



PSBA Web-Based Policy System

Overview and Basic Tips

Overview of Policy

- Log in to your web-based policy manual using the link, and username and password, provided by PSBA (BoardDocs users—log in as usual to BoardDocs). It is helpful to bookmark this link in your web browser for easy access. The web-based policy manual can be accessed from any computer via the web
- For best results, PSBA recommends working in Mozilla Firefox or Google Chrome web browsers

Overview of main page:

The screenshot shows the PSBA Web-Based Policy System interface. The top navigation bar includes a home icon, a search icon, a user profile icon, and a dropdown menu. The main content area features the PSBA logo, the title 'RESKIN - PSBA Policy Services', and a list of system features. A 'Policies' tab is highlighted, showing a list of policies. Callout boxes provide additional context:

- Link to home website, log out and Search areas—Options and Public View listed in dropdown**: Points to the top navigation bar.
- Policies tab drops down to access adopted, draft retired and PNN/PNN+ areas**: Points to the 'POLICIES' dropdown menu.
- Policies can be featured for easy access by parents/guardians and community**: Points to the 'Policies' tab.
- School entity logo, description and contact information can be added by setting up fields in the Options area under login**: Points to the 'RESKIN - PSBA Policy Services' section.

PSBA
Pennsylvania School Boards Association

RESKIN - PSBA Policy Services
School Board Policy Manual

THE NEW WEB-BASED SYSTEM FEATURES:

- EXPANDED SEARCH CAPABILITIES
- STREAMLINED COLLABORATION WITH PSBA
- INNOVATIVE ACCESS TO WEB-BASED LEGAL LINKS
- CUSTOMIZABLE BOARD POLICY APPROVAL PROCESS
- IMPROVED FLEXIBILITY AND CONTROL IN ORGANIZING AND MANAGING YOUR POLICIES
- GREATER EFFICIENCY IN ACCESSING AND UTILIZING THE POLICY NEWS NETWORK (PNN) AND POLICY UPDATES

WEB-BASED SYSTEM TRAINING VIDEOS AND RESOURCE MATERIALS ARE AVAILABLE HERE

Policies
916: Volunteers

Policies Tab:

- Active** – currently adopted policies
- Draft** – draft policies, not yet adopted
- Retired** – formerly adopted policies that were revised or rescinded

PNN/PNN+ – provides access to the PNN or PNN+ newsletter and policy updates issued by PSBA

- Under each area of Policies (**Active, Draft, Retired**), the policies will be listed by section—clicking on the section reveals the list of individual policies

This area will serve as your new Table of Contents

- Clicking on a section expands the section to see the list of policies. Click on a policy to open it in the viewing pane at the right

Anatomy of a Policy

The screenshot shows the PSBA Web-Based Policy System interface. The left sidebar lists policy categories like Curriculum Development, Programs, Resource Materials, and Guides. The main content area displays the details for Policy 109, 'Resource Materials'. Annotations with arrows point to various parts of the interface:

- Book and Section – location of policy:** Points to 'Policy Manual' and '100 Programs' in the left sidebar.
- Title – title of policy:** Points to 'Resource Materials' in the left sidebar.
- Code – policy number:** Points to '109' in the left sidebar.
- Status – indicates what type of draft (1st reading, 2nd reading, etc.), Active or Retired:** Points to 'Active' in the left sidebar.
- Policy Headings- Purpose, Authority, Definitions, etc., are now bolded and underlined in body of policy; subheadings will be underlined or italicized as before:** Points to the 'Authority' section in the main content area.
- Footnotes –** Points to the footnote numbers [1][2][3][4] at the end of a paragraph in the main content area.

The main content area shows the following text:

Authority

The Board shall provide resource materials that implement, support and enrich the educational program of district schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definition

Resource materials shall include nonfiction and fiction books, magazines, reference books, digital books, supplementary titles, multimedia materials, maps, software and instructional material.

Delegation of Responsibility

The Superintendent, adoption or change.

