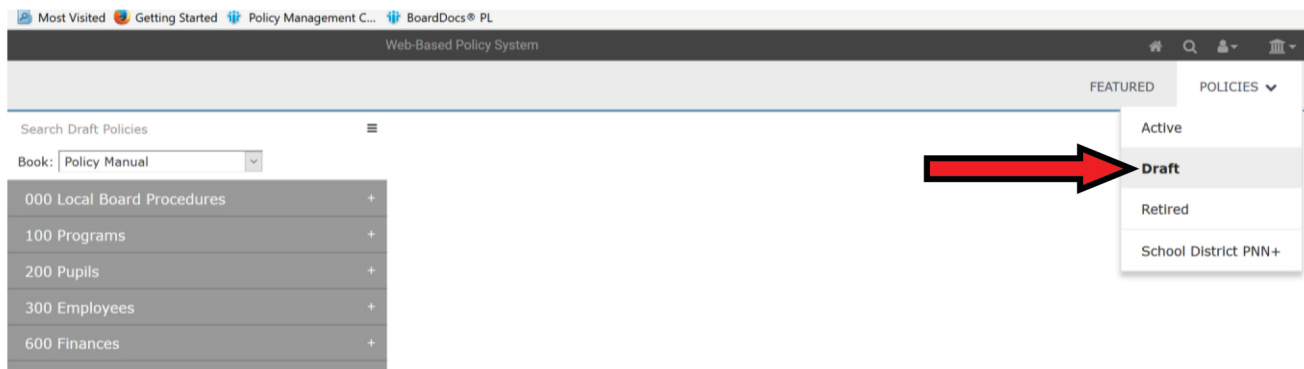


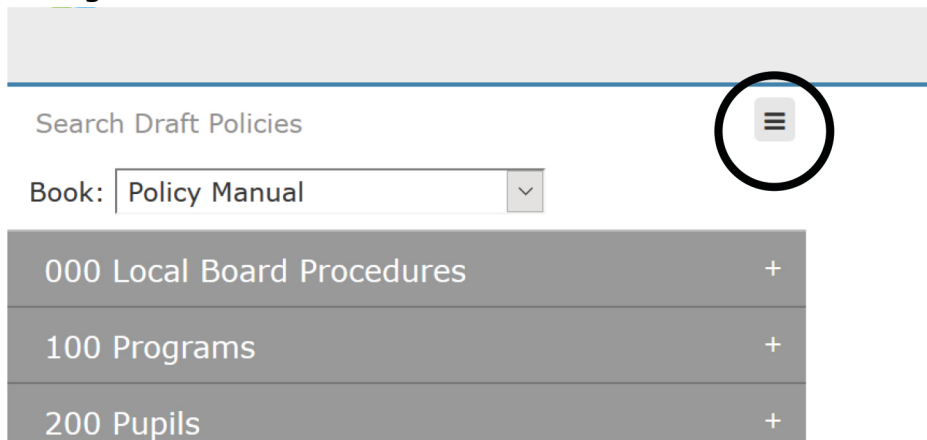
Web-Based Policy System

Workflow – Creating a New Policy

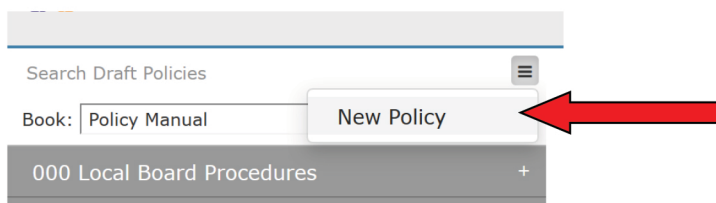
- Go to the **Draft** area of your policies



- 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.)

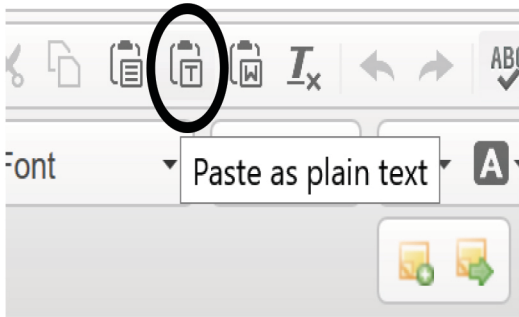
Legal (at end of policy)– Policy Services does not recommend adding Legal References here-- note in the policy what legal citations should be added next to applicable language, based on recommendations from your school solicitor; Policy Services will add and link citations

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

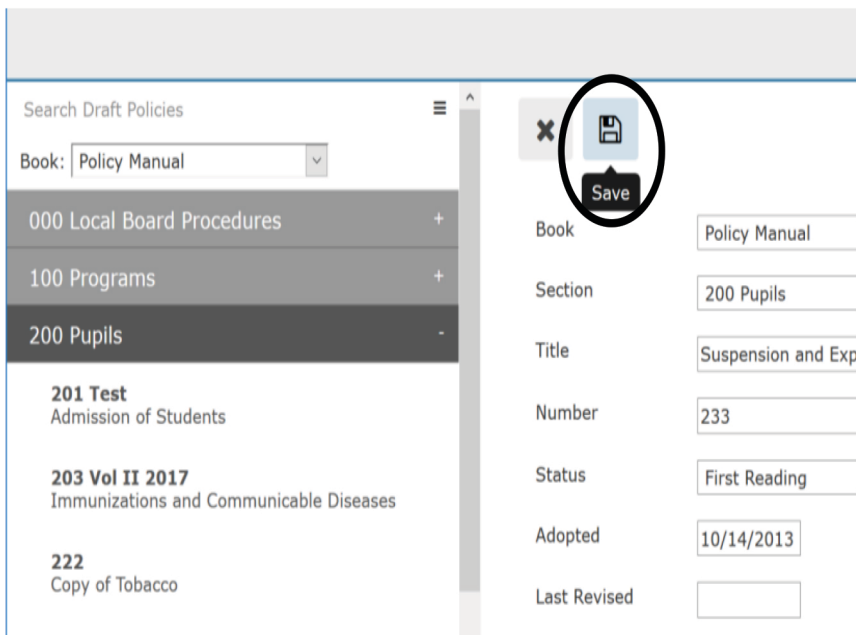
Type the text of the policy in the box under the text editor or copy and paste text

The screenshot displays the 'Web-Based Policy System' interface. On the left, there is a sidebar with a search bar and a list of sections: 000 Local Board Procedures, 100 Programs, 200 Pupils, 300 Employees, 600 Finances, 700 Property, 800 Operations, 900 Community, and Cross Reference Documents. The 'Book' dropdown is set to 'Policy Manual'. The main form area contains the following fields: Section (dropdown menu), Title (text input), Number (text input), Status (dropdown menu), Adopted (text input), Last Revised (text input), Last Reviewed (text input), and Retired (text input). Below the form is a rich text editor with a toolbar containing various icons for text formatting and editing. A yellow highlight is placed on the text editor area with the text 'Type or paste policy text here'. An orange arrow points from the text 'Paste Options' to the text editor area.

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)