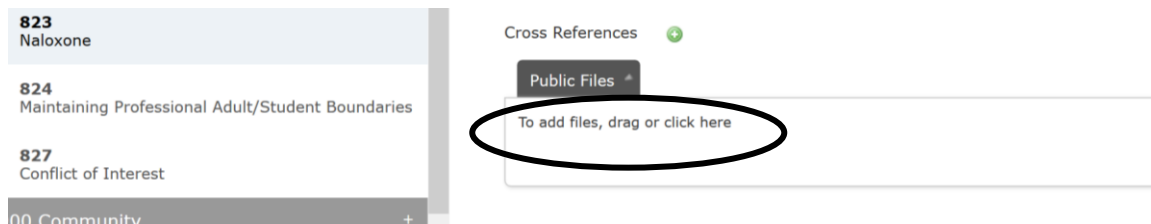


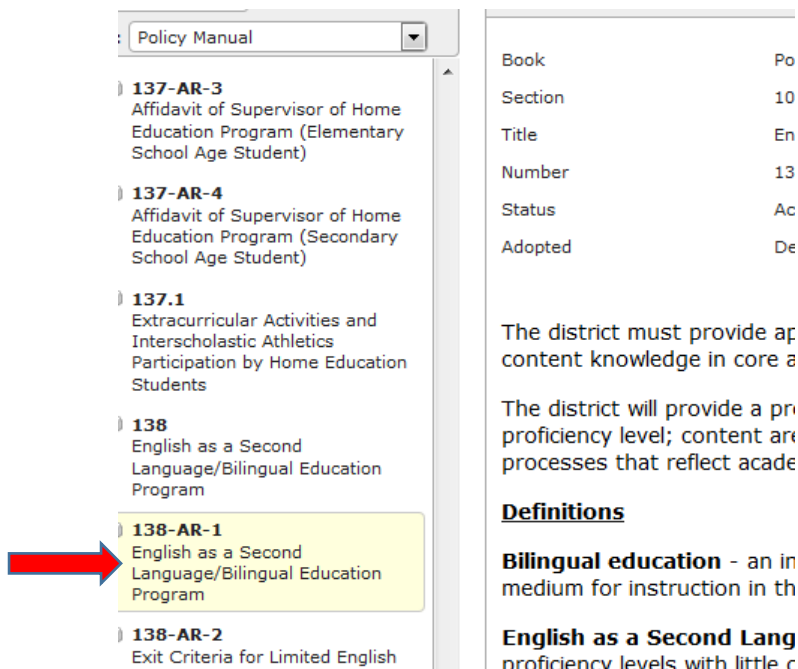
Adding Administrative Regulations to the Web-Based Policy System

Option 1: Maintain administrative regulations as a document saved on your computer or internal files server (Word file, pdf file, etc.) and attach them to each corresponding policy. **This option will allow the public to see the administrative regulations.**

- Attachments – To add an attachment, click and drag from another folder or click in the white box labeled Public Files at the bottom of a policy to choose a file. To delete, right click and select Delete. Attachments can be clicked and dragged to reorder



Option 2: Maintain administrative regulations in the web-based system as a stand-alone document in the Policy Manual Book as a ### - AR. By choosing this option, your administrative regulations would show up underneath the corresponding policy in the drop down listing on the left side of your screen. You can use the **Creating New** instructions to use the **New Policy** option for a blank policy template and either: 1) type or copy/paste the language in a blank template and save the document as you would a policy; or 2) attach a saved file (Word file, pdf file, etc.). **This option will allow the public to see administrative regulations.**



Policy Manual

- 137-AR-3 Affidavit of Supervisor of Home Education Program (Elementary School Age Student)
- 137-AR-4 Affidavit of Supervisor of Home Education Program (Secondary School Age Student)
- 137.1 Extracurricular Activities and Interscholastic Athletics Participation by Home Education Students
- 138 English as a Second Language/Bilingual Education Program
- 138-AR-1 English as a Second Language/Bilingual Education Program**
- 138-AR-2 Exit Criteria for Limited English

| | |
|---------|----|
| Book | Po |
| Section | 10 |
| Title | En |
| Number | 13 |
| Status | Ac |
| Adopted | De |