The Superintendent

1. Include appro
2. Ensure that th
3. Ensure an inv

Footnote numbers at the end of a paragraph link to legal citations that apply to the language in that paragraph. **Hovering** over the footnote will yield a description of the legal citation; **clicking** on the footnote will open a new Internet browser window or tab with the applicable statute or regulation. Footnote numbers correspond with the numbers in the Legal references at the end of the policy, which also link

Attachments

- Policy attachments or forms can be added to a policy and will show up at the bottom of the policy as an attached file—these can be documents in Microsoft Word, PDF files, etc. Double click on the attachment to open it.

The screenshot shows the bottom of a policy page. The left sidebar lists policy categories like Students, Exemption From Instruction, Guides for Planned Instruction, Adoption of Planned Instruction, and Special Education. The main content area shows the following text:

Pol. 122
Pol. 123
Pol. 138
Pol. 101

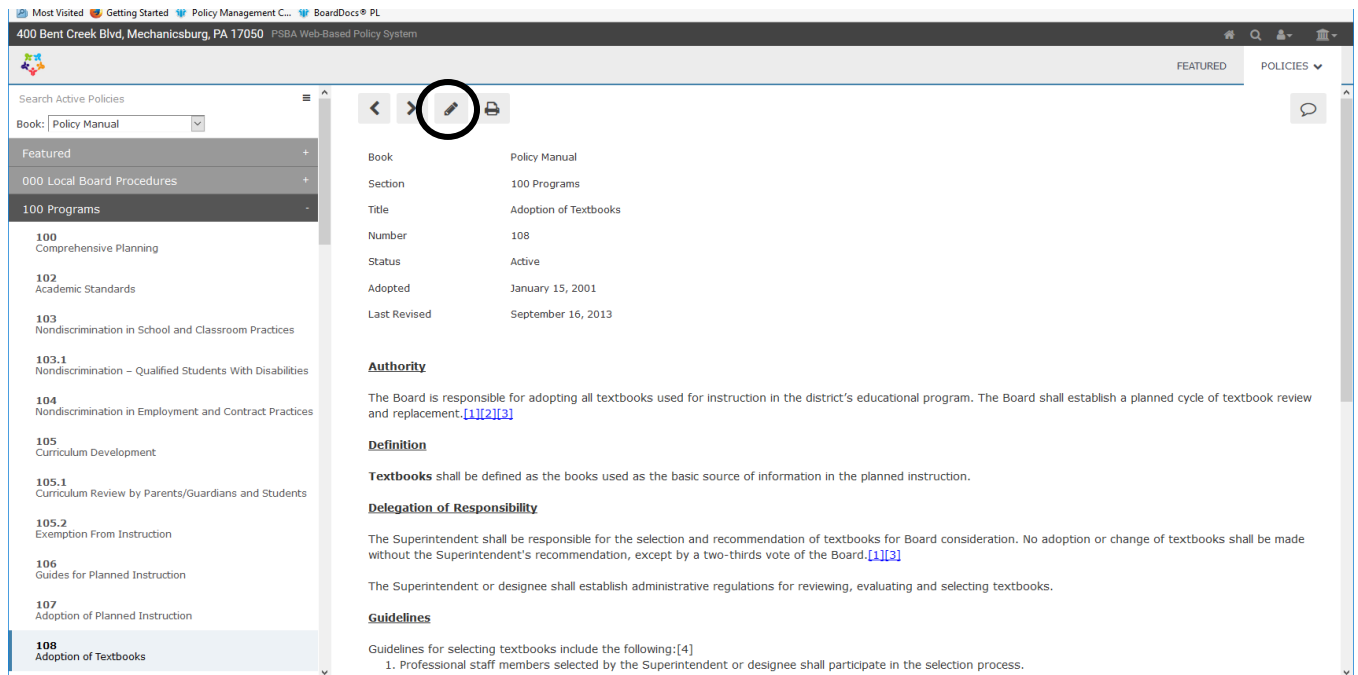
[103Attach-ReportFormComplaints.doc \(29 KB\)](#) [103Attach-TemplateLetter.docx \(23 KB\)](#)

