

Frequently Asked Questions

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1. What is Policy On Line?

Policy On Line is a Web-based tool for publishing a school district's, community college's, or regional ESC's TASB-localized policy manual on the Internet. It can accommodate legal policies, local policies, administrative regulations, and exhibits, and it offers four different navigation methods—search, browse table of contents, browse topical index, go directly to code—that are always instantly accessible no matter where you are in your policy manual.

With *Policy On Line* you can **stop maintaining multiple hard-copy manuals**. You can **download** your policies in Microsoft Word for easy editing. You can **distribute key policies** to employees via the Internet. You can **help trustees** focus on the content of policies by relieving them of the work of updating hard copies. You can **educate staff and the public** about your policies. You can associate administrative regulations with relevant policies and combine both into a powerful and accessible **tool for local governance**. You can **trust** that your staff and the public are all looking at the same documents because those documents are all in one central location: your ***Policy On Line*** Web-based policy manual.

2. Who can use it, and how?

Your Web-based policy manual will exist at a publicly accessible but privately distributed URL (Uniform Resource Locator, or Web address). This means that anybody who knows the URL will be able to view your policy manual but that other individuals browsing TASB.org won't find it.

The district, therefore, has great control over who sees the online policy manual. You may choose to distribute the policy URL by e-mail or in print to trustees, staff, and parents, for example. Or you may place a **hyperlink** to the policy URL on your district's Web site, making it accessible to the community. The choice is up to you.

As a rule, passwords are **not** required to view *Policy On Line* Web-based manuals.



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3. How much does it cost?

The first-year price for installation and maintenance is \$1700. The annual price thereafter is \$850, billed in the anniversary month of your start date.

A district that wants to use *Policy On Line* will need to undertake a Policy Review Session if the district has not completed one within the last 3 to 5 years before Policy Service will put the manual online. The cost of the Policy Review Session is in addition to the fees listed above. If the district has recently completed a Policy Review Session, then the manual can be placed online as soon as Policy Service performs a document comparison of the contents of the district's official manual with Policy Service's database records to resolve minor discrepancies. There is no additional charge for the manual comparison.

4. Will it cost more or less than my hard-copy manuals?

This will depend on the number of hard-copy manuals you currently maintain and how you use them. Maintaining hard-copy manuals involves the cost in both time and money for:

- TASB to print and mail multiple copies of numbered updates and local district updates
- Time spent by local staff to keep your hard-copy manuals current
- Copying, delivery, and upkeep of hard-copy manuals if you do this work in-house
- Copying and distribution of key policies to staff at the beginning of the school year, if you do this on paper
- Time spent answering questions that arise from different staff using different versions of polices that haven't been kept current

If you contact [TASB Policy Service](#) we will be glad to tell you how much you're paying for multiple paper copies of numbered updates. The rest you must assess for yourself. Please note that *Policy On Line* subscribers still maintain one "official" copy of the manual on paper—this copy is stamped with adoption dates and serves as the definitive version of the district's policies.

5. I already get the Policy Reference Manual through myTASB. Why do I need *Policy On Line*?

Policy resources such as the *TASB Policy Reference Manual* and *TASB Regulations Resource Manual* are useful tools for researching statutes and for gathering sample administrative regulations. And they use the same Web-based application as *Policy On Line*.

What those resources lack, however, are your local policies and procedures—the policies your board of trustees has adopted and the procedural documents the superintendent uses to implement them. To put those online, you need to subscribe to *Policy On Line*.



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6. Who hosts *Policy On Line*?

When you subscribe to *Policy On Line*, your district's Web-based policy manual will reside on TASB's Web servers. The only technical work for the district, and even this is optional, would be to place a hyperlink pointing to your new Web-based manual on a page of the district's pre-existing Web site.

7. What hardware and software do I need to use *Policy On Line*?

To view policies online you'll need a computer, an Internet connection, a PDF reader like **Adobe Reader**, and a Web browser (any up-to-date browser should do). If you want to download and edit policies you'll also need a word processor compatible with Microsoft Word 2007 (older versions of Word can use Microsoft's [compatibility pack](#)).

8. How can my school district, regional education service center, or community college subscribe to *Policy On Line*?

Contact your **policy consultant** or Loretta Jeschke at 800-580-7529. To expedite matters you may want to download, sign, and send us a copy of the *Policy On Line* [User Agreement](#).

Please note that you must already be a member of TASB Policy Service and use our localized policy manual service before you can subscribe to *Policy On Line*.

9. How can we make changes to policies that are on line?

Policy changes are handled the same way whether you use *Policy On Line* or not: send those changes to your policy consultant. The online manual itself is read-only, and only certain TASB staff can actually alter the documents displayed there.

Your policy consultant will process your policy changes as a Local District Update and mail you a new copy. If he or she knows that the policy has been adopted by the board, then it will be placed on line immediately. If not, we will ask you to inform us when your board of trustees takes action on the new policy text.

10. I have more questions. Who do I call?

Please contact [TASB Policy Service](#) at 800-580-7529 if you have further questions. Ask for your policy consultant or for Loretta Jeschke (Loretta.Jeschke@tasb.org).

