

# Web-Based Policy System

## Overview

### Overview of Policy

- The Board of Trustees' policies are accessible through an integrated web system – your school's administrative staff will provide you with a link or direct you where to access the Board policies on your website. (Boards who use the BoardDocs paperless agenda system will have their policies accessible directly in BoardDocs). It is helpful to bookmark this link in your web browser for easy access. The web-based policy manual can be accessed from any computer via the Internet

### Overview of main page:

The screenshot shows the BoardDocs web-based policy system interface. The browser address bar displays the URL: <https://www.boarddocs.com/pa/psba/reskin/Board.nsf/Private?open&login#>. The page title is "Web-Based Policy System". The interface includes a navigation bar with "FEATURED" and "POLICIES" tabs. A callout box points to the browser's home and search icons, stating: "Link to home website and Search areas". Another callout box points to the "POLICIES" tab, stating: "Click on the Policies tab to access Board-adopted policies. Draft and archived policies are accessible to designated school users through a secure login". A third callout box points to a policy card titled "916: Volunteers", stating: "Policies can be featured for easy access by parents/guardians and community". A fourth callout box points to the school logo and contact information, stating: "School entity logo, description and contact information". The page content includes the Bent Creek Educational Services logo and a list of features: "THE NEW WEB-BASED SYSTEM FEATURES: EXPANDED SEARCH CAPABILITIES, STREAMLINED COLLABORATION WITH PSBA, INNOVATIVE ACCESS TO WEB-BASED LEGAL LINKS, CUSTOMIZABLE BOARD POLICY APPROVAL PROCESS, IMPROVED FLEXIBILITY AND CONTROL IN ORGANIZING AND MANAGING YOUR POLICIES, GREATER EFFICIENCY IN ACCESSING AND UTILIZING THE POLICY NEWS NETWORK (PNN) AND POLICY UPDATES, WEB-BASED SYSTEM TRAINING VIDEOS AND RESOURCE MATERIALS ARE AVAILABLE HERE".

Link to home website and Search areas

Click on the Policies tab to access Board-adopted policies. Draft and archived policies are accessible to designated school users through a secure login

Policies can be featured for easy access by parents/guardians and community

School entity logo, description and contact information

- After clicking on the Policies tab, the adopted policies will be listed by section in the left-hand navigational bar—clicking on the section reveals the list of individual policies

WELCOME POLICIES

Q Search Active Policies

Book: Policy Manual

Featured

- 000 Board Policy/Procedure/Administrative Regulations
- 916 Volunteers
- 000 Local Board Procedures
- 100 Programs
- 200 Pupils
- 300 Employees
- 600 Finances
- 700 Property
- 800 Operations
- 900 Community

This area will serve as your new Table of Contents

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- Clicking on a section expands the section to see the list of policies. Click on a policy to open it in the viewing pane at the right

Web-Based Policy System WELCOME POLICIES

104 Nondiscrimination in Employment and Contract Practices

105 Curriculum Development

105.1 Curriculum Review by Parents/Guardians and Students

105.2 Exemption From Instruction

106 Guides for Planned Instruction

107 Adoption of Planned Instruction

108 Adoption of Textbooks

109 Resource Materials

110 Instructional Supplies

111 Lesson Plans

112 Guidance Counseling

Book: Policy Manual

Section: 100 Programs

Title: Adoption of Textbooks

Number: 108

Status: Active

Adopted: January 15, 2001

Last Revised: September 16, 2013

**Authority**

The Board is responsible for adopting all textbooks used for instruction in the district's educational program. The Board shall establish a planned cycle of textbook review and replacement.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**Definition**

**Textbooks** shall be defined as the books used as the basic source of information in the planned instruction.

**Delegation of Responsibility**

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.[\[1\]](#)[\[3\]](#)

# Anatomy of a Policy

The screenshot displays a web-based policy system interface. On the left, a sidebar shows a tree view of policies, with 'Policy Manual' selected. The main content area shows a policy document for 'Adoption of Textbooks'. Annotations with arrows point to various parts of the document:

- Book and Section** – location of policy (points to 'Policy Manual' and '100 Programs')
- Title** – title of policy (points to 'Adoption of Textbooks')
- Number** – policy number (points to '108')
- Status** – indicates whether it is Adopted (Active), or in a draft or archived status (points to 'Active')

Text in the policy document is formatted as follows:

- Authority**: The Board is responsible for adopting all textbooks used for instruction and replacement.<sup>[1][2][3]</sup>
- Definition**: Textbooks shall be defined as the books used as the basic source of information in the planned instruction.
- Delegation of Responsibility**: The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.<sup>[1][3]</sup>

Footnote numbers at the end of paragraphs link to legal citations. A callout box explains: **Footnotes –** Footnote numbers at the end of a paragraph link to legal citations that apply to the language in that paragraph. **Hovering** over the footnote will yield a description of the legal citation; **clicking** on the footnote will open a new Internet browser window or tab with the applicable statute or regulation. Footnote numbers correspond with the numbers in the Legal references at the end of the policy, which also link

**Policy Headings-** Purpose, Authority, Definitions, etc., are bolded and underlined in body of policy; subheadings will be underlined or italicized

## Attachments

- Policy attachments or forms can be added to a policy and will show up at the bottom of the policy as an attached file—these can be documents in Microsoft Word, PDF files, etc. Double click on the attachment to open it

Curriculum Review By Parents/guardians And Students

**105.2**  
Exemption From Instruction

**106**  
Guides For Planned Instruction

**107**  
Adoption Of Planned Instruction

school year.

4. Expenditures on language instruction education programs.

5. Other expenditures from supplemental state or local funds consistent with the Title I.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[14]

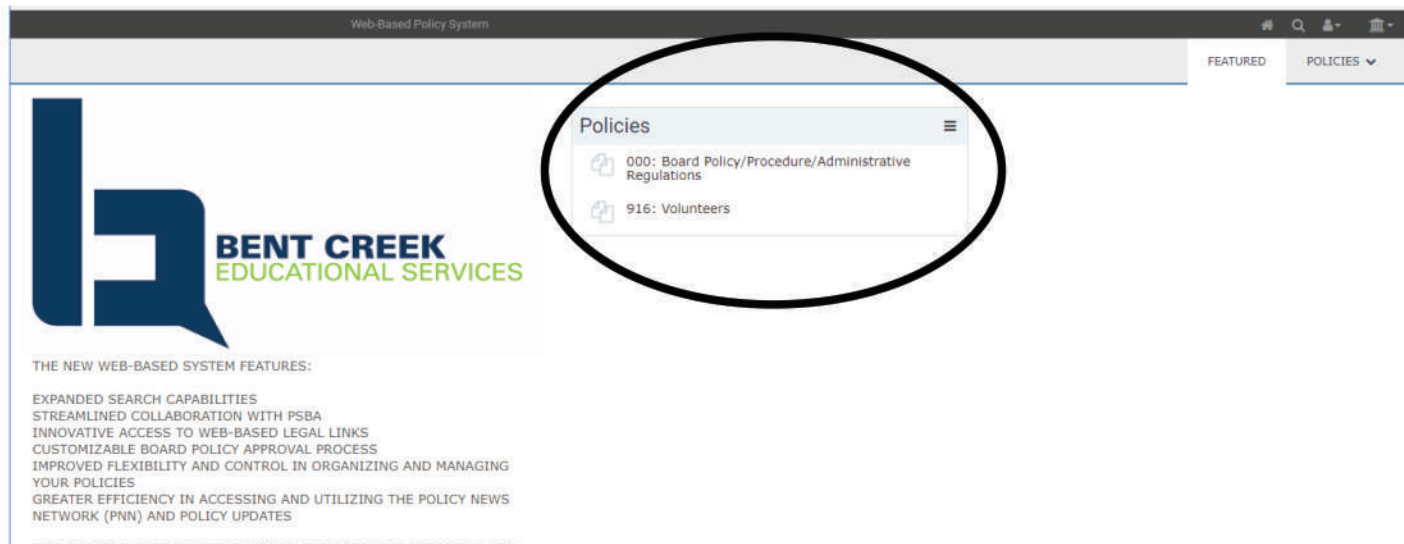
 [103-Attach.doc \(24 KB\)](#)

