



KSBA
KENTUCKY SCHOOL BOARDS
ASSOCIATION



Online Policy & Procedures

A convenient service for our subscribers

If KSBA has helped your district develop policies or administrative procedures, you now have a convenient way to make that information accessible to students, staff and the community. KSBA Policy staff can put your district's policies and procedures online in a fully searchable, easy-to-use format that can be viewed from any computer with internet access.

This service is available only to districts that subscribe to the KSBA Policy and Procedure Service. Fees do not include development and are in addition to the district's current update/maintenance subscription.

Your district's KSBA consultant will continue to provide professional technical review of policy and procedure language and work with your staff in providing update and maintenance assistance. The district will continue to receive its annual update each spring.

With online policies and procedures, your leadership documents are available at all times to school staff, board members, media and the general public.

Call KSBA today to inquire about getting your board policies and district administrative procedures online.

More information on the back

Follow KSBA on social media



/KSBAnews



@KSBAnews

To discuss pricing, contact your assigned policy consultant or

Katrina Kinman,
KSBA Director of Policy & eMeeting Services
800-372-2962 or katrina.kinman@ksba.org
www.ksba.org

Accurate and current

Posting your policies and procedures online helps to promote timely communication of these documents and helps give your staff another tool for keeping abreast of their responsibilities.

Online documents are designed to be a duplicate of the hard copies maintained in the central office and at schools. They will include the latest date of approval or review.

Unlike hard copies that are time consuming to keep current, online documents are less likely to become out of date, thus promoting access to the most current language. Depending on how quickly district officials notify KSBA of policy/procedure changes, online manuals can be updated in a matter of hours, rather than days.

Secure and reliable

Online policy and procedure documents are safe. Only when the district notifies KSBA that a change is needed will your consultant revise a document to be added to your online manual. Your district's policies and procedures will be housed on our secure server and then linked with your district's website. Districts also can make their manuals accessible through the KSBA website.

Benefits

- Users will be able to search an entire manual by word or phrase without having to know the policy/procedure code.
- Policies and procedures can easily be printed. Users have the ability to print by chapter or an entire manual.
- Links are provided to relevant education statutes (KRS), administrative regulations (KAR), opinions of the attorney general (OAG) and open records decisions (ORD).
- Posting your district's policies and procedures online in a user-friendly format reflects your school board's willingness to be held accountable for its approved guidelines.
- Providing online policies and procedures reduces potential liability associated with using inaccurate hard copy manuals.
- By reducing the number of hard copies needed, putting documents online reduces staff workload associated with changing out pages in manuals and can reduce printing/ mailing costs.
- There will be no need to buy additional hardware, software or licenses.