

# BOARD POLICY PROCESS AND INFORMATION

There are two online locations for policies:

1) The TUSD public website and link from the staff portal (these are the current policies for all to view);  
<https://www.tracy.k12.ca.us/board-of-education/board-of-education-policies>

2) We have a board policy portal where word policies are kept for easy revisions. Only Supts, Directors, Program Admin, Coordinators and their secretaries have access to this site:  
<https://tracyusd.sharepoint.com/SuperintendentsOffice/boardpol/Shared%20Documents?viewpath=%2FSuperintendentsOffice%2Fboardpol%2FShared%20Documents&viewid=ec25e67f%2D890f%2D4ab6%2Db004%2D97d7d1a4ff8b>

## To update a policy:

1) Any board policies or administrative regulations MUST be board approved and are sent to the board for at least 2 readings. Generally, after the second reading they are approved by the Board and become final. If the Board has further revisions, then it comes to the board for an additional reading. Board Policies (BP) are “Adopted” and Administrative Regulations (AR) are “Acknowledged”.

2) The formatting for BPs and ARs are as follows:

- Any new language is put in bold. Any language that is being taken out should show with a strikethrough. If it is a brand-new policy to our district, you do not have to alter the language format, as it is all new.
- The font should be Times New Roman 12
- Titles are in bold and Section Headings are in bold.
- The top of the document should have the title in the middle with the category in the upper left corner and the BP or AP number in the upper right corner
- There should be a footer that states the original adoption/acknowledged date and all further revision dates
- Samples are attached for your reference

3) Once the new document is board approved, it is the writer’s responsibility to send a “clean copy” (no markups) of the final word document to the Supt’s office for posting. The word document will be placed in the depository for future editing use and a PDF will be made and posted to the public site for public viewing. If you need to revise the policy in 6 months or a year, you can simply go to the word depository, save the file to your computer, and work with the document to make the necessary revisions. ALSO, please advise as to which policies should be removed.

POLICY DATE (placed in Footer):

### If this is a brand-new policy:

TUSD Adopted: 06.01.15

### If this policy has been revised more than once:

TUSD Adopted: 06.01.15

TUSD Revised: 03.01.16, 04.01.23

### If this is a policy that we already have but are revising:

TUSD Adopted: 06.01.15

TUSD Revised: 03.01.23