

## 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) [Board of Education Policies - Tracy Unified School District](#)
- 2) We have a board policy portal where word policies are kept for easy revisions. The portal is maintained by the Superintendent's office. Word versions are provided upon request.

### To update a policy:

1) New or revised board policies and 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, it may go to the board for an additional reading. Board Policies (BP) are "Adopted", and Administrative Regulations (AR) are "Acknowledged".

If an existing policy or regulation is being abolished, this must be referenced in the board agenda. Upon final approval, it will be removed from the depository and public website.

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 header 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.
- The footer should state the original adoption/acknowledgement date and all further revision dates.

3) Once the new document is board approved, it is the writer's responsibility to send a "clean copy" (with 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, and a PDF will be made and posted to the public site for public viewing.

### POLICY DATE (placed in Footer):

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

TUSD Adopted: 06.01.15

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

TUSD Adopted: 06.01.15

TUSD Revised: 03.01.23

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

TUSD Adopted: 06.01.15

TUSD Revised: 03.01.16, 04.01.25

### AR DATE (placed in Footer):

TUSD Acknowledged: 06.01.15

TUSD Revised: 03.01.25