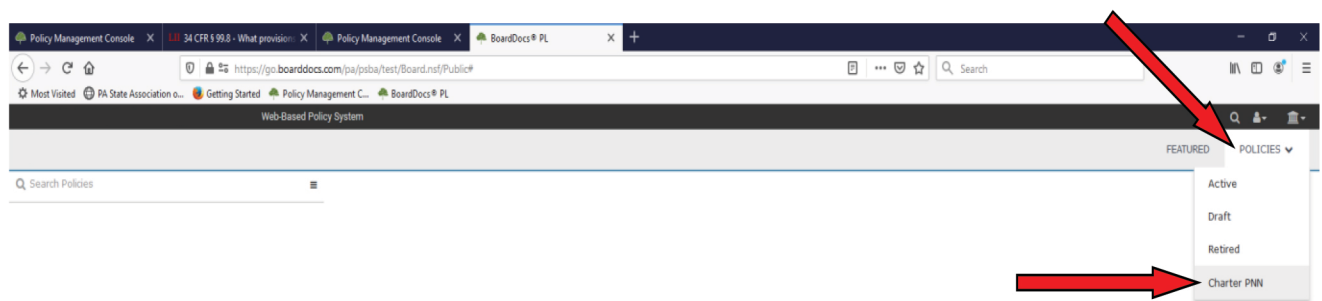


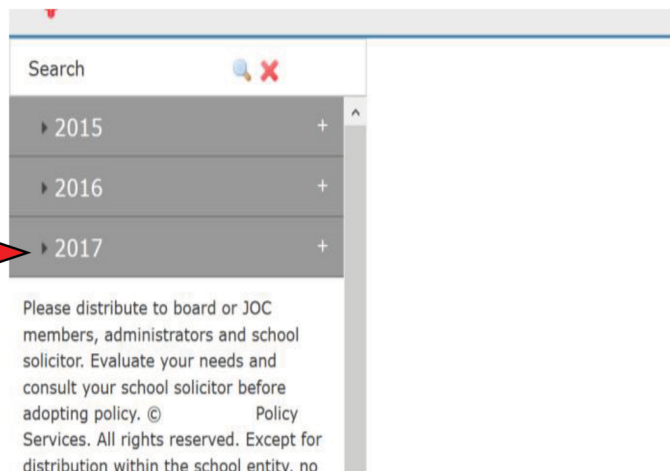
Web-Based Policy System

Workflow – Accessing the Charter Policy News Network (CPNN) and Copying Policy Updates

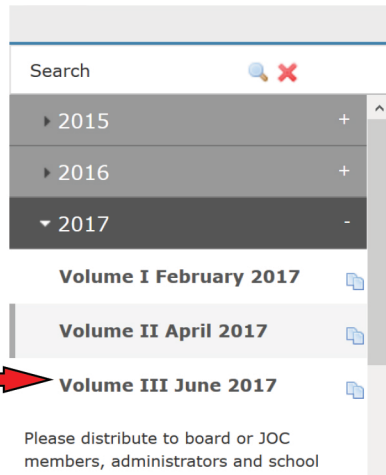
- Designated staff in your school entity will receive an email notification each time a new Charter Policy News Network (CPNN) is issued
- To access the CPNN, log in to the web-based policy system and click on the arrow at the right of your Policies tab, then click on **Charter PNN** in the drop down list





