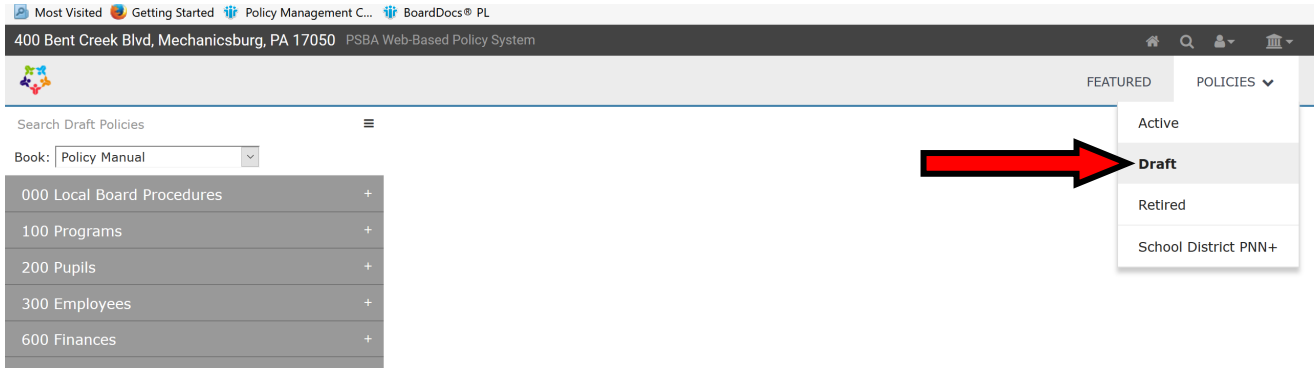




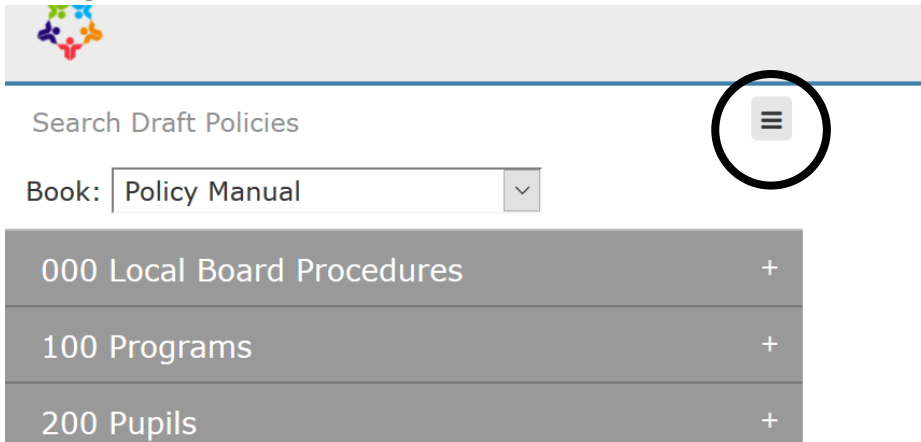
# PSBA Web-Based Policy System

## Workflow – Creating a New Policy

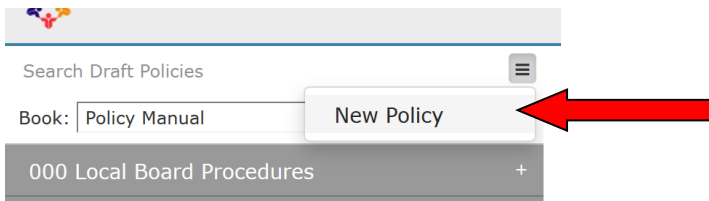
- Go to the **Draft** area of your policies



- Click on the icon with 3 horizontal lines at the top, right of the policy listing:



Select "New Policy" to create a new, blank policy



- Fill in the fields as noted

**Book** – select Policy Manual (if the school entity establishes other books at a later date, such as Administrative Regulations, you may choose those as appropriate)

**Section** – select the appropriate section or use **Create New** to create a different section (i.e., 100 Programs, 200 Pupils, etc.)

**Title** – Type in the title of the policy

**Code** – Type in the number of the policy—if you are unsure of a number, contact PSBA for a recommendation

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

**Legal** (at end of policy)– PSBA does not recommend adding Legal References here-- note in the policy what legal citations should be added next to applicable language, based on recommendations from your school solicitor; PSBA will add and link citations

The date fields will be filled in following the board approval process

Type the text of the policy in the box under the text editor or copy and paste text

Section

Title

Code

Status

Adopted

Last Revised

Last Reviewed

Retired

Prior Revised Dates

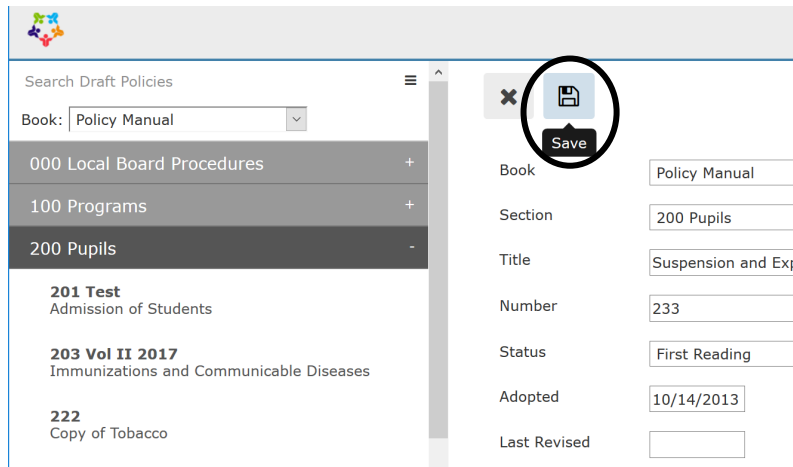
Verdana 16

Type or paste policy text here

**For Copying/Pasting text into a policy, please use the “Paste as plain text” functionality to avoid formatting issues:**

**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

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



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

Book: Policy Manual

Section: 200 Pupils

Title: Suspension and Exp

Number: 233

Status: First Reading

Adopted: 10/14/2013

Last Revised:

- Submit the policy through the board’s normal review and approval process
- After the board approves the policy, you may send it to [polycymaintenance@psba.org](mailto: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)