Last Modified by: [Name] on November 4, 2021

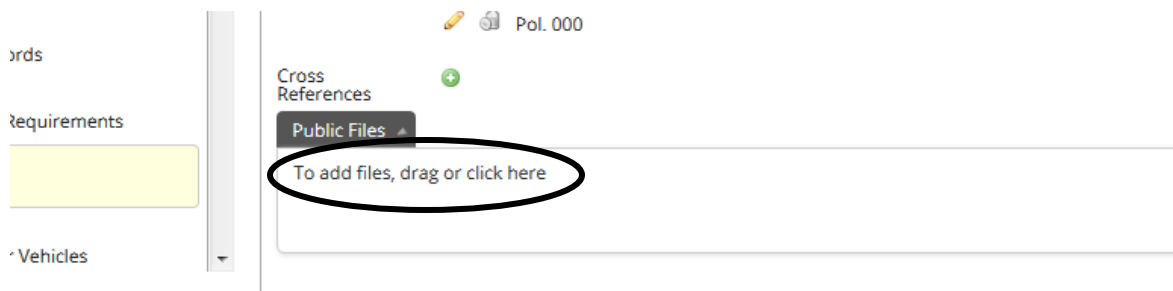
BoardDocs is intended for the use of subscribers and licensed customers. All users are required to read and follow the [acceptable use policy](#).

Editing Policy

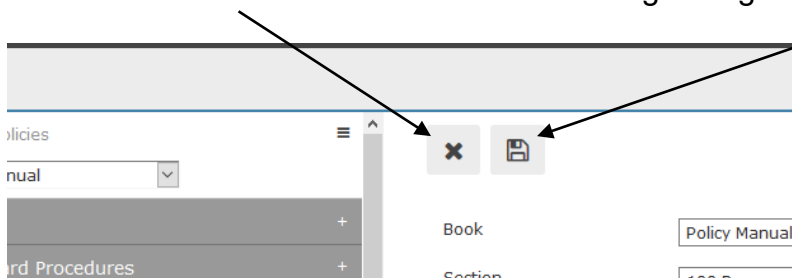
- Clicking on the policy allows you to view it in the viewing pane. In order to edit the policy, click on the pencil icon in the top, left—use the **Workflow** handouts to guide you in editing policy



- Editing Attachments** – To add an attachment, click and drag from a folder or click in the white space of the “Public Files” box to bring up the file selector to choose a file. To delete an attachment, right click on it and select Delete. Attachments can be clicked and dragged to reorder



- Close and Save** – If you have used the Edit icon to edit a policy, the **Close** icon will close without saving changes; the **Save** icon will save changes



Text Editor

Key items in the Text editor (many of these are very similar to Microsoft Word):



Cut/Copy (**Note:** basic keyboard commands such as Ctrl+X/Command+X or Ctrl+C/Command+C also work). **Paste** is done by using the right-click functionality of the web browser or keyboard shortcuts—to **Paste as plain text**: hold down the Ctrl (or Command) key while right-clicking to select Paste or use Ctrl+Shift+V/Command+Shift+V on your keyboard



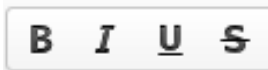
Undo/Redo



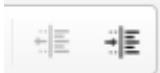
Find and Find/Replace



Bold/Italics/Underline/Strikethrough (**Note:** basic keyboard commands such as Ctrl+B/Command+B or Ctrl+U/Command+U also work in this system)



Increase/Decrease Indent



Numbered List/Bulleted List



Font Type and Size (policies have been set to default as **Verdana 14**)



Text Color and Background Color (works like a highlighter)



Justification/Centering



Maximize (enlarges body of policy and text editor on screen)



Show Blocks (allows you to see hard and soft returns)



