GAMUT TRAINING

Policy Plus Module

CSBA's GAMUT *policy plus*

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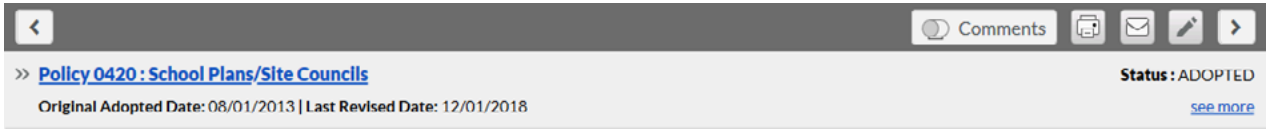
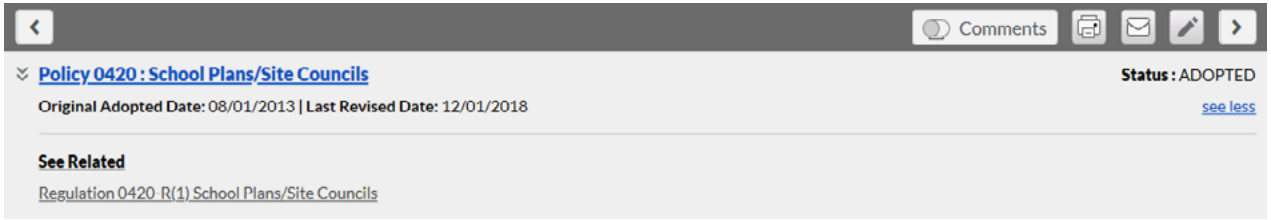
// VIEWING A POLICY //

Below are images of the View Policy screen broken into sections.

Policy Header

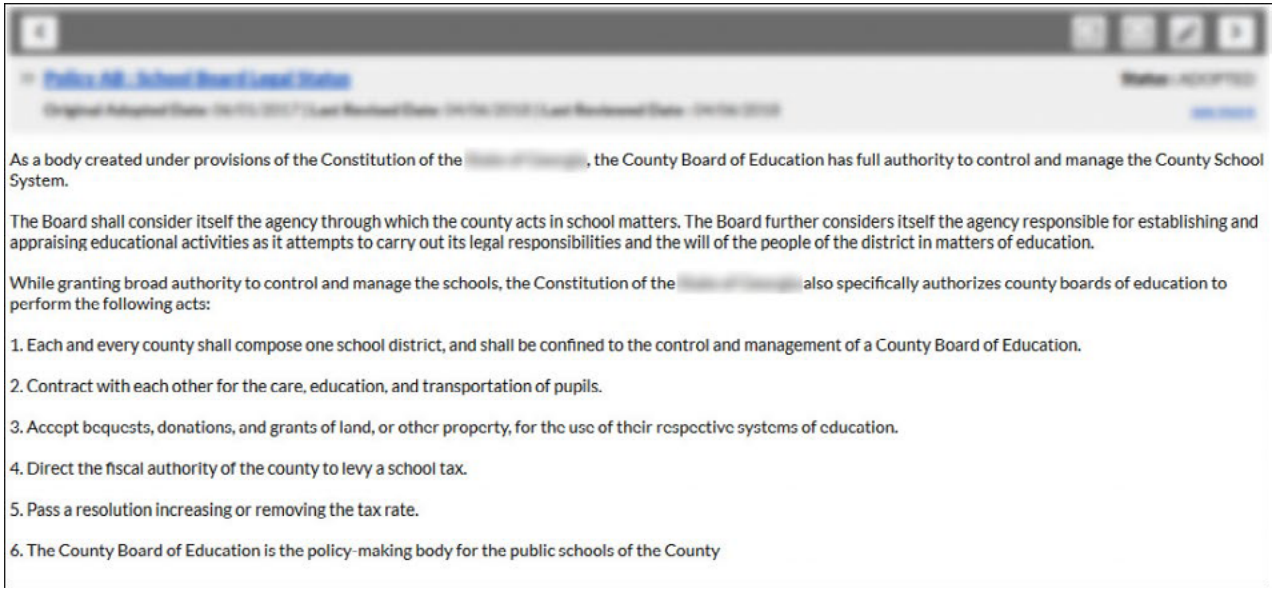


The policy header displays the policy name, status, dates related to the policy, and related policies. To view the related policies, click on see more.



Policy Content

Beneath the policy header, you can view the policy content



As a body created under provisions of the Constitution of the [illegible], the County Board of Education has full authority to control and manage the County School System.

The Board shall consider itself the agency through which the county acts in school matters. The Board further considers itself the agency responsible for establishing and appraising educational activities as it attempts to carry out its legal responsibilities and the will of the people of the district in matters of education.

While granting broad authority to control and manage the schools, the Constitution of the [illegible] also specifically authorizes county boards of education to perform the following acts:

1. Each and every county shall compose one school district, and shall be confined to the control and management of a County Board of Education.

2. Contract with each other for the care, education, and transportation of pupils.

3. Accept bequests, donations, and grants of land, or other property, for the use of their respective systems of education.

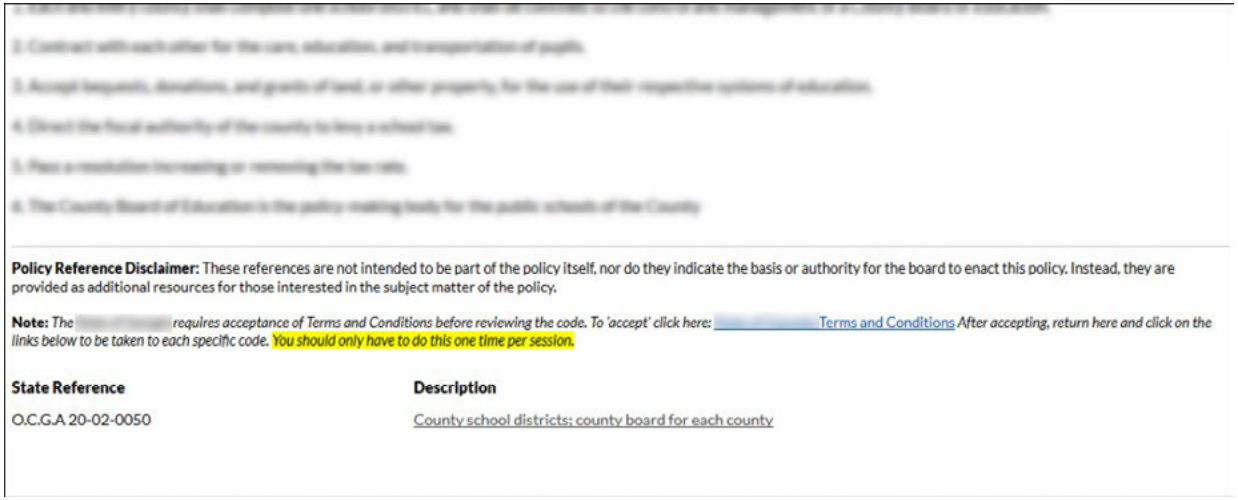
4. Direct the fiscal authority of the county to levy a school tax.

