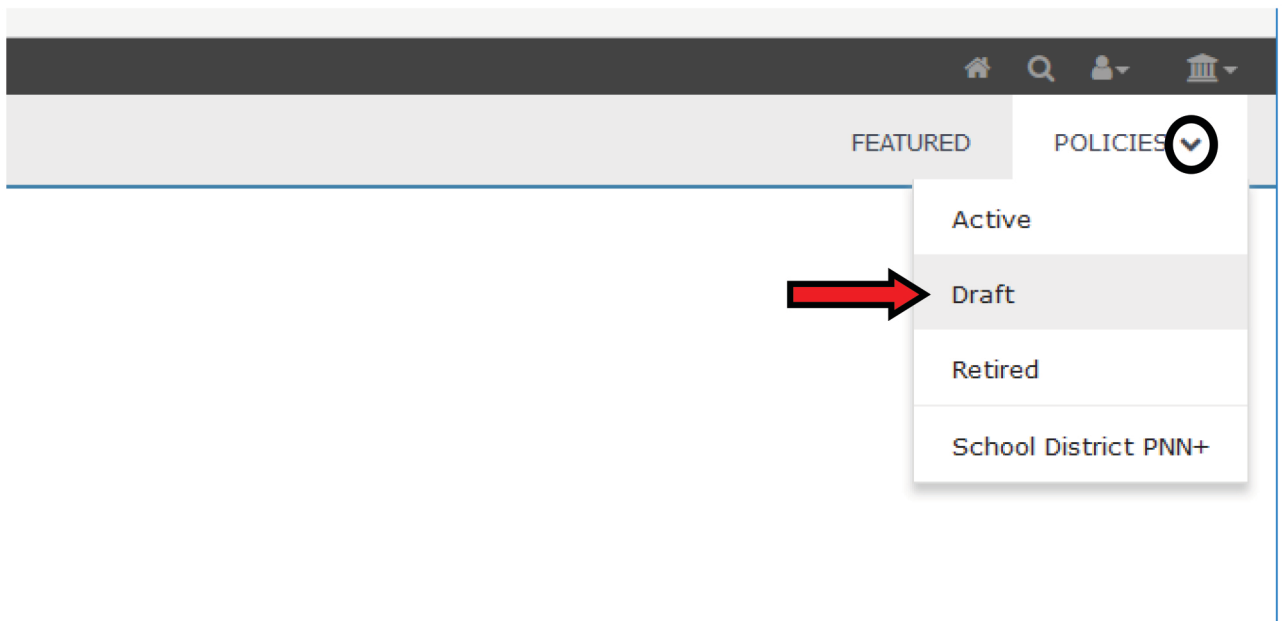


Web-Based Policy System

Workflow – Reviewing Draft Policy Guides

- Policy Services will send an email to the designated policy contact upon completion of a section of draft policy guides.
- Draft policy guides will appear in the **Draft** area of the web-based policy system.
- To go to the **Draft** area of your policies, log in to the web-based policy system, click on the downward facing arrow on the right side of the policies tab at the right side of the screen (circled below) and then click on Draft.



- Draft policies will appear in the navigation panel on the left side of the screen.

Clicking on the section title will expand/collapse the Table of Contents for each section.

Web-Based Policy System

Search Draft Policies

Book: Policy Manual

000 Local Board Procedures +

100 Programs +

200 Pupils +

300 Employees -

306 Employment of Summer School Staff

307 Student Teachers/Interns

313 Evaluation of Employees

600 Finances +

700 Property +

800 Operations +

900 Community +

Cross Reference Documents +

Book Policy Manual

Section 300 Employees

Title Student Teachers

Number 307

Status

Adopted December 11, 2014

Last Revised July 2, 2015

Authority

The Board encourages cooperation with colleges and universities within the state to assist in the training of student t

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with approved by the Board.[\[1\]](#)

The Board directs that student teachers and interns shall not be accepted into district schools unless they have completed criminal history and child abuse and the district has evaluated the results of those screening processes.[\[2\]](#)[\[19\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, department head or le university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single excessive student teacher classroom hours.

<https://www.boarddocs.com/pa/psba/reskin/Board.nsf/Private?open&login#> All users are required to read and follow the [acceptable use policy](#).

Clicking on an individual policy will bring the policy up in the reading panel to the right.

- Editing draft policies

- Click on the policy and click the pencil icon to Edit.