Tracking Changes (see Options information below for how to turn on in editor) – Start/Stop tracking, Show/Hide tracking, Accept All/Reject All, and Accept and Reject



Footnotes and Shared Notes – Please work with PSBA in adding Footnotes/Legal References to ensure they link. Shared Notes can be added in Draft policies only as a note to other staff or PSBA staff (creates note at beginning of paragraph where cursor is currently located)



Spell Check – the web browser’s built-in spell check functionality will work in the web system. To access the recommended spelling corrections on an underlined word, select Ctrl key (or Command) and right-click on the misspelled word to see the recommended spelling

Listings

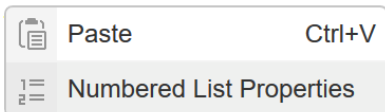
It is easiest to create numbered lists by highlighting all of the items you would like numbered and then using the numbering icon:



To create a **tiered** or nesting list—use the numbering icon to create a complete numbered list of all items first, then highlight the items that should be moved in a level, use the **increase indent** icon, and then **right-click** to select **Numbered List Properties**

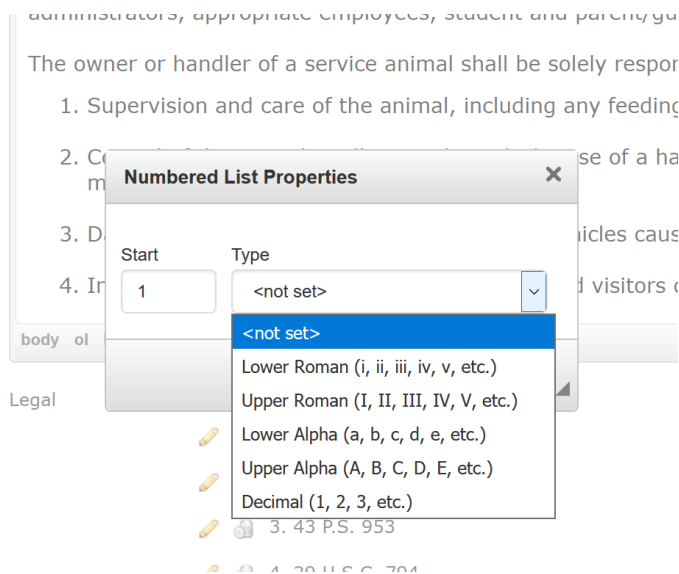
The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising
2. Control of the animal at all times, including the use of a harness, leash or other means.
3. Damages to district buildings, property, or persons caused by the animal.