5. Pass a resolution increasing or removing the tax rate.

6. The County Board of Education is the policy-making body for the public schools of the County

Policy References

State and federal refences, as well as management resources, will display at the bottom of the screen underneath the policy content. Reference links are controlled by through CSBA through our Policy Management Console. This allows us to make sure the references remain accurate and takes the responsibility of maintaining this information off your plate.



Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: *The requires acceptance of Terms and Conditions before reviewing the code. To 'accept' click here: Terms and Conditions After accepting, return here and click on the links below to be taken to each specific code. You should only have to do this one time per session.*

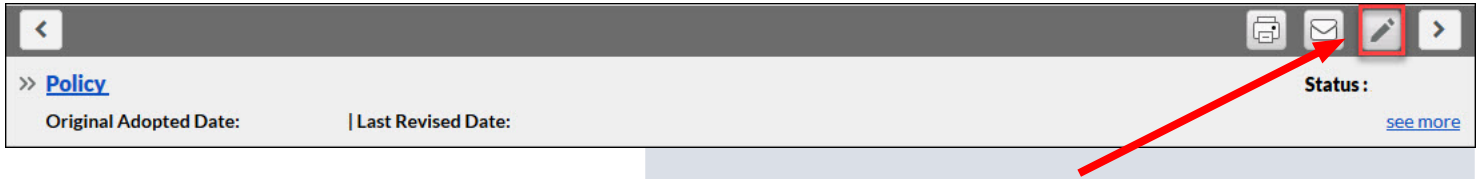
State Reference	Description
O.C.G.A 20-02-0050	County school districts; county board for each county

// EDITING A POLICY //

How to Edit a Policy

1) On the Policy tab, click on Policies Listing

2) Click on name of Policy



3) On policy viewing screen, click on the edit icon

4) Make necessary changes

5) Click Save and Close or Submit

Every time you see a 'pencil' in GAMUT, that is your clue you'll be able to edit that content. The Editor is standardized across every GAMUT module. When you learn the editor in the Meetings module, you'll feel comfortable using the same editor in the Policy module.

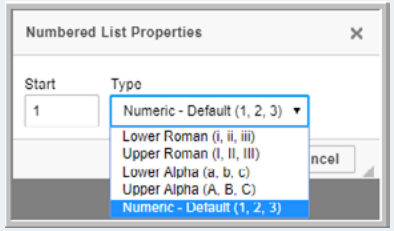
It is important to understand that the GAMUT Editor is NOT a word processing tool. It is designed to generate HTML that enables the content to be displayed in your web browser.

// UNDERSTANDING THE GAMUT EDITOR TOOLBAR //

WITH THESE SYMBOLS . . .	. . . YOU TRIGGER THESE ACTIONS
» Bold	» Apply bold formatting to the selected text
» Italic	» Apply italic formatting to the selected text
» Underline	» Apply underline formatting to the selected text
» Strikethrough	» Apply strikethrough formatting to the selected text
» Subscript	» Make text or numbers appear as subscript
» Superscript	» Make text or numbers appear as superscript

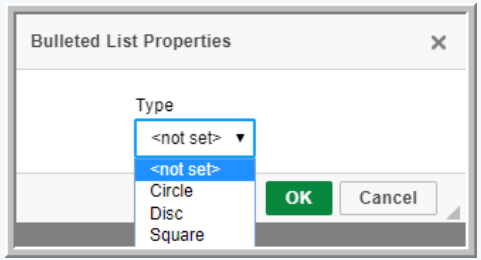
continued »

// UNDERSTANDING THE GAMUT EDITOR TOOLBAR //

WITH THESE SYMBOLS . . .	. . . YOU TRIGGER THESE ACTIONS
» Copy Formatting » Remove Format	» Copy the formatting from one area of text and apply it to another » Remove the formatting from the selected area of tex » The starting number of the list can also be changed here.
» Numbered List » Bulleted List	» Select this button to begin a numbered list. » Select this button to begin a bulleted list. » To change the numbered list properties, right click in the list and make a selection from the following:  » The starting number of the list can also be changed here.

continued »

// UNDERSTANDING THE GAMUT EDITOR TOOLBAR //

WITH THESE SYMBOLS . . .	. . . YOU TRIGGER THESE ACTIONS
» Bulleted List, continued	» To change the bulleted list properties, right click in the list and make a selection from the following: 
» Decrease Indent » Increase Indent	» Decrease the paragraph indent to the left » Indent a paragraph to the right

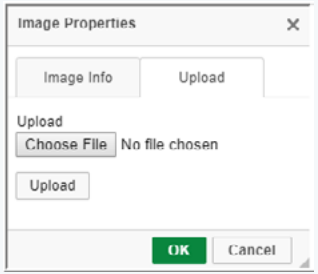
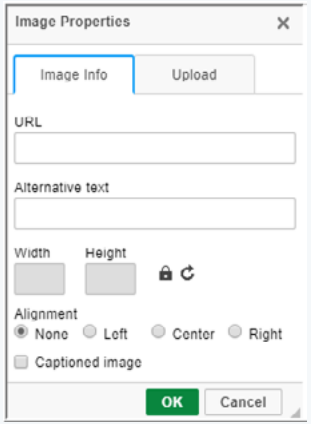
continued »

// UNDERSTANDING THE GAMUT EDITOR TOOLBAR //

WITH THESE SYMBOLS . . .	. . . YOU TRIGGER THESE ACTIONS
» Align Left » Align Center » Align Right » Justify	» Align the selected paragraph to the left margin » Align the selected paragraph to the center » Align the selected paragraph to the right margin » Justify the paragraph to both left and right margins
» Link Unlink	» Insert a hyperlink into the text » Break the hyperlink, plain text remains

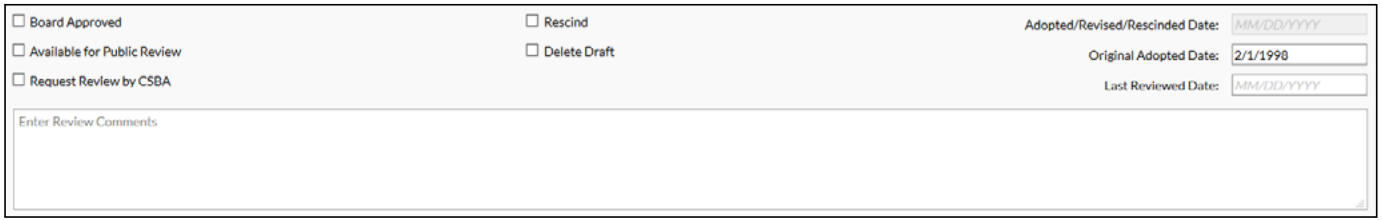
continued »

// UNDERSTANDING THE GAMUT EDITOR TOOLBAR //

WITH THESE SYMBOLS . . .	. . . YOU TRIGGER THESE ACTIONS
» Image  » Select the file to upload	» Insert and define properties for images  » Set properties for the image **Note:** Alternative Text is required for ADA Compliance.