Last Modified by Data Conversion Process on July 31 2014

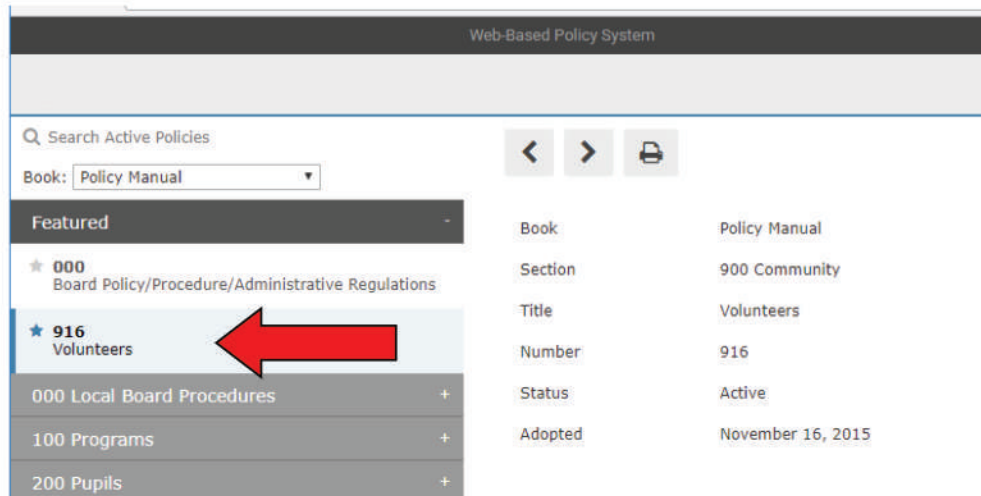
# Featured Policies

Policies can be featured by the school to bring them to the top of the list and place a shortcut on the main Welcome/Featured page—this is useful for members of the school community to see a newly adopted/revised policy that is Active, or to highlight specific policies during the school year

Featured policies appear in a separate tile on the main Welcome/Featured page (the label reads Featured on that page when a policy is featured)—clicking on the item navigates to that policy in the Policies tab



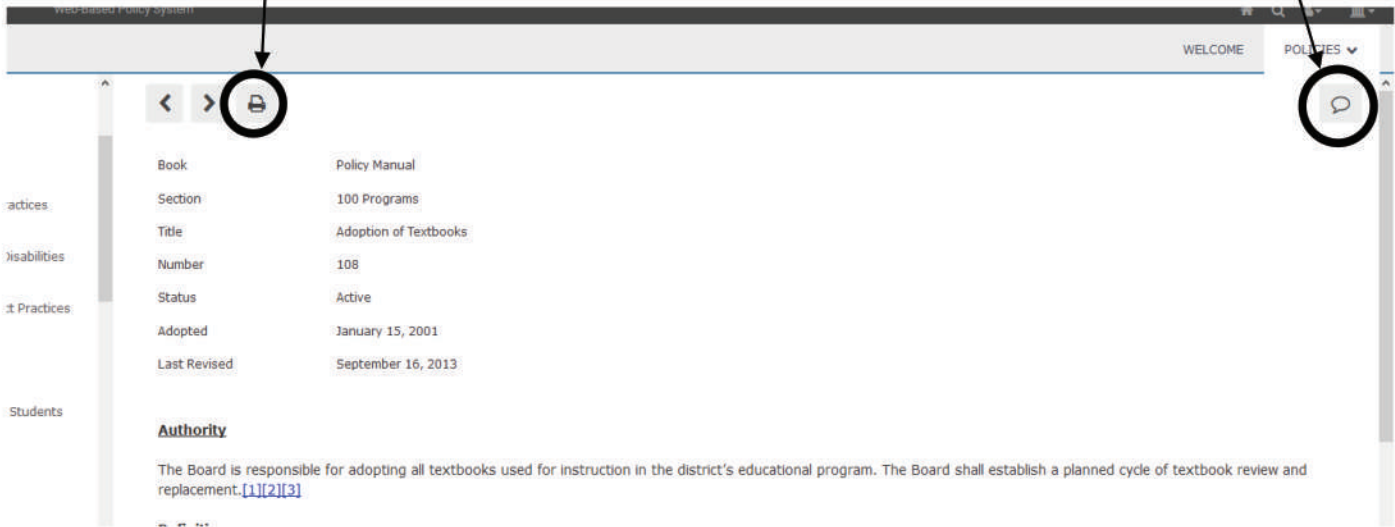
Featured policies also appear at the top of the policy Table of Contents list in the Policies area, with a star next to them, and also in their correct place in the Table of Contents



