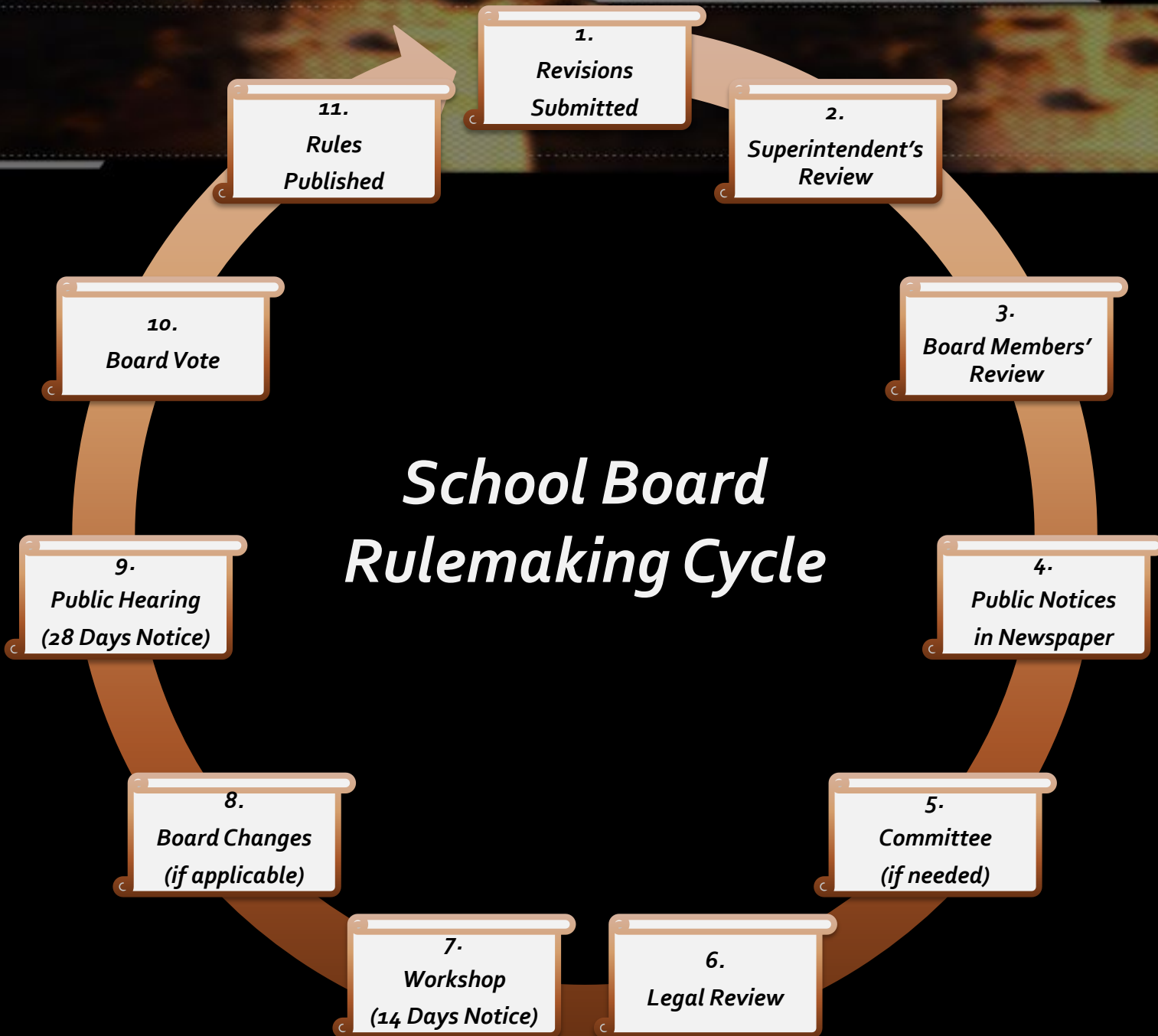
# Legal Requirements . . .

- Section 120.54, Florida Statutes, Rulemaking
  - Public notice of a rule development workshop
    - not less than 14 days prior to the date of the workshop
    - subject area addressed
    - agency contact person
    - place, date, and time of the workshop
  - Public notice of adoption of rules or rule changes
    - not less than 28 days prior to the intended action
    - public hearing

# . . . Legal Requirements

- Section 120.81, Florida Statutes, Exceptions and special requirements; general areas.—
  - Publication in a newspaper of general circulation
  - Mail to all persons and to organizations representing persons affected by the proposed rule
  - Posting in appropriate places so that affected persons are duly notified

# *School Board Rulemaking Cycle*





# Why Change Policy?

- ★ Laws and Regulations
- ★ Student's Benefit/ Interest
- ★ School District Precedent
- ★ Best Practices
- ★ "Common Sense"



# Rulemaking Guidelines ...

- ***Policy versus Procedure***
  - ***Policies*** are the rules that govern the establishment of processes and represent a consistent, logical framework for action.
  - ***Procedures*** implement policies and evolve over time as new tools emerge and new processes are designed to complete required actions.
- Policies and procedures appear as separate and distinct documents for legal and logistical reasons.

# ... Rulemaking Guidelines ...

- **Policy = Rule**

- New rules or changes to existing rules require prior public notice and School Board approval.
- Board Workshops are necessary as a standard School District practice and require publication of a notice with no less than 14 days prior.
- Public Hearings are always necessary require publication of a notice with no less than 28 days prior.

# ... Rulemaking Guidelines ...

- **Procedure = Superintendent's or Designee's Directive**
  - Internal School District documents such as manuals, guides, memoranda, e-mails, etc.
  - No public notice is required.
  - Procedures documents are public records.



# ... Rulemaking Guidelines ...

- If you plan to propose a policy/ rule change, please submit your item(s) to be considered with brief description(s) using the appropriate template.
- The *School Board Rules SharePoint Site* contains the following resources:
  - *Protocol for Preparing Revisions to School Board Rules*
  - *SDOC Items To Be Considered as Revisions Template*  
in Microsoft Excel

# ... Rulemaking Guidelines

- If the School Board approves your item to advance to the next Board Workshop, then please prepare the draft of your proposed policy/ rule change in the appropriate legal format.
  - ~~Strikethrough~~ for deletions
  - Underline for additions
- The *School Board Rules SharePoint Site* contains the following resources:
  - *Protocol for Preparing Revisions to School Board Rules*
  - Policy documents in Microsoft Word.

# School Board Rules Tools

- Table of Contents
- Appendix - Index
- Tracing Tables
  - New Code
  - Old Code to New Code
  - New Code to Old Code
- Adobe Acrobat or Adobe Reader
  - Word search feature

# School Board Rules Layout

- Rule Title
- Code Number
- Symbols
  - \* (asterisk) denotes policies required by statutes or other regulations
  - + (plus) sign denotes that plans or other documents (e.g., procedures) must be developed.
- Statutory Authority
- Laws Implemented
- History



# Reminder

- It is each School District employee's responsibility to read, know, and apply the existing current school board rules in their entirety in the appropriate situations.
- "Ignorantia juris non excusat."
  - "Ignorance of the law is no excuse."

# What Next?

- School District Office staff publishes policy documents on the School District website once our School Board approves changes.
  - *School Board Rules*
  - *Student Progression Plan*
  - *Code of Student Conduct*
- In order to be fiscally responsible and environmentally sustainable, our School District no longer distributes print copies of these documents.
- Refer to future technical assistance from School District Office staff.

# Contact Information

- John Boyd, ext. 65041
  - Director of Government and Labor Relations
  - Chief Negotiator
  - *Department of Human Resources*