The Bottom of the Policy Edit Screen

GAMUT gives you multiple options for after you have finished editing your policy depending on whether it is a draft policy, adopted policy, or a work in progress that you want CSBA to review. Each option is discussed in detail elsewhere in this manual.



OPTION	DESCRIPTION
Board Approved	Once the board approves a policy it is included in your policy manual
Rescinded	Check this box to remove a policy from your policy manual
Submit for Public Review[1]	Check this box to allow public comments on draft policies
Delete Draft	Check this box to delete drafts polices that have not been adopted
Adopted/Revised/Rescinded Date	Enter the date the policy is adopted or re-scinded
Last Reviewed Date	Enter the date the policy is reviewed, but not revised
Request Review by CSBA	Check this box to send your draft polices to CSBA for review prior to adoption. CSBA consultants can comment on your edits and answer your questions directly through GAMUT.

[1] CSBA recommends taking public comment on policies during open session at board meetings rather than posting drafts for public review on GAMUT.

// USING TRACK CHANGES //

Using Track Changes allows you and other GAMUT users makes changes that are easy to spot. The changes are can reviewed and then rejected or approved to make them permanent.

How to Turn On Track Changes

Click on the **Start Track Changes** icon,

» When track changes is turned on, deletions are marked with a strikethrough with a red highlight and additions are highlighted. Different authors' changes are indicated with different colors.

Added by David, then added by Fred, subsequently ~~deleted by Syd~~, then added by Syd

Show/Hide Track Changes

Changes can be hidden while working on a document. **Click on the Show/ Hide Track Changes** icon,

» When track changes are hidden, added content will no longer display a highlighted background; however, deleted content will still display with a strikethrough and red highlight.

TRACK CHANGES DISPLAYED	TRACK CHANGES HIDDEN
~~Quick Summary~~ Abstract Adding more information	~~Quick Summary~~ Abstract Adding more information

To show track changes, click on the **Show/Hide Track Changes** icon again.

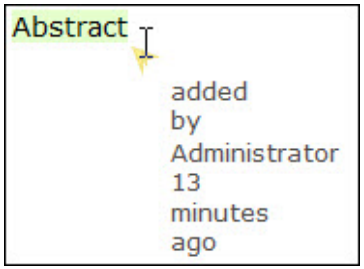
Accept/Reject Changes

Changes can be accepted and rejected on an individual basis or all at a time. Accepting changes will remove the highlight from the content and make the change permanent. Rejecting changes will remove the content.

SINGLE CHANGES	ACCEPT CHANGE
Place your cursor within the text that you wish to accept or reject and click on the appropriate icon: **– Accept Change** **– Reject Change**	To accept or reject all changes, click on the appropriate icon in the toolbar: **– Accept All Changes** **– Reject All Changes**

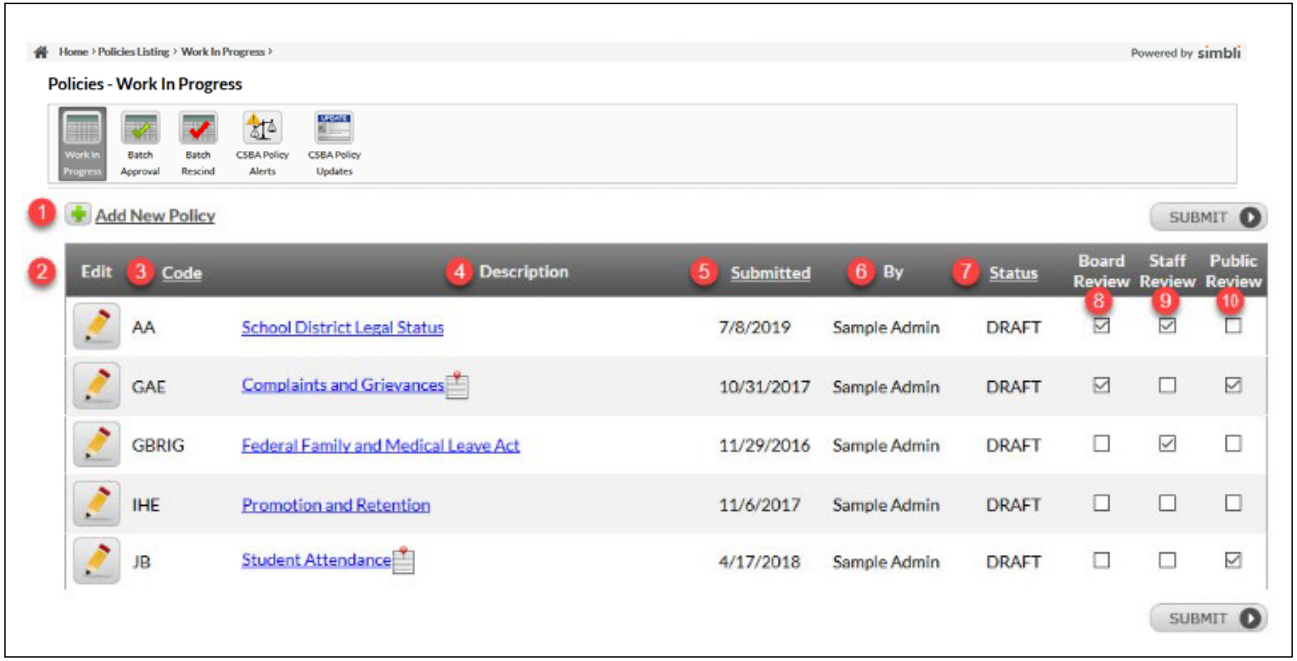
User and Date Information on Changes

In edit mode, hover over any highlight text to see the name of the user who made the changes and the date/time the changes were made. The information will display as a fly-out below the text.



// WORK IN PROGRESS SCREEN //

The Policy Administrator has access to a special menu option under Policies called the Work in Progress screen. The numbered items in the image below are described on the next page.