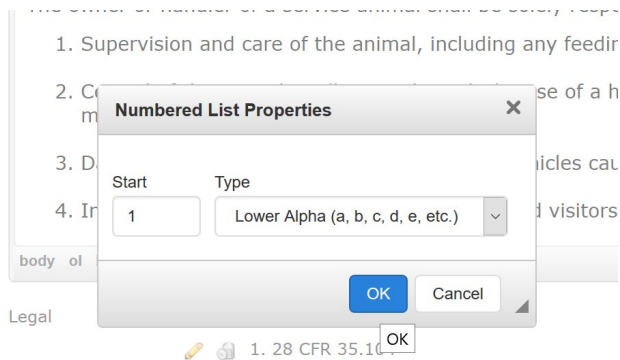


Numbered List Properties

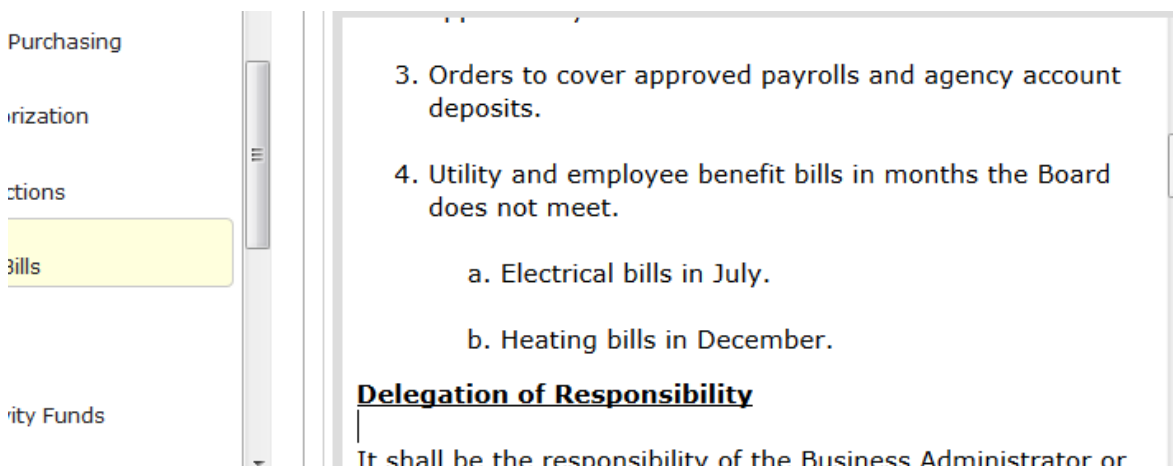
Select the level you would like (PSBA's normal pattern is a, b, c for a second tier of list)



Then, select **OK**

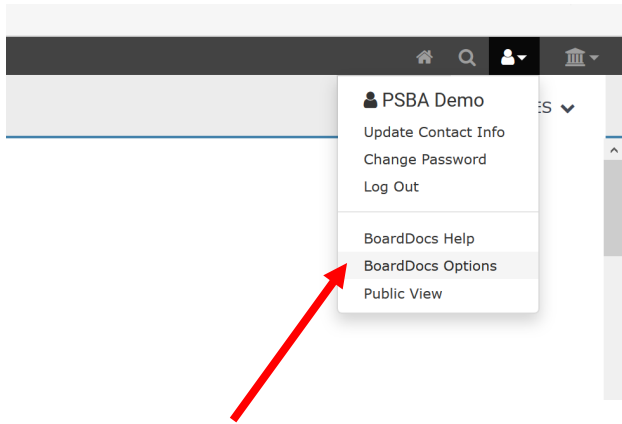


Use **Shift + Enter** to make “soft returns” in between items in a listing if you would like spaces between



This same logic will work for creating **bulleted** lists

Overview of Options—located under login area



The BoardDocs Options area will allow you to set up the following major areas:

- Customized welcome language
- Logos/Graphics—including graphic to print at top of policies
- Enabling Tracking Changes
- Setting up Legal References at end of policies
- Setting up Status options in policies

Site Options

dtSearch Support Free Hotmail Suggested Sites Web Slice Gallery

Global Settings

Close

SitePolicies

Welcome Page

TitlePSBA Policy Services

DescriptionSchool Board Policy Manual

BodyTHE NEW WEB-BASED SYSTEM FEATURES:

EXPANDED SEARCH CAPABILITIES
STREAMLINED COLLABORATION WITH PSBA
INNOVATIVE ACCESS TO WEB-BASED LEGAL LINKS
CUSTOMIZABLE BOARD POLICY APPROVAL PROCESS

Header

Site Title (Line 1)400 Bent Creek Blvd, Mechanicsburg, PA 17055

Site Title (Line 2)PSBA Web-Based Policy System

Home URLhttp://www.psbpa.org

Contact Information

Contact NamePolicy Programs

Contact Emailpolicyprograms@psba.org

Site Images

Upload images

Site Logo

Appears at the top-left of the screen. Ideal image size is 70px wide and 50px high. GIF and JPEG work. A transparent PNG looks best. (Click or drag to add)

PSBA-site-logo.png (4 KB)

Print, Login & Scoreboard Logo

Appears on printed pages, login page, and on Scoreboard by image size is 200px wide and 100px high. (Click or drag to add)

PSBA-scoreboard-logo.png (7 KB)

Welcome Image

Appears on the Welcome screen to the right of the text. Ideal image size is 250px wide, and no more than 300px high. (Click or drag to add)

