



PSBA Web-Based Policy System

Workflow – Sending Policies to PSBA and Activating Policies

- After the board approves policies:
 - Enter the date of approval in the **Adopted, Last Revised** or **Last Reviewed** field, as applicable

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

Search Draft Policies

Book: Policy Manual

000 Local Board Procedures +

100 Programs +

200 Pupils -

201 Test
Admission of Students

203 Vol II 2017
Immunizations and Communicable Diseases

222
Copy of Tobacco

227
Copy of Controlled Substances/Paraphernalia

233
Copy of Suspension and Expulsion

300 Employees +

600 Finances +

700 Property +

800 Operations +

Book: Policy Manual

Section: 200 Pupils

Title: Suspension and Expulsion

Number: 233

Status: First Reading

Adopted: 10/14/2013

Last Revised:

Last Reviewed:

Retired:

Font: Size: A A B I U S X x* [Rich Text Editor Icons]

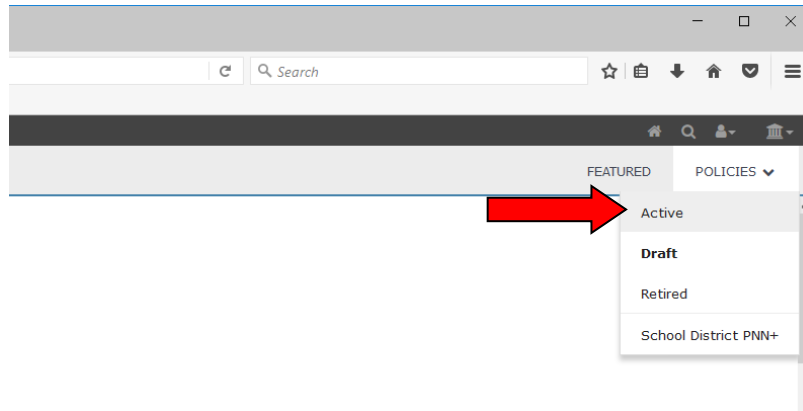
Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regula

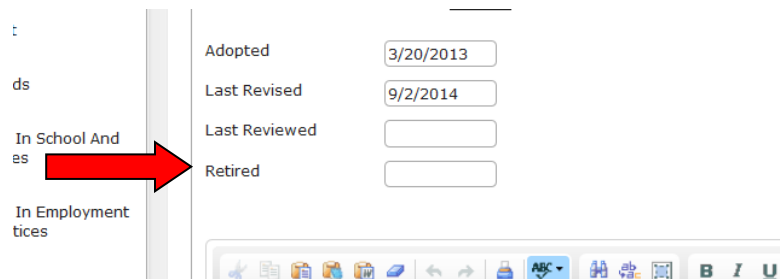
- Be sure the policies are saved in the **Draft** area of your Policies tab—**PSBA cannot process Active policies**
- Send an email to polycymaintenance@psba.org listing which policies have been approved by your board and the approval date
- PSBA staff will review them from a policy perspective, make sure all formatting is accurate, and add any legal citation footnotes/legal references as necessary; staff will then send you a return email instructing you to make the policies **Active**

To activate policies:

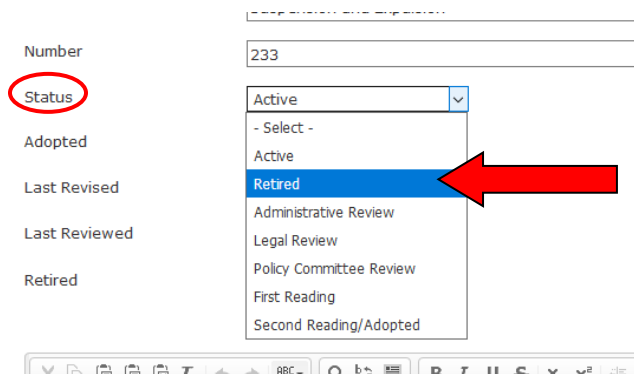
- If the policy is a **revision to a currently active policy**--go to the **Active** section of your Policies tab



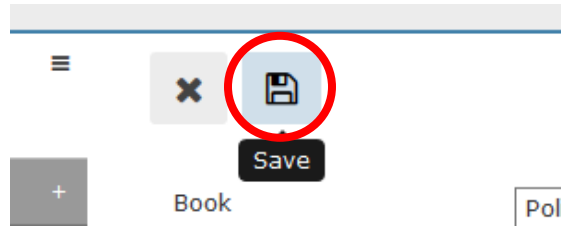
- Choose the currently active version of the policy, click on it and click the pencil icon to **Edit** it—enter the date of the board meeting at which the new version was approved into the **Retired** date field



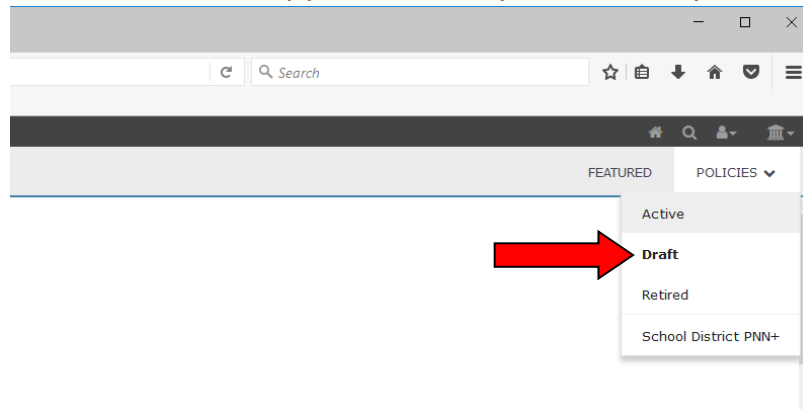
- Set the **Status** of the policy to **Retired**



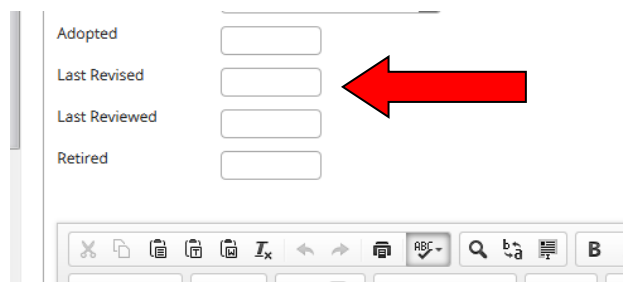
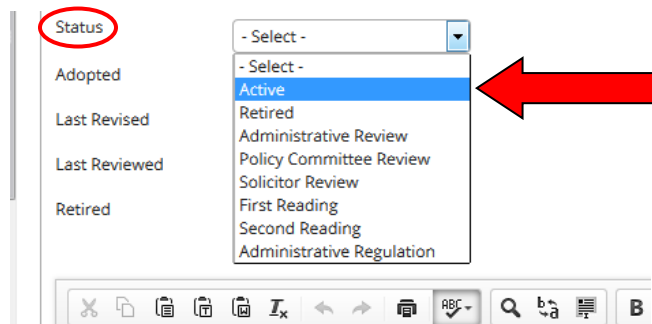
- Click the diskette icon to **Save** the policy (it will move it into the Retired area of your Policies tab)



- Go to the **Draft** area of your policies tab and click on the policy that was board-approved and processed by PSBA



- Click the pencil icon to **Edit** the policy—set the **Status** to **Active** and ensure the **Adopted**, **Last Revised**, or **Last Reviewed** date is accurate



- Click the diskette icon to **Save** the policy (it will move it into the Active area of your Policies tab)