// WORK IN PROGRESS SCREEN //

1	Add New Policy	Click here to add a new policy, regulation, bylaw or exhibit
2	Edit	Click the pencil icon to edit a policy (Policies in review are locked for editing)
3	Code	Click on Code to sort the policies by number
4	Description	Policy title
5	Submitted	The date the policy was submitted to CSBA for review
6	By	Name of the person who submitted the policy for CSBA review
7	Status	Click on Status to sort policies by status type
8	Board Review	If checked will be able to see a read-only copy of the draft policy. NOTE: The appropriate time and place for board members to review and comment on draft policies is during a school board meeting. To avoid potential Brown Act violations we urge you to use caution when using the Board Review feature.
9	Staff Review	Items checked for Staff Review are available for staff member comments. If checked, this will send a notification to staff designated as staff reviewers.
10	Public Review	Items checked for Public Review are available for public comment on your GAMUT homepage. CSBA recommends taking public comment on policies during open session of your board meetings rather than posting drafts for public review on GAMUT.

// ADOPTING A POLICY //

Board Policies and Administrative Regulations must be adopted or approved before they are posted to GAMUT. To add a policy to your agenda, simply export your draft policy as a PDF document and attach it as an action item on your board meeting agenda. You can export and print policies using the printer icon in the header of the policy.

1) Go to the **Policy Listing** screen
2) Click on Policy title
3) In Policy header, click on **Print** icon

4) In new tab, choose print options

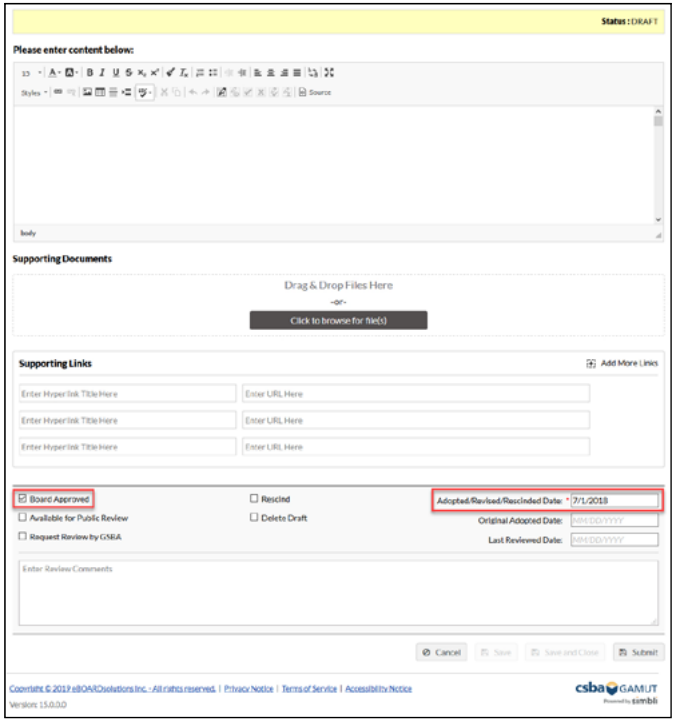
Note: You can choose to include references, export the policy as a PDF, and/or include supporting listing.

5) Click **Submit**

// POSTING AN ADOPTED POLICY OR APPROVED REGULATION //

GAMUT Meetings subscribers can attach a draft policy directly to your board agenda for approval. Once the policy has been adopted you can post it directly to your published policy manual in 3 easy steps:

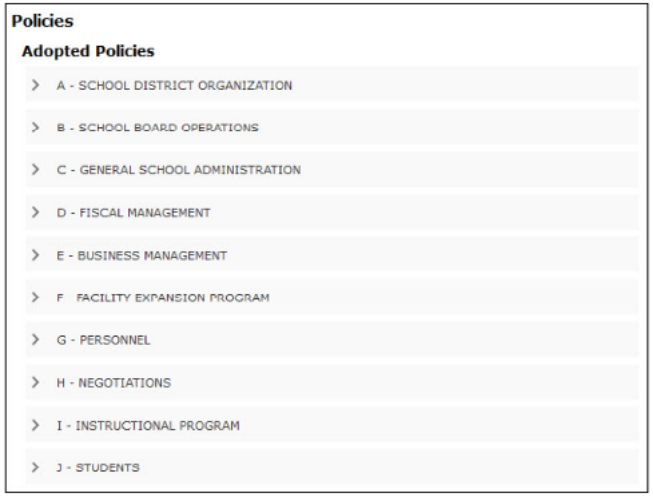
1) On the Policy edit screen, check the box Board Approved
2) Enter board approved date in the Adopted/Revised/Rescinded date box
3) Click Submit (Note: Clicking on the Board Approved will required a date in the A/R/R box. You will not be able to click Submit without a valid date.)



// USING GAMUT MEETINGS //

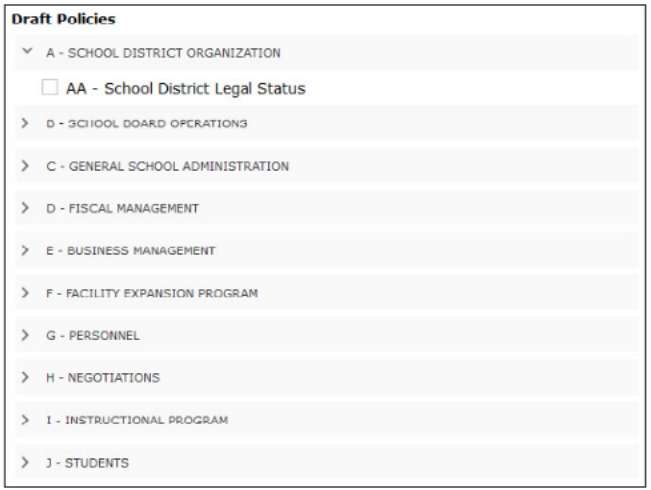
How to Add a Policy to a New Agenda Item

1) Click to add a new agenda item
2) Include the Policies field when selecting fields to display
3) Click Save & Add Content
4) Go to the Policy section



5) Depending on the policy that you want to link to your item, expand your sections to locate the item

Note: If you need to add a draft policy, scroll down to the Draft Policies Section



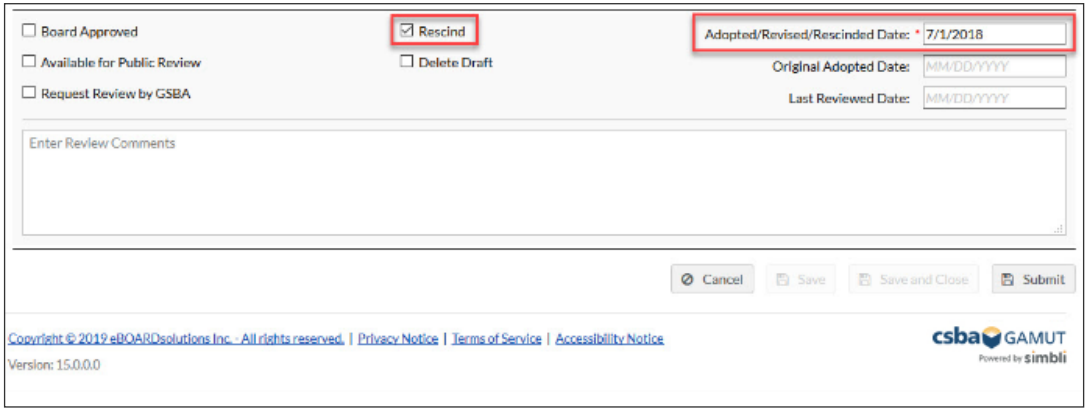
6) Click the check box next to the item to link to your plan