PSBA-welcome-image.png (15 KB)

Password Rules

Minimum password length7 characters

Require

Upper and Lowercase

Turns on tracking changes in editor

Track Changes

Enable

Turns on META search for sample search

META Search

Enable

Determines Share options

Social Sharing

Enable buttons to facilitate sharing of public documents

TwitterFacebookEmailURL

Adds information to the body of the Welcome/Featured tab – these may be edited at your discretion

Adds information to the top, header line of the web manual

This creates the link to your school entity's website on the Home icon of the header bar

Customize and designate contact information here if you would like to designate a staff contact

This area controls images/logos you would like to add for customization

The "Print" logo allows you to place a graphic file of the school logo or name to print at the top of policies

Click Save at the top when any options settings are changed and refresh browser

Policy Options (current BoardDocs users – set Select Policy System to BoardDocs)

The screenshot shows the 'Global Settings' interface for 'Policies'. The 'Policies' tab is selected and circled in red. The page is divided into several sections: 'Policy Publishers', 'Setup', 'Visibility', 'Statuses', 'Additional Fields', and 'Policy Workflow History'. Annotations with arrows point to specific elements:

- Policy Publishers:** A list of 12 users. An annotation states: "Persons editing policies should be listed here".
- Setup:**
 - Select Policy System:** A dropdown menu set to 'BoardDocs'. An annotation states: "Sets your default policy book – the book that is first seen when clicking on Policies tab".
 - Default Policy Book:** A dropdown menu set to 'Policy Manual'. An annotation states: "Sets your default policy book – the book that is first seen when clicking on Policies tab".
- Visibility:**
 - Show Policies:** A dropdown menu set to 'Everyone'. An annotation states: "Show Policies determines whether **Active** policies can be seen by Everyone (public) or only those who have logged in."
 - Show Draft Policies:** A dropdown menu set to 'Only Private'. An annotation states: "Show Draft Policies determines whether **Draft** section policies can be seen by Everyone (public) or those logged in".
 - Show Legal and Cross-Ref Links:** A dropdown menu set to 'After Document Content'. An annotation states: "Moves Legal References to end of policies".
- Statuses:**
 - Policy Status List:** A list of statuses: Administrative Review, Policy Committee Review, Solicitor Review, First Reading, Second Reading, and Administrative Regulation. An annotation states: "This **Status** list should be customized by your school entity and used to develop or formalize a process for policy review and adoption—**Active** and **Retired** are default status options built in, the list here should be customized to capture your review and reading process for **Draft** policies (these are examples)".
- Additional Fields:**
 - Additional Policy Fields:** A section with 'Enabled' checkbox and two text input fields labeled 'Primary' and 'Secondary'. An annotation states: "Additional Fields – described below".
- Policy Workflow History:**
 - Policy Workflow History:** A section with four checkboxes: 'Show to Public', 'Show to Admin', 'Show to Executive', and 'Show when Printing', all set to 'Yes'. An annotation states: "Workflow History – for BoardDocs users, determines who sees “modified by” data".

Click Save at the top when any options settings are changed and refresh browser

Additional Fields –

When the Additional Policy Fields checkbox is selected to be Enabled, additional fields and menus display on policy items that are only visible to document publishers who are logged in—a description of these is below if you find these helpful to your policy process

Be sure to Save using the diskette icon after changing Options and refresh the web browser.