# Getting Policies out of the System

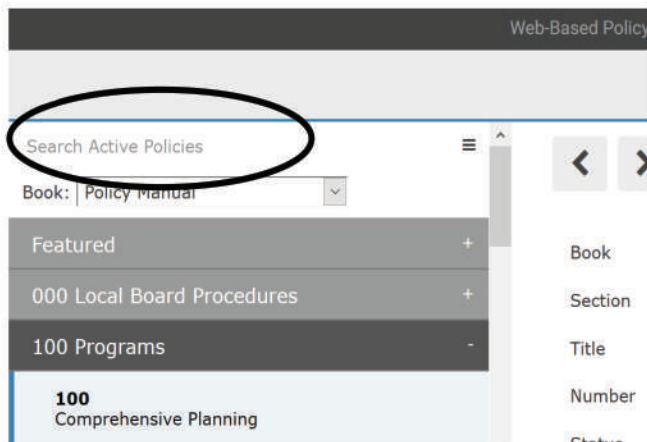
There are currently two main options for getting policies out of the system – Printing and “Sharing”

- Sharing will allow you to copy a direct link to a policy so you can email it
- The print icon will allow you to print a copy of your icon through your web browser

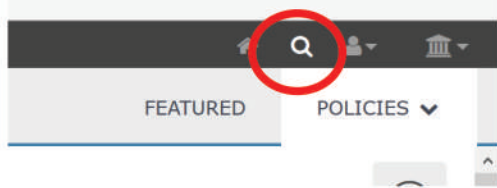


## Search

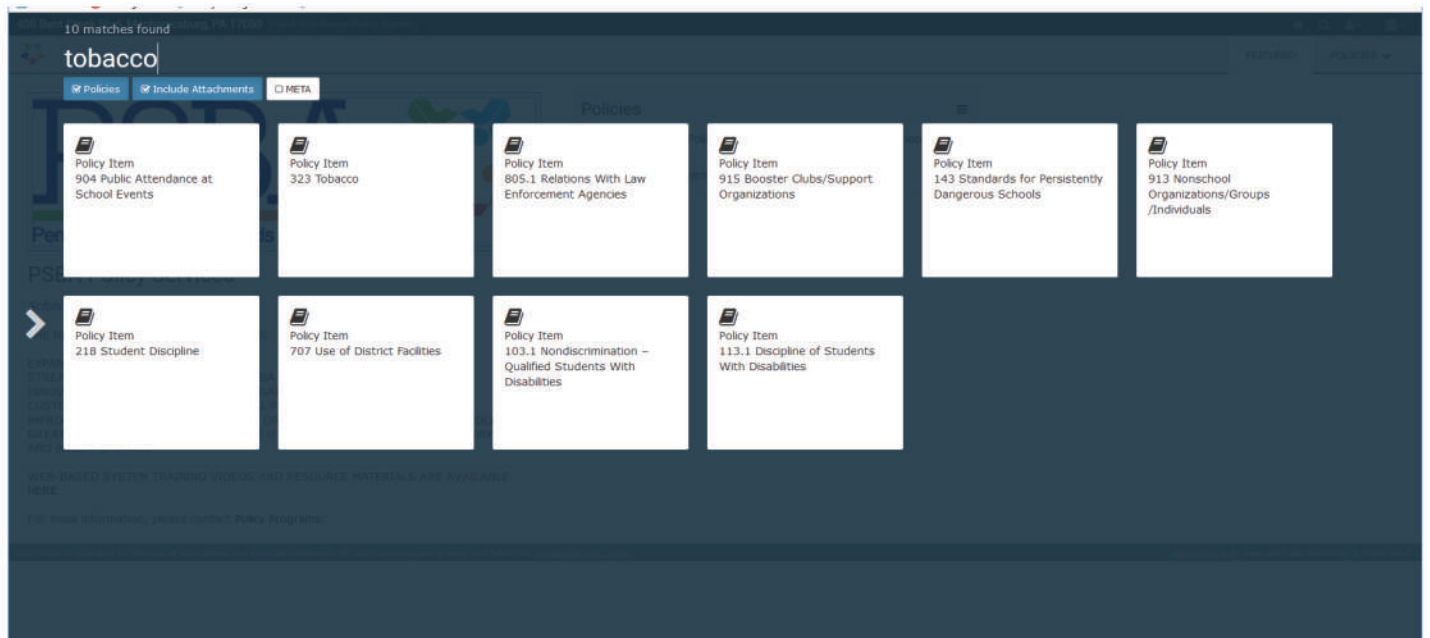
There is a search function built into the top of each policy area that will allow you to search all policies in that area of your policy manual