7) Click **Save and Close** when finished

// RESCINDING A POLICY //

To remove an adopted policy from GAMUT you must use the rescind feature:

1) Go to the Policies Listing screen
2) Click on Policy title
3) Click the edit icon
4) Check Rescind box and enter Rescind date
5) A pop-up box will appear that states "Are you sure you want to rescind this policy? Click OK



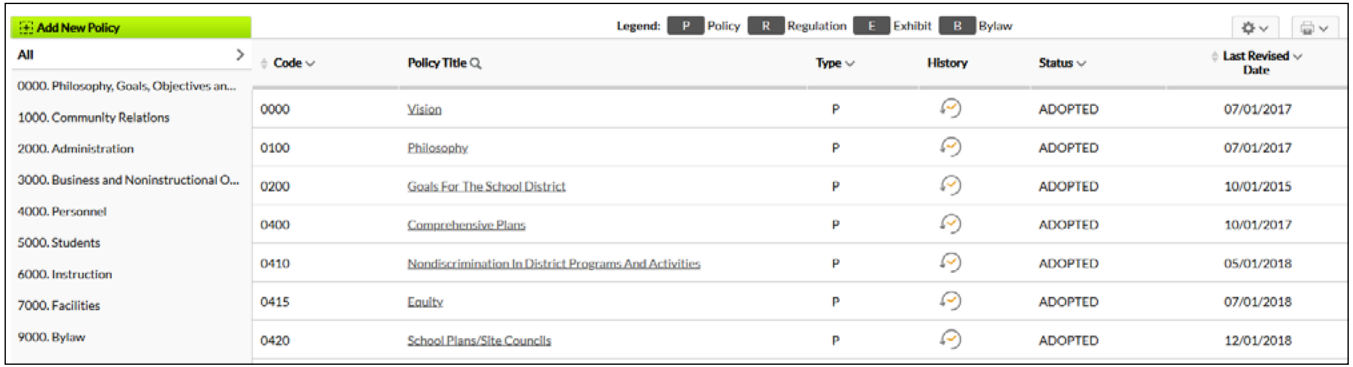
// RESCINDING A POLICY //

To recover a policy that you accidentally rescinded by mistake, simply follow these steps:

1) Filter the Policies Listing by Status and select "Rescind" to locate the policy rescinded by mistake
2) Copy out all the text
3) Add the policy like it was a new policy with the same code
4) Paste the text from the rescinded policy into the new policy
5) Check Board Approved and put in the correct date. That will put it back into the right section
6) To delete the policy that was rescinded (by mistake), find it again in the list of rescinded policies, click on the title of the policy, then select "Delete this rescinded policy" and click OK

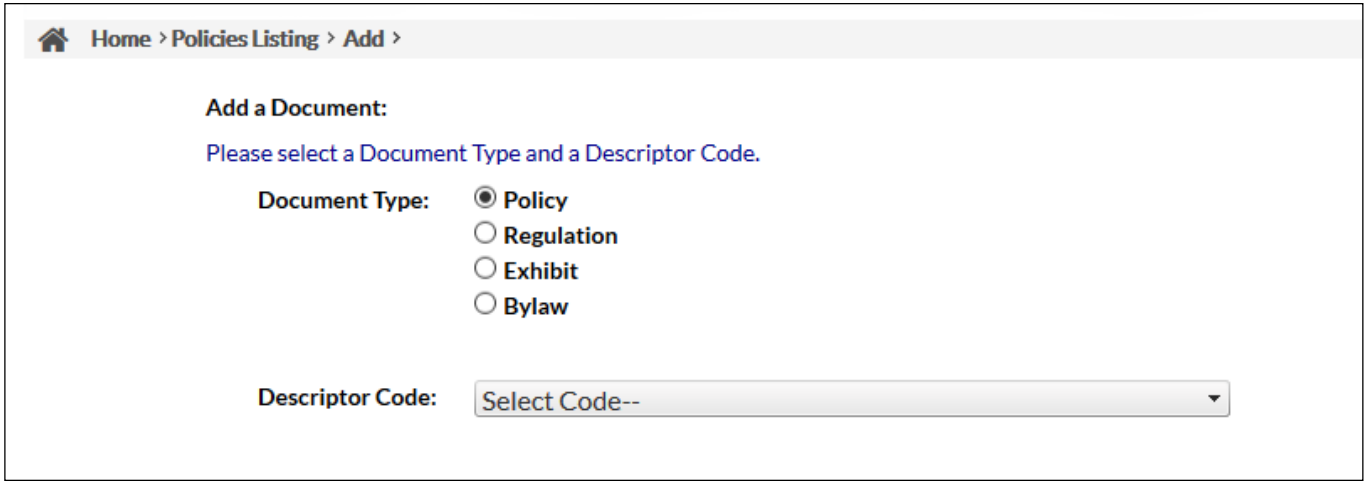
// ADDING A NEW POLICY //

There is no limit to the number of customized policies you can add to your GAMUT site, but every policy on GAMUT requires universal codification. To add a policy, select "Add new Policy" from the drop-down menu under Policies, or simply click on the green "Add New Policy" button on the Policies Listing page.



After you select the type of document you want to add a drop-down menu will appear. The menu contains a list of the exiting policy numbers or "descriptor codes" that you can choose from. If you cannot find the code you are looking for, or you are not sure what code to choose from, email policy@csba.org a CSBA Policy consultant will assist you with making sure your policy is properly numbered.

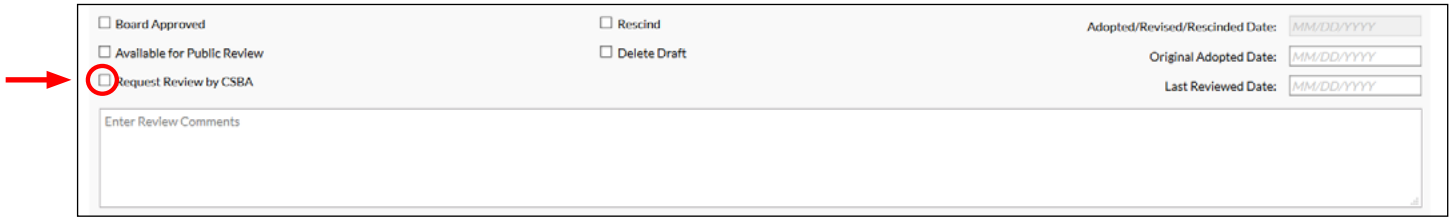
// ADDING A NEW POLICY //



After you select a code and click the submit button the GAMUT Editor will open and you can begin creating your policy. Clicking save at the bottom of the screen will save your policy as a draft until it is adopted or deleted.