Description of Additional Fields (for internal use at local discretion):

Origin – the person who worked on the policy

Office – the office in which that person is employed

Next Review – date field to indicate next review of the policy

Expire – date field to indicate expiration of the policy, if applicable

Legal – date field to indicate last legal review (by internal school solicitor)

Editor – date field to indicate last editor review (by internal staff)

Deputy Supt/Supt – date field to indicate last review by Superintendent or designee

Editor – date field to indicate second editor review (by internal staff)

Clerk – date field to indicate last review by administrative assistant/staff

Upload – date field to indicate date of last upload/when policy was made Active

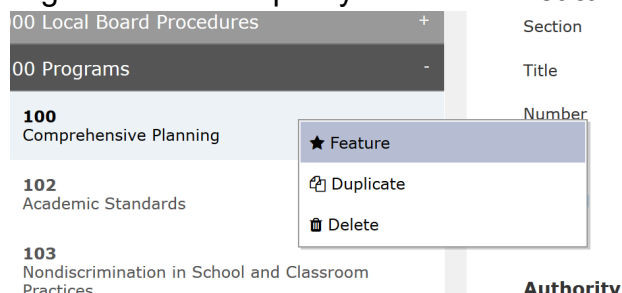
Primary and Secondary Fields – may be used to store terms or names that assist your school entity in tracking policies; for example, the names of individuals or departments with primary or secondary responsibility for creation and/or maintenance of a policy

Featuring Policies

Policies under **Active** or **Draft** can be featured to bring them to the top of the list and place a shortcut on the main Welcome/Featured page—this can be useful if you'd like members of the school community to see a newly adopted/revised policy that is Active, or if you want staff members who have the login to review a specific policy in Draft (**please note, only users with the login will be able to see featured Draft policies**)

- To **Feature** a policy, go to the appropriate area in the Policies tab (Active or Draft) and click on the policy you would like to feature

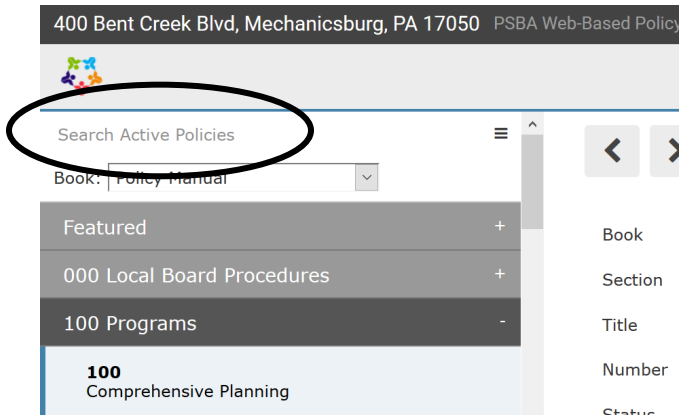
- Right click on that policy and select **Feature**



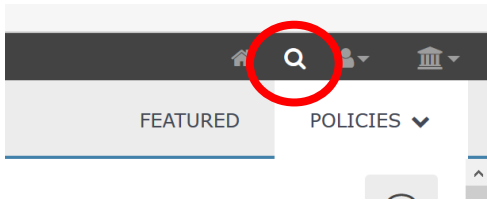
- This will bring it to the top of the list with a gold star, and add it to the Welcome/Featured tab—to remove, right click and select **Remove from featured**

