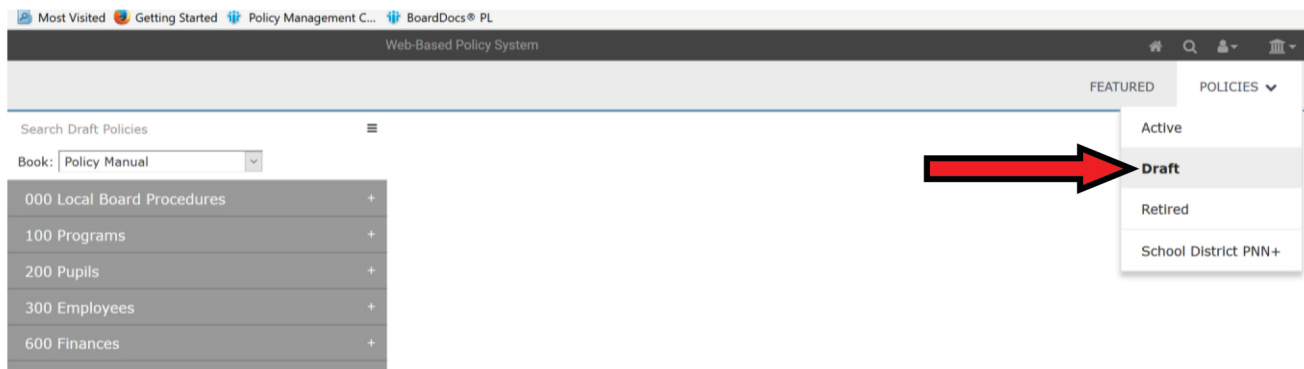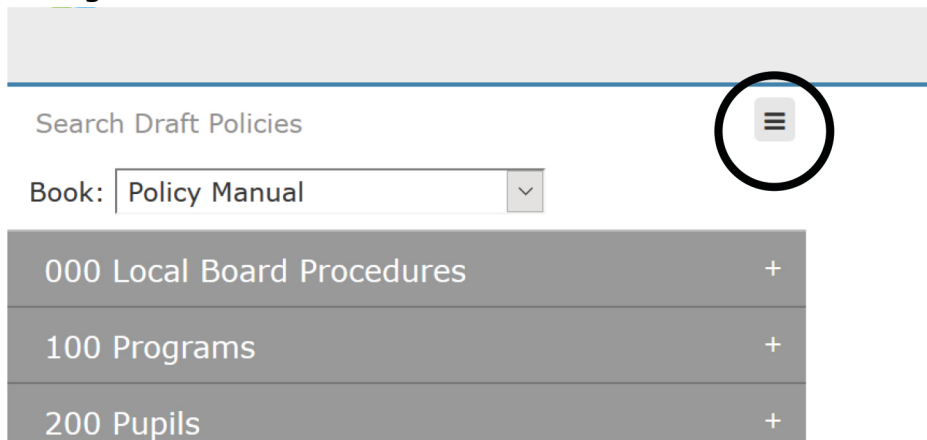# Web-Based Policy System

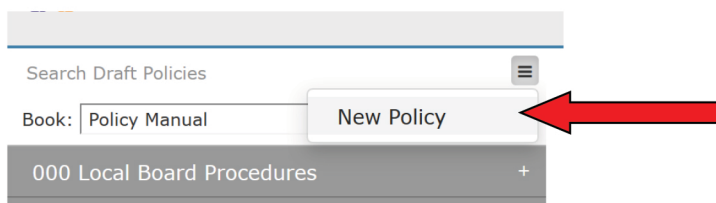## Workflow – Creating a New Policy

- Go to the **Draft** area of your policies

- Click on the icon with 3 horizontal lines at the top, right of the policy listing:

Select "New Policy" to create a new, blank policy

- Fill in the fields as noted

Book – select Policy Manual (if the school establishes other books at a later date, such as Administrative Procedures, you may choose those as appropriate)

Section – select the appropriate section or use **Create New** to create a different section (i.e., 1000 Programs, 2000 Pupils, etc.)

Title – Type in the title of the policy

Number – Type in the number of the policy—if you are unsure of a number, contact Policy Services for a recommendation

Status – Set the status to the applicable category you have established for your school entity's policy review process (i.e., First Reading, Legal Review, etc.)

Legal (at end of policy)– Policy Services does not recommend adding Legal References here-- note in the policy what legal citations should be added next to applicable language, based on recommendations from your school solicitor; Policy Services will add and link citations

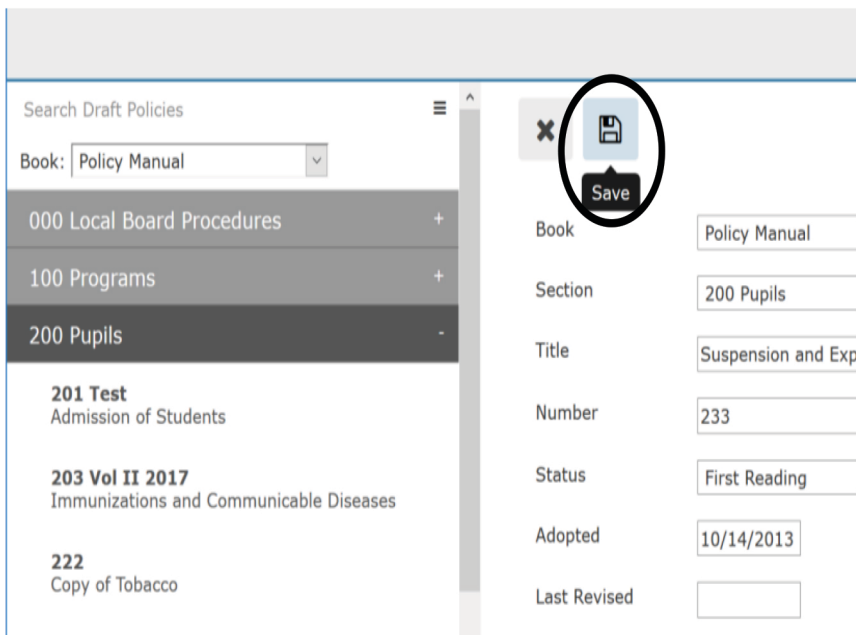The date fields will be filled in following the board of trustees' approval process

Type the text of the policy in the box under the text editor or copy and paste text

For Copying/Pasting text into a policy, please use the "Paste as plain text" icon to avoid formatting issues:
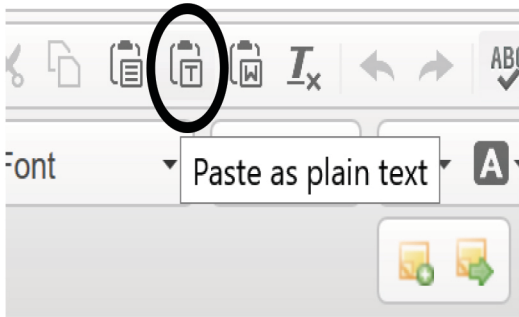
- Click the diskette icon at the top, left of the policy to **Save** it

- Submit the policy through the board's normal review and approval process

- After the board approves the policy, you may send it to heather.masshardt@bentcreekservices.com and refer to the Workflow for Sending Policies to Policy Services. (Policies will not need to be sent as attachments—we will access the same policies in the web-based system)