// REQUESTING CSBA POLICY REVIEW //

With GAMUT Policy Plus you can send your policies directly to CSBA for review. You can use this feature to have consultants give feedback on your revisions, or to have someone review your policies to make sure options have been chosen and blanks have been filled in. The CSBA Review button also allows you to send specific questions about a policy to CSBA. Make sure to enter your question in the review comments section to help us answer all your questions.



// POLICY STAFF REVIEW //

GAMUT users with "Staff Review" permissions can view and comment on draft policies through the Work in Progress page. Follow these steps to make a policy available for staff review:

1) Click on the Policy Tab
2) Click on Work in Progress
3) Put a check in the box marked Staff Review beside the policy
4) Click Submit

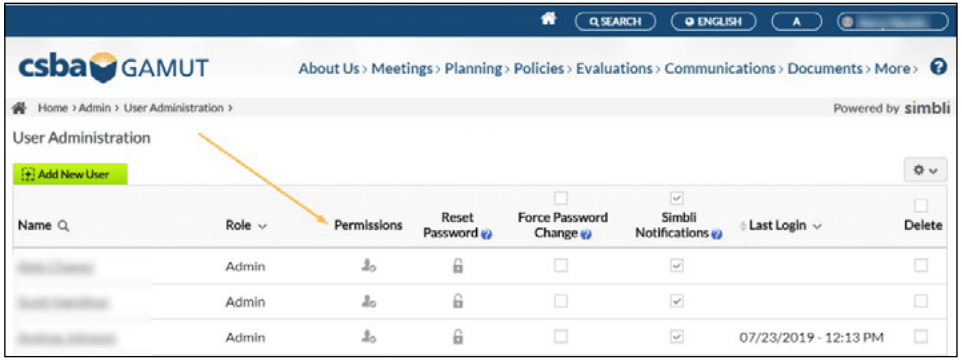
Add New Policy

Edit	Code	Description	Submitted	By	Status	Board Review	Staff Review
	ABA	Board Authority	3/8/2010	Sample Admin	DRAFT	☑	☐
	ABD	School Superintendent Legal Status	5/26/2011	Sample Admin	DRAFT	☐	☑

// POLICY PERMISSIONS //

The overall GAMUT administrator can set up users and determine the rights or permissions for all of the GAMUT modules including the Policies module.

1) Hover on the More tab
2) Select User Administration
3) Click the Permissions icon next to the user
4) Click the Policies tab
5) Choose your permission
6) Save and Close



// POLICY PERMISSIONS //

Whether someone can view or and edit a policy is controlled by the user's role and security permissions. There are five choices of permissions for the Policy module:

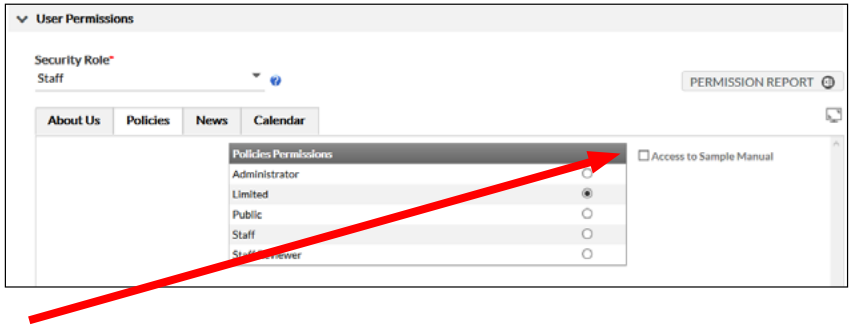
1) **Administrator** – Has administrative rights for policies, regulations and exhibits (add, edit, delete, adopt, rescind)

2) **Limited** – Can view the policies that are submitted for board review and those published to the public (Board role default)

3) **Public** – Can view the policies which are published to the public

4) **Staff** – Can view the policies which are published to the public. Can also VIEW policies that are marked for Staff Review, but cannot make any edits to those policies

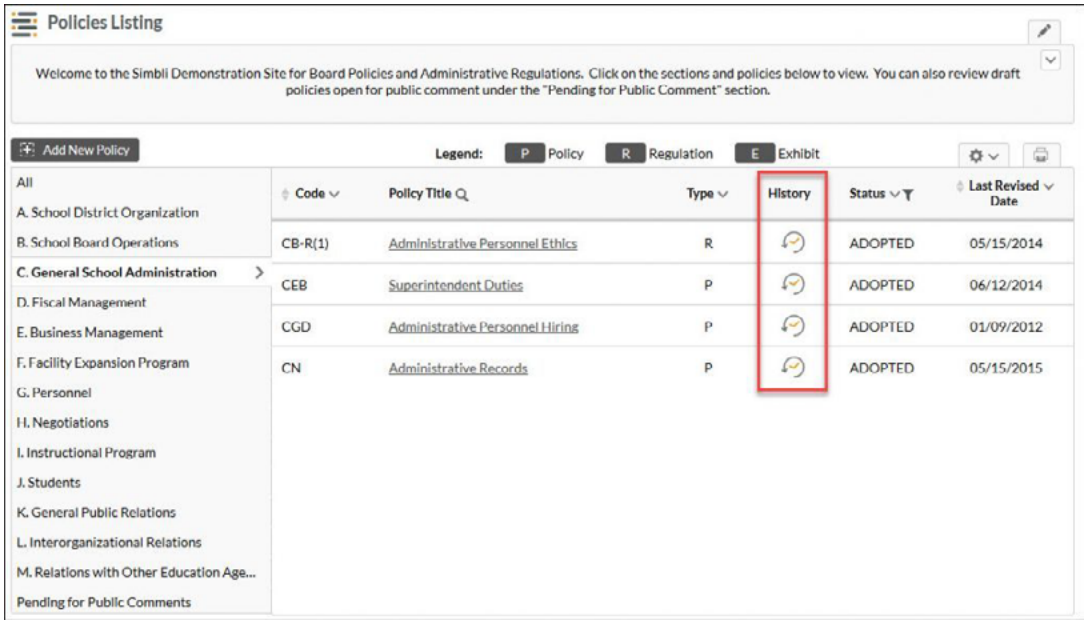
5) **Staff Reviewer** – Can view and edit the policies that are submitted for staff review. Are also able to see policies in Draft, Review, Reviewed and In Review status.



