

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

ADOPTION AND AMENDING BOARD POLICY

The Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule.

- I. A notice of a public hearing shall be advertised **twenty-eight (28)** days prior to the date of the hearing, in accordance with Board Policy 2.23. See Appendix C (BP 2.23 School Board Rules).
 - A. The notice shall include a brief and concise explanation of the proposed rule's purpose and effect, the estimate of economic impact to all individuals affected by the proposed rule or rule amendment, the specific legal authority for the School Board's action, and the location where the text of the proposed change may be obtained. See Appendix A (Notice of Intent to Amend/Adopt/Repeal Board Policies).
 - B. The notice must be advertised in local newspapers and on the District website. A copy shall also be available for public inspection in the office of the Superintendent, school site principals, and school library.
- II. Any person who is substantially affected by a proposed rule, rule amendment, or the repeal of a rule, may within **twenty-one (21)** days following notice of intent to adopt or repeal such rule, file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule action.
- III. The School Board must formally vote to adopt new, amend, or repeal board policy in the next scheduled board meeting that is scheduled not less than 28 days after the ***Intent to Adopt or Amend Board Policy*** has been advertised. See appendix B (Script to Adopt, Amend, or Repeal Board Policies).
- IV. The Superintendent shall file immediately in his/her office a copy of any new, amended, or repealed adopted by the School Board.
- V. The School Board Policy Handbook shall be amended accordingly.