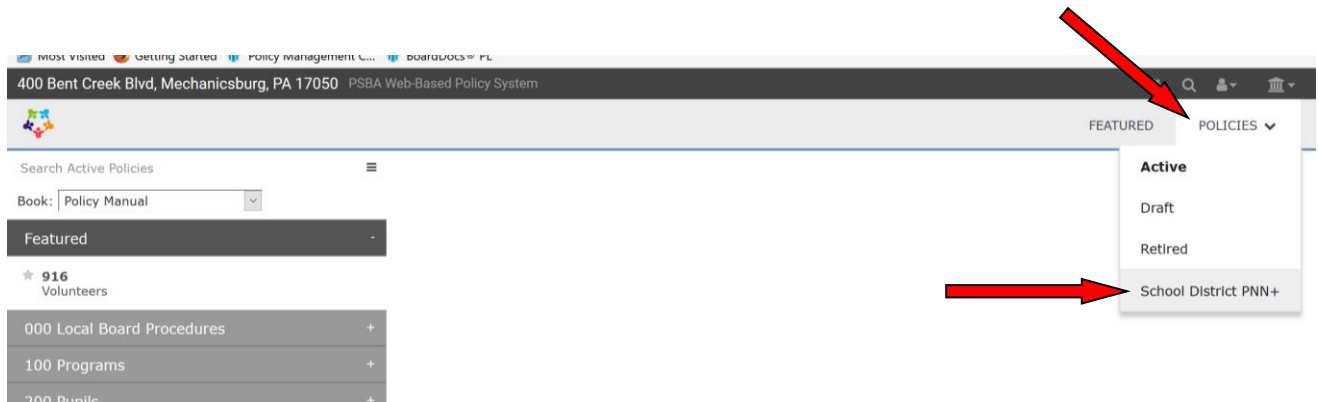




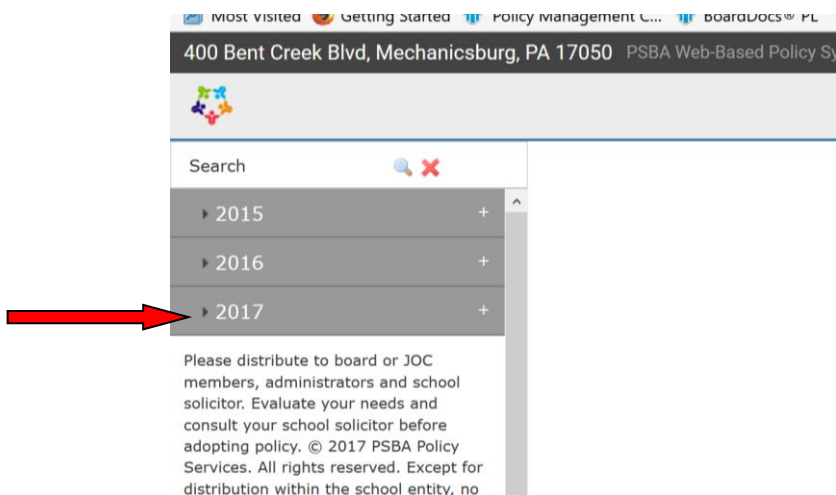
PSBA Web-Based Policy System

Workflow – Accessing the PNN/PNN+ and Copying PSBA Policy Updates

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



- Click on the applicable year of PNN volumes



Click on the Issue to access that PNN/PNN+ and the attached policy updates

400 Bent Creek Blvd, Mechanicsburg, PA 17050

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 PNN newsletter itself will appear in the viewing pane

BoardDocs® PL

Emerald Data Solutions, Inc. (US) | https://www.boarddocs.com/pa/psba/reskin/Board.nsf/Private?open&login#

400 Bent Creek Blvd, Mechanicsburg, PA 17050 PSBA Web-Based Policy System

FEATURED POLICIES

Search

- 2015 +
- 2016 +
- 2017 -

- Volume I February 2017
- Volume II April 2017**
- Volume III June 2017

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policy news network+
Pennsylvania School Boards Association

Category	School District PNN+
Section	2017
Subject	Volume II
Publication Date	April 13, 2017
Expiration Date	April 13, 2019
Status	Active
Attachments	District PNN+ Vol II 2017.pdf (340 KB)

This issue of the Policy News Network+ (PNN+) addresses the newest requirements for school immunizations and improving school attendance, and additional updates and guidance for procurement under the federal Uniform Grant Guidance. Please see the links to the monthly Web-Based Policy System Refresher Trainings at the end of the newsletter.

The PNN+ is part of an annual subscription service providing information on current policy and administrative regulations and newly developed and revised PSBA policy and administrative regulation 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 and administrative regulation

- The updated policy guides and administrative regulations are listed at the bottom of each PNN/PNN+--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

The screenshot shows the PSBA Web-Based Policy System interface. On the left, there is a search bar and a list of policy volumes: 2015, 2016, and 2017. Under 2017, there are three volumes: Volume I February 2017, Volume II April 2017, and Volume III June 2017. Below this list is a disclaimer: "Please distribute to board or JOC members, administrators and school solicitor. Evaluate your needs and consult your school solicitor before adopting policy. © 2017 PSBA Policy Services. All rights reserved. Except for distribution within the school entity, no part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or otherwise, without the prior written permission of PSBA. This material cannot be shared with other school entities." On the right, there is a registration link: <https://attendeegotoweinar.com/register/7085716205742753793>. Below this, there is a section titled "Web-based Policy System Review Webinars" with two webinar entries: "Wed., May 3, 2017 - 10:00-11:30 a.m." and "Wed. June 7, 2017 - 10:00-11:30 a.m.". At the bottom, there is a "Cross References" section with a list of policy items, and a button labeled "Copy All Policies into Drafts" which is circled in red.

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

The screenshot shows a "Select Destination Book" dialog box. It has a title bar with a close button (X). Below the title bar, there is a label "Book:" followed by a dropdown menu currently set to "Policy Manual". At the bottom of the dialog box, there are two buttons: "Cancel" and "Select Book".

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

The screenshot shows the PSBA Web-Based Policy System interface. At the top, there is a search bar and a dropdown menu set to "Policy Manual". Below this, there is a list of policy volumes: 000 Local Board Procedures, 100 Programs, and 200 Pupils. Under 200 Pupils, there are three volumes: 201 Test Admission of Students, 203 Vol II 2017 Immunizations and Communicable Diseases, and 204 Vol II 2017 Attendance. A red arrow points to the "204 Vol II 2017 Attendance" item. To the right of the list, there is a table with the following information: Book: Policy Manual, Section: 200 Pupils, Title: Attendance, Number: 204 Vol II 2017, Status: From PSBA. Below the table, there is a section titled "Purpose" with the text: "The Board recognizes that attendance is an important factor in comprehensive approach to identify and address attendance is".

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 PSBA staff
- The date fields should be filled in following board 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 shows a web-based policy management system. At the top right, there are tabs for 'FEATURED' and 'POLICIES'. Below the search bar, a list of policies is shown on the left, and a form for editing a selected policy is on the right. The selected policy is '204 Vol II 2017 Attendance'. The form fields are: Book (Policy Manual), Section (200 Pupils), Title (Attendance), Number (204 Vol II 2017), Status (- Select -), Adopted, Last Revised, and Last Reviewed. A diskette icon is circled in the top left of the form area.

- 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 polycymaintenance@psba.org and refer to the Workflow for Sending Policies to PSBA. (Policies will not need to be sent as attachments—PSBA will access the same policies in the web-based system)