Only users with the "Access to Sample Manual" box checked will be able to see the CSBA sample Manual in their Policies drop down menu.

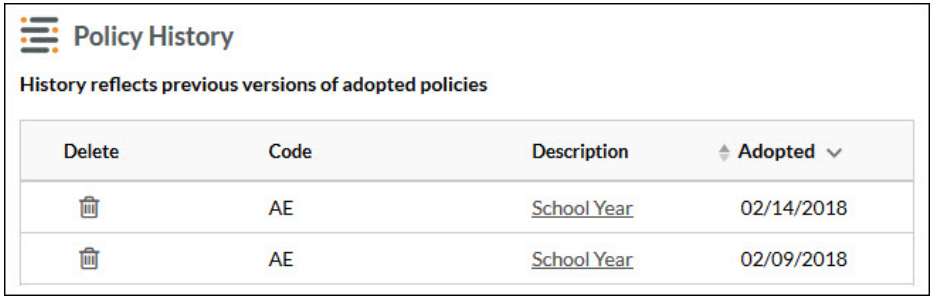
// POLICY HISTORY //

When a board makes changes to an adopted policy and it has been readopted, the original policy will be moved to Policy History. The newly adopted policy becomes the active policy and will show up on the Policies Listing screen. The History Icon next to the policy code will appear once a policy has been readopted. Click on the History icon to view the list of previous versions of the policy.



// POLICY HISTORY //

- » To view a previous version, click on the policy title in the "Description" column.
- » To delete a previous version, click on the trash can.



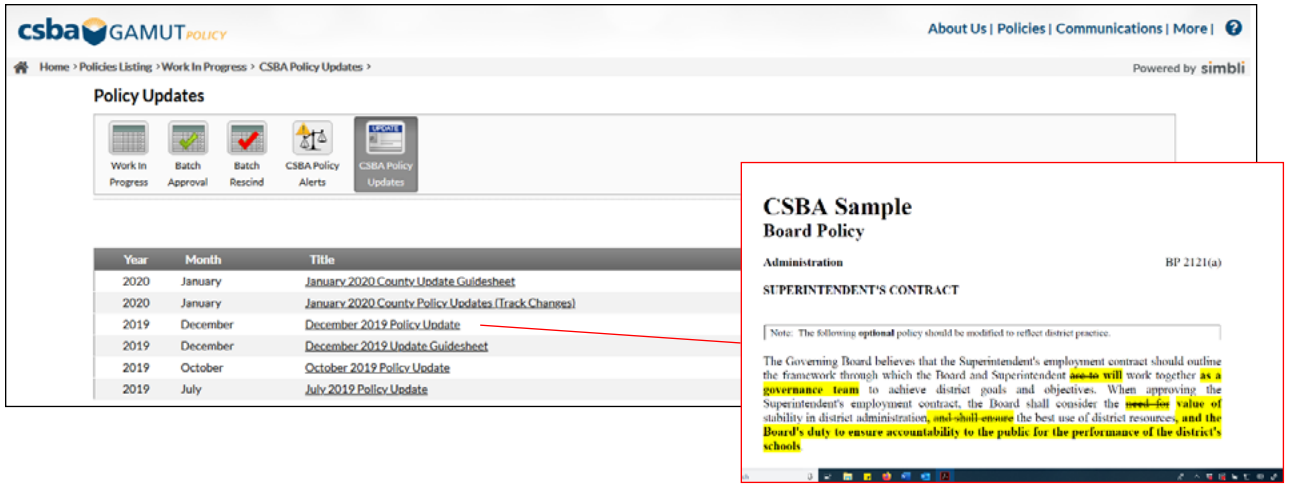
Policy History

History reflects previous versions of adopted policies

Delete	Code	Description	Adopted
	AE	School Year	02/14/2018
	AE	School Year	02/09/2018

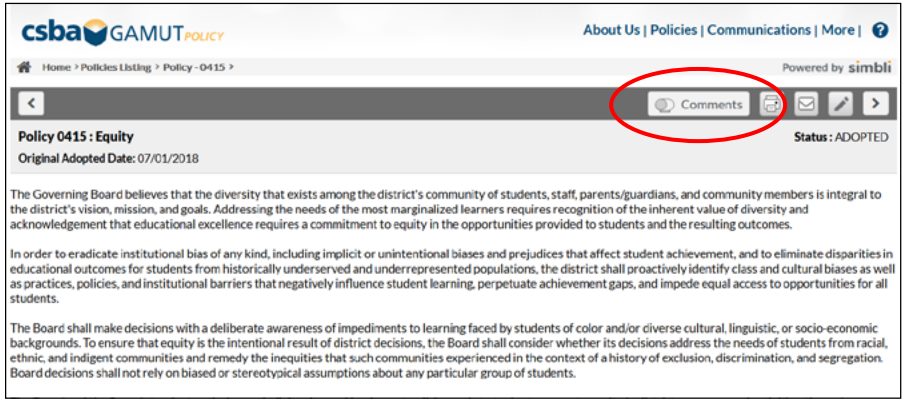
// VIEWING CSBA POLICY UPDATES //

CSBA updates sample policies several times per year. You can access the updates by clicking on "CSBA Policy Updates" from the Policies – Work in Progress Screen described below. The CSBA Policy Updates screen contains links to the updated CSBA policies with track changes and our guide sheets that explain why updates were issued.



// CSBA POLICY NOTES AND INLINE COMMENTS //

CSBA sample policies are annotated with inline comments that provide additional background information and explanation for the policy language. You can use the comments slider to toggle this information on and off.



When turned on, the Comments toggle will be green and comments will appear in the blue text boxes.

// CSBA POLICY NOTES AND INLINE COMMENTS //

csba GAMUT POLICY

About Us | Policies | Communications | More |

Home › Policies Listing › Policy - 0415 ›

Powered by simbli

Comments

Policy 0415 : Equity

Status : ADOPTED

Original Adopted Date: 07/01/2018

CSBA NOTE: The following optional policy addresses district recognition and response to the unique barriers facing each segment of the district's student population.

Pursuant to Education Code 201, California schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and have a responsibility to provide equal educational opportunity to all students. Education Code 51007 requires that all students enrolled in the state's public elementary and secondary schools, regardless of race, creed, color, national origin, gender, gender identity, gender expression, physical disability, geographic location, or socioeconomic background, shall have equitable access to educational programs designed to strengthen technological skills, including, but not limited to, computer education programs. Education Code 220 further prohibits discrimination on the basis of disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by the district.