Search

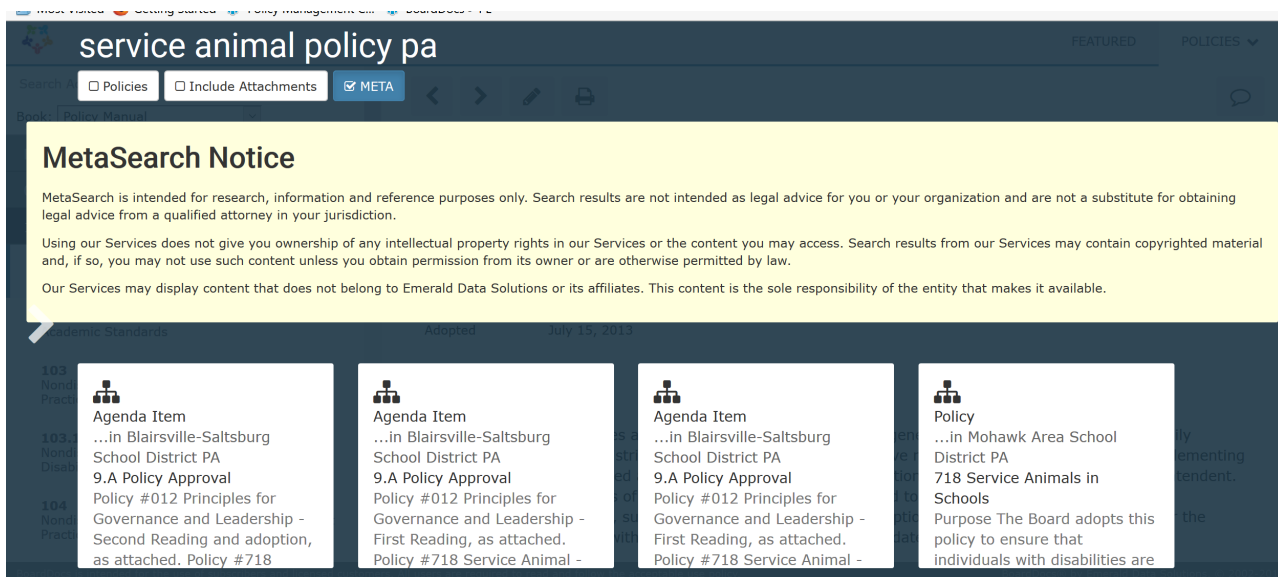
There is a search function built into each area of the Policies tab that will allow you to search all policies in that area of your policy manual (**Active**, **Draft** or **Retired**)



The **Search** icon at the top, right (magnifying glass) also allows you to search your own policies and attachments, or click and use the **META** search, which allows you to search **Active** policies and agenda items of all other system users in Pennsylvania and across the country—add your search term, and add **policy pa** after the term to narrow your search results



After clicking the icon, a new screen will appear, and search results will appear as individual tiles—clicking on a tile will open it in a separate window to read the text. Language can be copied/pasted into your own draft policy for printing—use **Paste as Plain text** function above.



Clicking on an individual search result:

100 matches found

service

☐ Policies ☐

etaSearch

Search is intended to be used for informational purposes only. Search results are not intended to be used for legal advice. If you are a member of the public, you may not be able to view certain information. Services may display information that is not intended for public viewing.

Agenda Item
...in Blairsville
School District
9.A Policy App
Policy #012 P
Governance and Leadership -
Second Reading and adoption,
as attached. Policy #718

Policy

Title 718 Service Animals in Schools

Section 700 Property

Adopted Monday, December 12, 2016

Content

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definitions

Service animal means any animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

The work or tasks performed by a **service animal** shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and

Close

Governance and Leadership -
First Reading, as attached.
Policy #718 Service Animal -

Governance and Leadership -
First Reading, as attached.
Policy #718 Service Animal -

Purpose The Board adopts this policy to ensure that individuals with disabilities are

To remove the Search screen, click the “x” on the left side to remove it from the screen

Policy
...in Upper Dublin School District PA
718- NEW Service Animals in Schools

Policy
...in Somerset County Technology Center PA
718- NEW Service Animals in Schools

Policy
...in Northumberland County Career and Technology Center PA
718 - NEW Service Animals in Schools

Policy
...in Mercer County Career Center
718 Service Animals in Schools

Policy
...in Lycoming Career Technology Center PA
718- NEW Service Animals in Schools

Policy
...in Juniata County School District PA
809 SERVICE ANIMALS IN SCHOOL

Policy
...in Franklin County Career and Technology Center PA
718 Service Animals in Schools

Policy
...in Erie County Technical School
718 Service Animals in Schools

Policy
...in Pine-Richland School District PA
718 Service Animals in Schools*

Policy
...in North Schuylkill School District PA
718 Service Animals in Schools

Sample policies are intended for educational and informational purposes only, and should not be adopted as policy by your school entity without input from the solicitor. The advice of the solicitor or other competent counsel always should be obtained when drafting local policies and determining the legal ramifications and requirements applicable to any particular situation or cause of action.