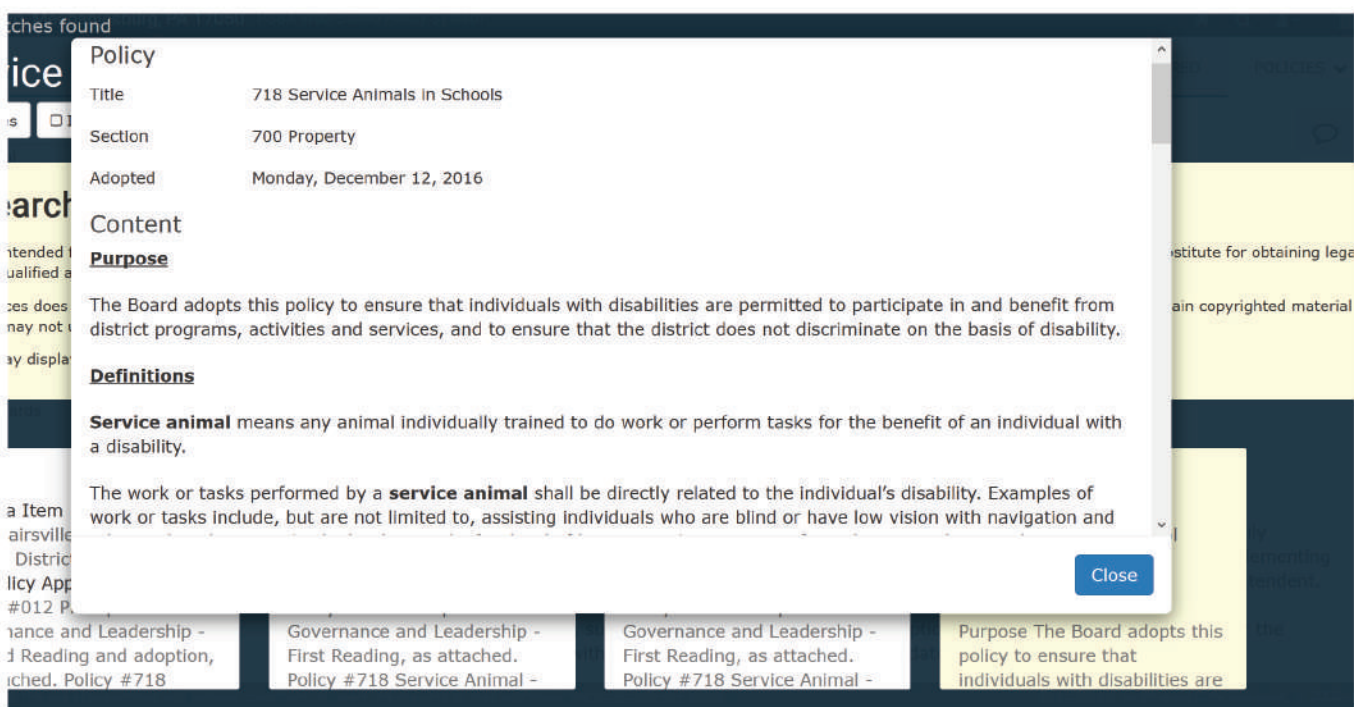
The **Search** icon at the top, right of the screen (magnifying glass) also allows you to search your own policies and attachments