Search Draft Policies

Book: Policy Manual

000 Local Board Procedures +

100 Programs +

200 Pupils +

300 Employees -

306 Employment of Summer School Staff

307 Student Teachers/Interns

313 Evaluation of Employees

600 Finances +

700 Property +

800 Operations +

Book Policy Manual

Section 300 Employee

Title Student Teach

Number 307

Status

Adopted December 11,

Last Revised July 2, 2015

Authority

The Board encourages cooperation with

The Board establishes that district sch

- Revise the applicable fields, such as **Title**, if that needs to be changed.

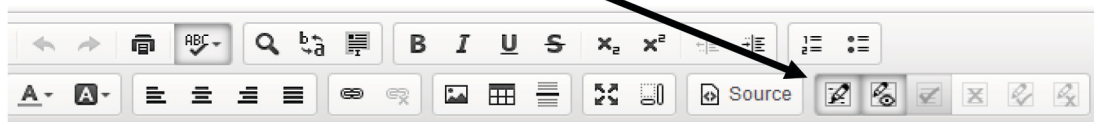
Set the **Status** to the applicable category you have established for your school entity's policy review process (i.e., Administrative Review, Legal Review, First Reading, etc.).

Date fields will be revised once the board of trustees has approved the revisions.

Leave the **Legal References** and **Footnotes** as is and create notes for Policy Services to revise these if necessary.

The screenshot displays the 'Web-Based Policy System' interface. On the left is a sidebar with a search bar and a list of draft policies. The selected policy is '313 Evaluation of Employees'. The main content area shows the policy text, including sections for 'Purpose', 'Objectives', and 'Authority'. Below the text is a 'Legal' section with a list of references: 1. 24 P.S. 510, 2. 24 P.S. 1123, 3. 24 P.S. 1108, 24 P.S. 1122, Pol. 000, 4. 22 PA Code 19.1, and 22 PA Code 19.1 et seq. A red arrow points from the 'Cross Reference Documents' link in the sidebar to the legal references list. The bottom of the interface shows a 'Cross References' section with a plus icon.

- Edit the body of the policy as necessary.
- **Tracking Changes** feature in the toolbar may be used to edit the policy so changes are marked up.



procedures and policies **contained in the Policy Manual as a governance tool** for the Board administrators and employees, students, parents/guardians, residents and community members

- Click the diskette icon at the top, left of the policy to **Save** it.

The screenshot displays a web-based policy management interface. On the left, a sidebar shows a hierarchical tree view with categories: 'Procedures', 'Summer School Staff', 's/Interns', 'Employees', and 'Documents'. The main content area is a form for creating or editing a policy. The form includes the following fields: 'Book' (with a 'Save' button circled in red), 'Section' (value: '300 Emplo'), 'Title' (value: 'Student Te.'), 'Number' (value: '307'), 'Status' (value: '- Select -'), 'Adopted' (value: '12/11/2014'), 'Last Revised' (value: '7/2/2015'), 'Last Reviewed' (empty), and 'Retired' (empty). At the bottom of the form, a rich text editor toolbar is visible, showing options for font, size, bold, italic, and text color.

- Submit the policy through the board of trustees' established review and approval process.
- After the board approves the policy, notify Policy Services. **Please do not** change policy status to Active. Our staff will not be able to access your Active policies.
- Policy Services will process the policies (accepting tracking changes, adding any needed legal references, etc.). Policies will not need to be sent as attachments—policy staff will access the same policies in the Draft area of the web-based system.
- Once policies have been processed, the newly adopted policy should be made Active—policy staff will send you information on making a policy Active.

- Deleting a draft policy

- Should the school entity decide not to adopt a draft policy; the policy can be removed from the Draft area by the school entity.

- To delete a draft policy, right click on the policy in the viewing panel and click delete

Search Draft Policies

Book: Policy Manual

000 Local Board Procedures	+	Book	Policy Manual
100 Programs	+	Section	300 Employees
200 Pupils	+	Title	Student Teachers/Interns
300 Employees	-	Number	307
306 Employment of Summer School Staff		Status	
307 Student Teachers/Interns		Adopted	December 11, 2014
313 Evaluation of Employees		Last Revised	July 2, 2015
600 Finances		Authority	
700 Property	+		The Board encourages cooperation with colleges and universities within the state
800 Operations	+		The Board establishes that district schools shall accept student teachers and int...

★ Feature

Duplicate

Delete

Authority

The Board encourages cooperation with colleges and universities within the state

The Board establishes that district schools shall accept student teachers and int...

- A pop-up will ask you to confirm deletion of the policy. Click OK to delete.

Delete this Policy?

OK

Cancel

Please contact heather.masshardt@bentcreekservices.com if you have any questions or concerns regarding your draft policies.