The district must provide ap content knowledge in core a

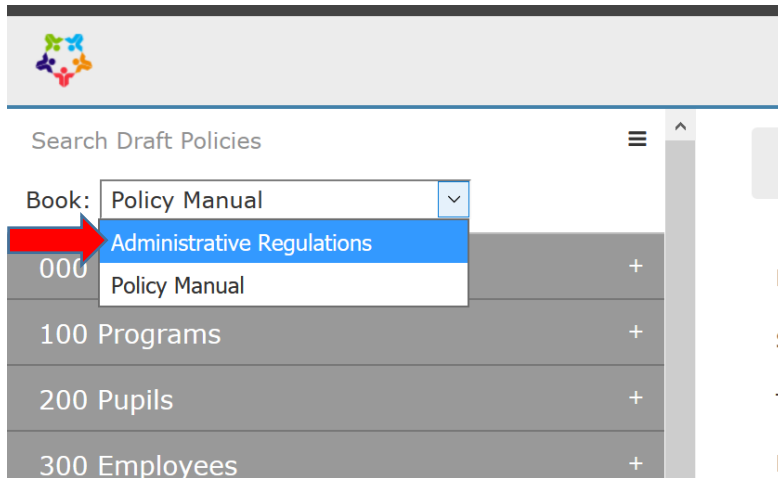
The district will provide a pr proficiency level; content ar processes that reflect acade

Definitions

Bilingual education - an in medium for instruction in th

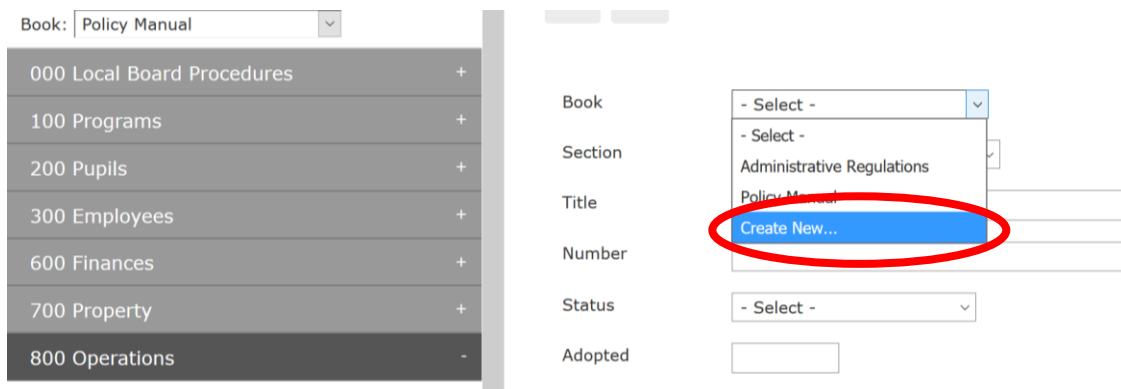
English as a Second Lang proficiency levels with little c

Option 3: Maintain administrative regulations as a separate Book from the Policy Manual Book in the web-based system. By choosing this option, your administrative regulations would be accessible by changing the Book option on the left side of your screen from Policy Manual to Administrative Regulations.



For an Administrative Regulations Book visible to the public:

- Use the **Creating New** instructions with the **New Policy** option to create a blank template.
- For “Book” in the heading, select “Create New” and type: Administrative Regulations (or whatever you would like to title your book). **You will only have to use the “Create New” option in the Book field the first time—for each subsequent administrative regulation you create, select “Administrative Regulations” in the Book field of the heading.**



- Fill in the other fields in the heading and type or copy/paste the language for the administrative regulation—you may also just attach your document in the Public Files box at the end, as noted in Option 1 above.
- Select **Save** at the top and a new book for Administrative Regulations will automatically be created in your system.
- The Administrative Regulations Book will appear in the Active, Draft and Retired areas based on the **Status** of each document in the book (i.e., if the status of your 200-AR is Active, you will find it in the book in your Active area; if the status is Review, you would find it in the book in your Draft area).

For an Administrative Regulations Book NOT visible to the public:

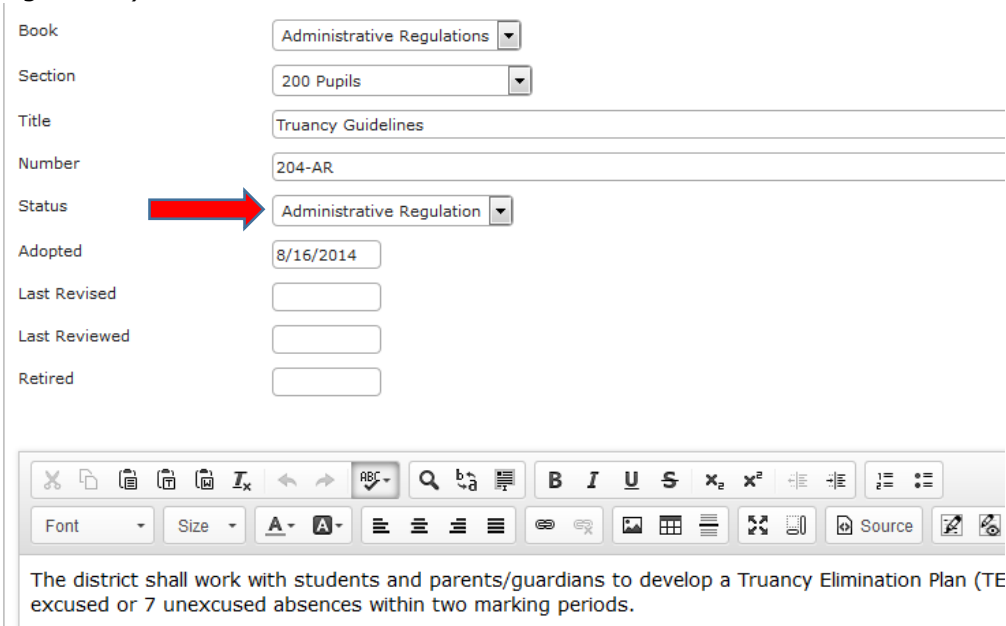
- Under the **BoardDocs Options** area of your web-based policy system (under the login area), go to the **Policies** tab and locate the box for Policy Status List. Create an entry for **Administrative Regulation**:

The screenshot shows the 'Policies' tab in a web-based policy system. At the top, there are 'Site' and 'Policies' tabs, and 'Cancel' and 'Save' buttons. Below this is the 'Policy Publishers' section, listing several users. A note indicates that Andrew Christ, Heather Masshardt, PSBA Demo, and Lauren Clift can also publish policies. The 'Setup' section includes 'Select Policy System' (BoardDocs) and 'Default Policy Book' (Policy Manual). The 'Visibility' section has three dropdown menus: 'Show Policies' (Everyone), 'Show Policies Under Consideration' (Only Private), and 'Show Legal and Cross-Ref Links' (After Document Content). The 'Statuses' section shows a 'Policy Status List' dropdown menu with options: Administrative Review, Policy Committee Review, Solicitor Review, First Reading, Second Reading, and Administrative Regulation. A red arrow points to the 'Administrative Regulation' option.

- Click **Save, Close** the Options area and Refresh your web browser screen (click Refresh button or F5).
- Go to the Policies tab and use the **Creating New** instructions with the **New Policy** option to create a blank template.
- For "Book" in the heading, select "Create New" and type: Administrative Regulations (or whatever you would like to title your book). **You will only have to use the "Create New" option in the Book field the first time—for each subsequent administrative regulation you create, select "Administrative Regulations" in the Book field of the heading.**

The screenshot shows the 'New Policy' form. On the left is a list of books: 000 Local Board Procedures, 100 Programs, 200 Pupils, 300 Employees, 600 Finances, 700 Property, and 800 Operations. On the right is the form with fields for Book, Section, Title, Number, Status, and Adopted. The 'Book' dropdown menu is open, showing options: - Select -, - Select -, Administrative Regulations, Policy Manual, and Create New... The 'Create New...' option is highlighted with a red circle.

- Fill in the other fields in the heading and type or copy/paste the language for the administrative regulation—you may also just attach your document in the Public Files box at the end, as noted in Option 1 above.
- Set the **Status** field to **Administrative Regulation**—making the status as this option will always keep the document in your **Draft** area and not visible to the public (you may choose to use the Retired status for older versions of an administrative regulation).



The screenshot shows a web-based form for creating an administrative regulation. The form has several input fields and dropdown menus. A red arrow points to the 'Status' field, which is set to 'Administrative Regulation'. Below the form is a rich text editor with a toolbar and the text: 'The district shall work with students and parents/guardians to develop a Truancy Elimination Plan (TE excused or 7 unexcused absences within two marking periods.'

- Select **Save** at the top and a new book for Administrative Regulations will automatically be created in your system.

As long as the Status for each of these documents is Administrative Regulation, that book should only be found in the Draft area (or the Retired area if you Retire an old administrative regulation).

Option 4: Maintain administrative regulations as internal documents (Word file, pdf file, etc.) within the school entity, not tied to the web-based system.

Please contact policyprograms@psba.org if you have any questions or would like to walk through any of these options with a staff member.