After clicking the icon, a new screen will appear, and search results will appear as individual tiles—clicking on a tile will open it in a separate window to read the text or allow you to navigate there



Clicking on an individual search result:

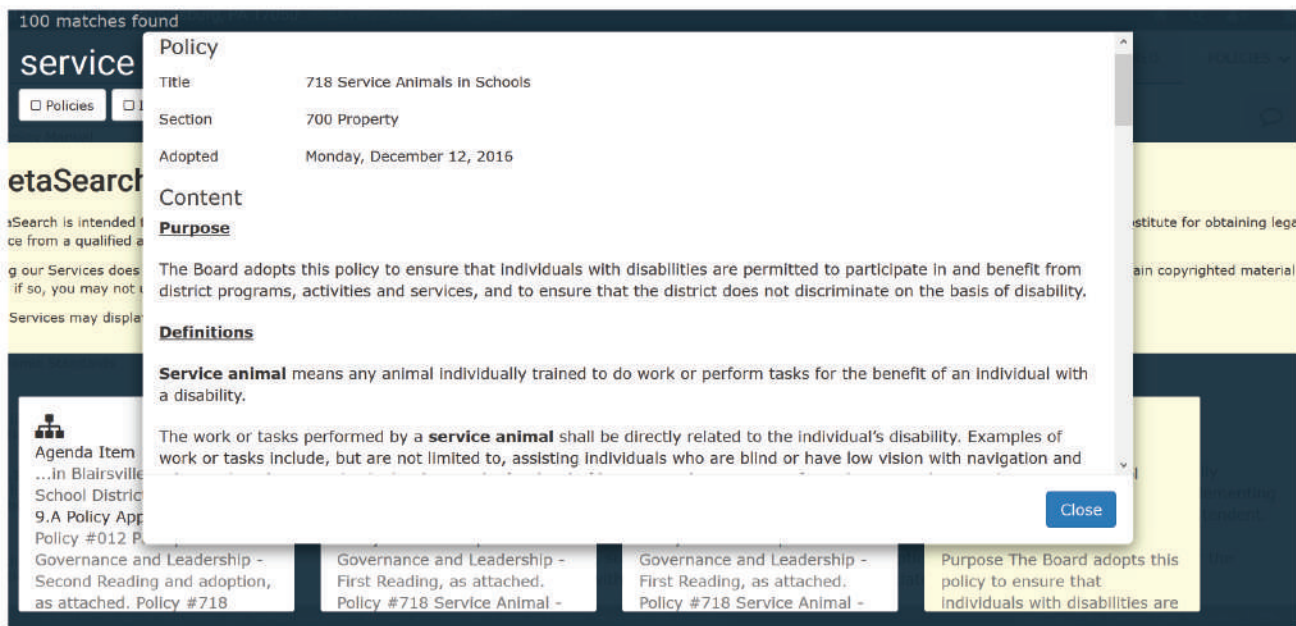
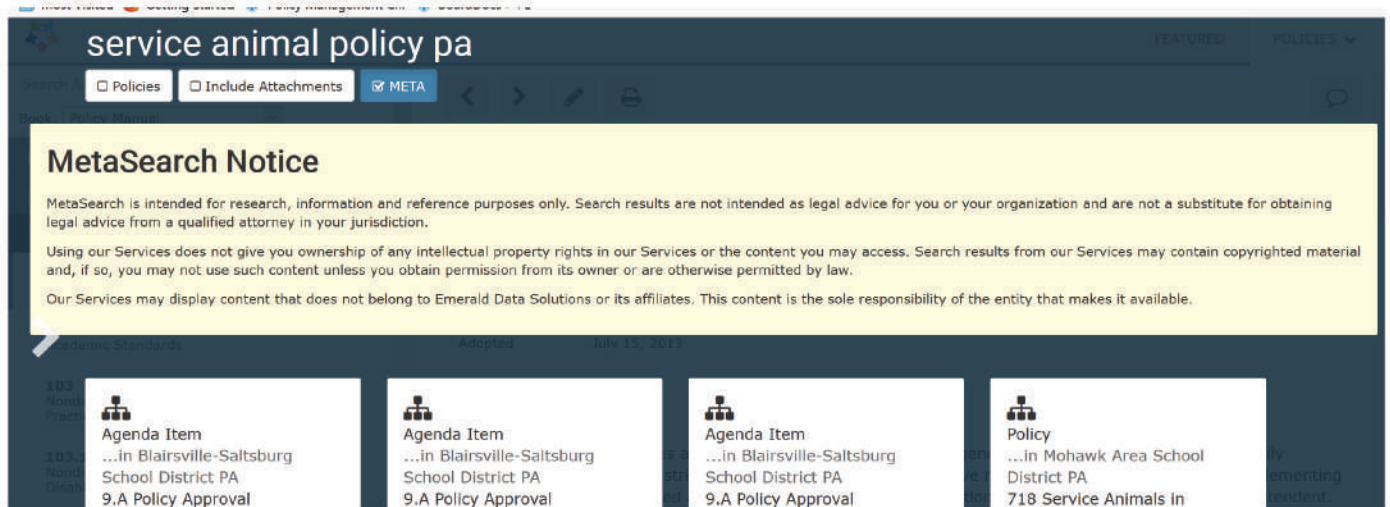