- Click on the applicable year of CPNN volumes





Click on the Issue to access that CPNN and the attached policy updates




Search  

- ▶ 2015 +
- ▶ 2016 +
- ▼ 2017 -

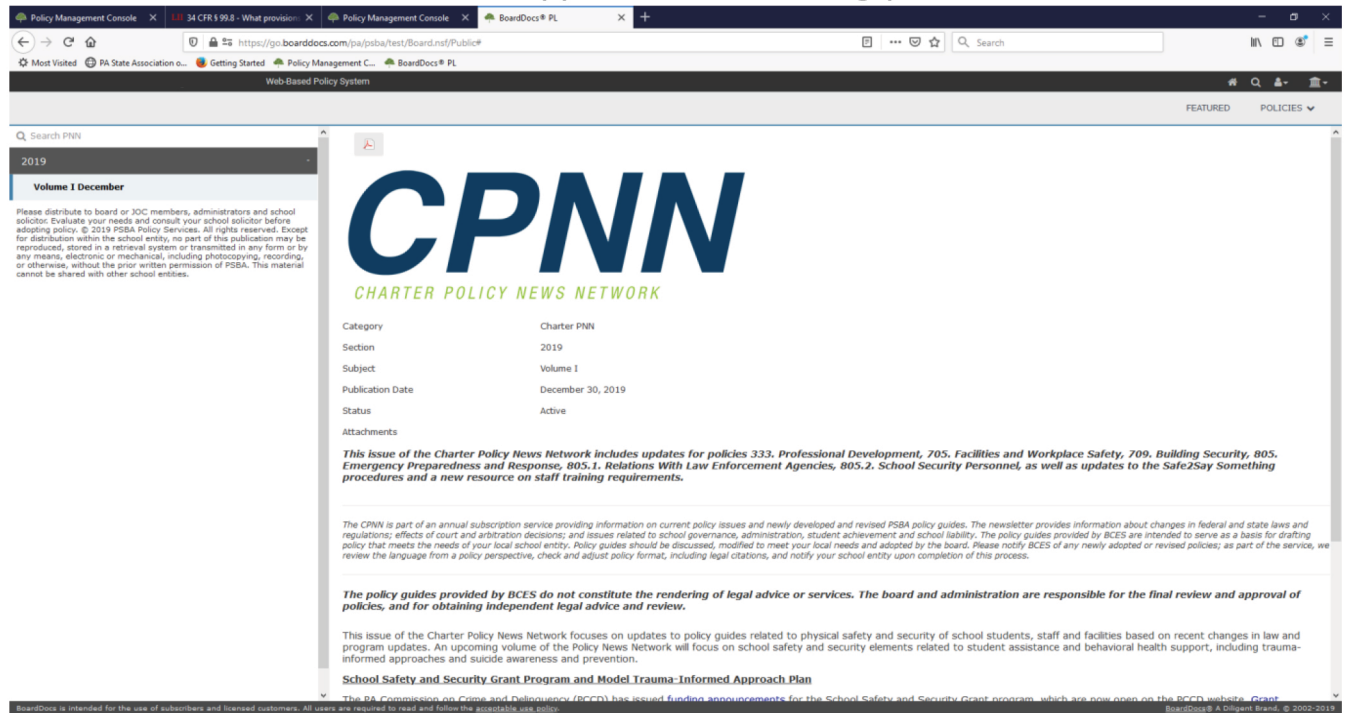
Volume I February 2017 

Volume II April 2017 

Volume III June 2017 

Please distribute to board or JOC members, administrators and school

- The CPNN newsletter itself will appear in the viewing pane



Policy Management Console | MI CFR 199.8 - What provision... | Policy Management Console | BoardDocs® PL

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Web-Based Policy System

FEATURED POLICIES

Search PNN

2019

Volume I December

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CPNN

CHARTER POLICY NEWS NETWORK

Category Charter PNN
Section 2019
Subject Volume I
Publication Date December 30, 2019
Status Active

Attachments

This issue of the Charter Policy News Network includes updates for policies 333. Professional Development, 705. Facilities and Workplace Safety, 709. Building Security, 805. Emergency Preparedness and Response, 805.1. Relations With Law Enforcement Agencies, 805.2. School Security Personnel, as well as updates to the Safe2Say Something procedures and a new resource on staff training requirements.

The CPNN is part of an annual subscription service providing information on current policy issues and newly developed and revised PSBA policy guides. The newsletter provides information about changes in federal and state laws and regulations; effects of court and arbitration decisions; and issues related to school governance, administration, student achievement and school liability. The policy guides provided by BCES are intended to serve as a basis for drafting policy that meets the needs of your local school entity. Policy guides should be discussed, modified to meet your local needs and adopted by the board. Please notify BCES of any newly adopted or revised policies; as part of the service, we review the language from a policy perspective, check and adjust policy format, including legal citations, and notify your school entity upon completion of this process.

The policy guides provided by BCES do not constitute the rendering of legal advice or services. The board and administration are responsible for the final review and approval of policies, and for obtaining independent legal advice and review.

This issue of the Charter Policy News Network focuses on updates to policy guides related to physical safety and security of school students, staff and facilities based on recent changes in law and program updates. An upcoming volume of the Policy News Network will focus on school safety and security elements related to student assistance and behavioral health support, including trauma-informed approaches and suicide awareness and prevention.

School Safety and Security Grant Program and Model Trauma-Informed Approach Plan

The PA Commission on Crime and Delinquency (PCCD) has issued funding announcements for the School Safety and Security Grant program, which are now open on the PCPD website. [Print](#)

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- The updated policy guides are listed at the bottom of each CPNN--click on the item to view it, or click on the **Copy into Draft Policies** or **Copy All Policies into Drafts** icons to copy updates into your **Draft** policy area

- A pop-up screen will appear prompting you to select the appropriate book to place the policy

- Go to the Draft area of your policies tab and the updated policy copied from the CPNN will appear—it will be named with the volume number from the CPNN

Click on the policy and click the pencil icon to Edit the policy—

- Change the **Number** of the policy to remove the volume information
- Set the **Status** according to your school entity's established approval process (Administrative Review, First Reading, etc.)
- Leave the **Legal** references as is and note in the policy any additional footnotes/references that should be added by Policy Services staff
- The date fields should be filled in following board of trustees' approval
- Edit the body of the policy as necessary based on local needs—**it may be helpful to open your current Active policy in a separate Internet browser window and copy and paste the applicable text into this new draft policy. Use Tracking Changes features if desired**

The screenshot displays a web-based policy management system. At the top right, there are tabs for "FEATURED" and "POLICIES". Below the header, there is a search bar labeled "Search Draft Policies" with a dropdown menu showing "Policy Manual". To the left, a list of policy categories is visible, including "200 Local Board Procedures", "200 Programs", "200 Pupils", "201 Test Admission of Students", "203 Vol II 2017 Immunizations and Communicable Diseases", "204 Vol II 2017 Attendance", and "222 Copy of Tobacco". The "204 Vol II 2017 Attendance" category is selected. On the right, a form for editing a policy is shown. The form includes fields for "Book" (Policy Manual), "Section" (200 Pupils), "Title" (Attendance), "Number" (204 Vol II 2017), "Status" (- Select -), "Adopted", "Last Revised", and "Last Reviewed". A red circle highlights a diskette icon in the top left corner of the form area, indicating the save function.

- Click the diskette icon at the top, left to **Save** it (see above)
- Submit the policy through the board's established 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)