# To remove the Search screen, click the X to remove it from the screen

<p>School District PA 9.A Policy Approval Policy #012 Princlples for Governance and Leadership - Second Reading and adoption, as attached. Policy #718</p>	<p>District PA 7.01 Staff Services Agenda Items AgendaCall to OrderExecutive Session for Personnel Items 7:30 a.m.Recognition of</p>	<p>School District PA 718 Service Animals In Schools Purpose The Board adopts this policy to ensure that individuals with disabilities are</p>	<p>District PA 103.1 Service Animals Purpose The Apollo-Ridge School District does not discriminate on the basis of disability. Persons with</p>
<p> Policy ...in Wallenpaupack Area School District PA 718 Service Animals in Schools Purpose The Board adopts this policy to ensure that individuals with disabilities are</p>	<p> Policy ...in Upper Perkiomen School District PA 718 Service Animals in Schools Purpose The Board adopts this policy to ensure that individuals with disabilities are</p>	<p> Policy ...in Canon-McMillan School District PA 904.1 Domestic Animals on District Property Authority The Board establishes that no owner or person in control or possession</p>	<p> Policy ...in Shippensburg Area School District 718 Service Animals in Schools Purpose The Board adopts this policy to ensure that individuals with disabilities are</p>
<p></p>	<p></p>	<p></p>	<p></p>

# META Search

School entity users who have a login to the Web-based policy system may click and use the **META** search, which allows you to search **Active** policies and agenda items of all other system users in Pennsylvania and across the country—add your search term, and add **policy pa** after the term to narrow your search results



Language can be copied/pasted into your own draft policy for editing or printing

**Sample policies are intended for educational and informational purposes only, and should not be adopted as policy by your school entity without input from the solicitor. The advice of the solicitor or other competent counsel always should be obtained when drafting local policies and determining the legal ramifications and requirements applicable to any particular situation or cause of action.**