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

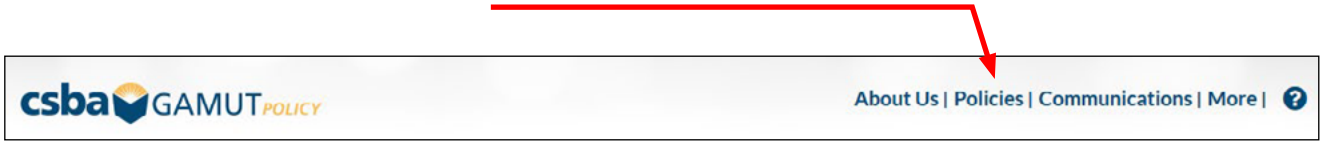
In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

You can also use inline comments when editing your policies, but make sure you delete them before adopting the policies if you do not want your comments to show to the public.

// UPDATING YOUR MANUAL USING CSBA POLICY UPDATES //

To update your policy manual using the CSBA sample, simply copy and paste the CSBA language into your policy.

1) Open the CSBA sample policy that you want to copy. You can do this by opening the CSBA Sample Manual using the drop down link under Policies in the menu bar, or by going to the GAMUT Policy site.

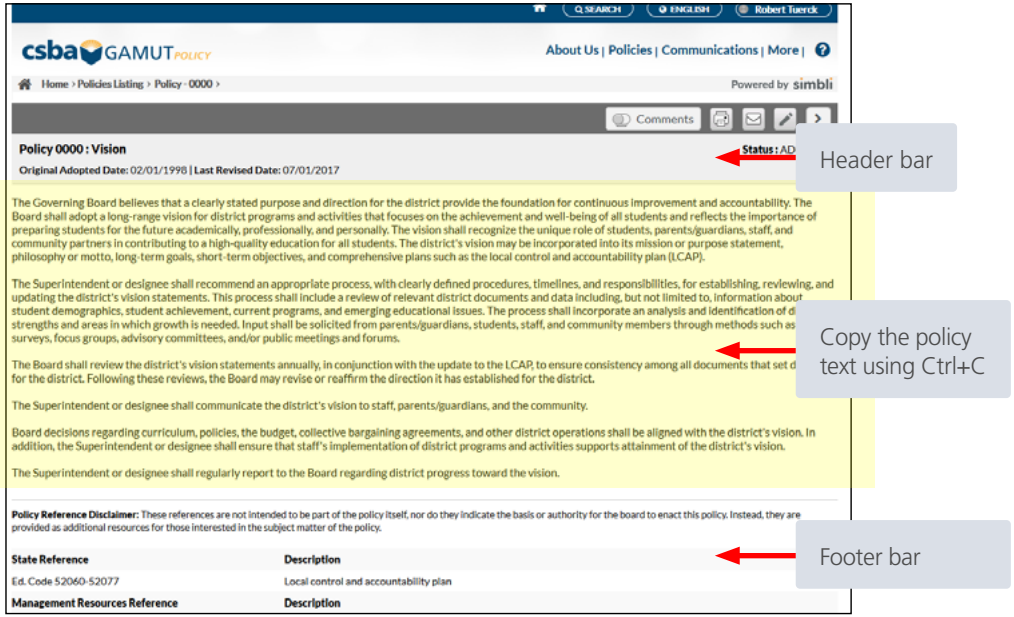


2) Highlight the text of the policy and copy it using Ctrl+C shortcut or using your right click menu on your mouse. Only copy the text portion between the grey Header and Footer bars. (See image on next page)

3) Open the policy in your manual that you want to edit in another window. Go to your Policies Listings and click on the policy title. If you are adding a new policy, use the green add button and choose the appropriate policy type and Descriptor Code (see, Adding A New Policy, pg. 8).

4) Open the editor by clicking on the pencil icon.

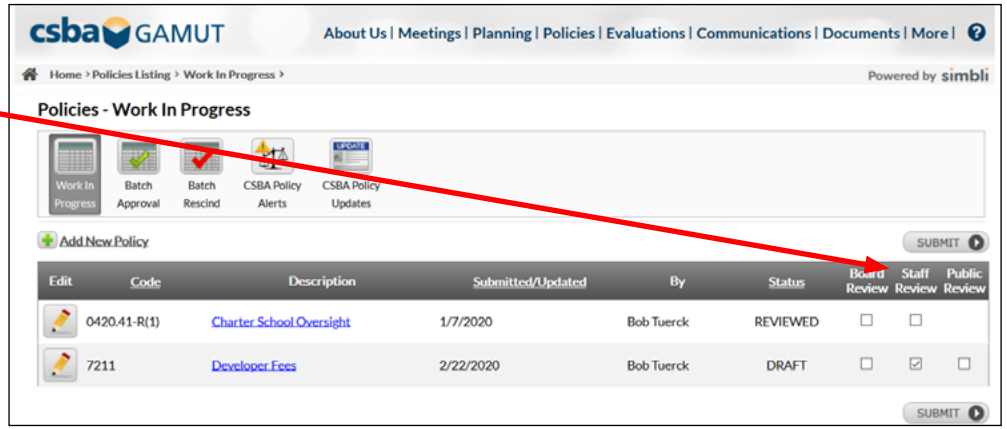
5) Paste the highlighted text into your GAMUT editor. Revise and edit the policy, and save the policy as a draft. You can now take the draft to the board for review and adoption at a public meeting, or you can submit it to CSBA for review. (NOTE: CSBA sample policies do not reflect any local changes you have made to your policies. If you have customized your policy be sure to incorporate any applicable changes when making your updates. You can view previous versions of your policies in version history.)

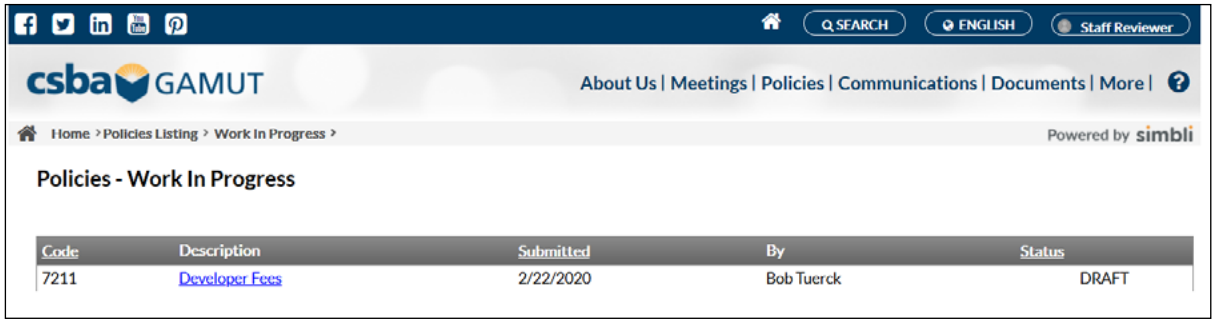


// PRINTING POLICIES //

Policy Administrators can mark draft polices for "Staff Review" in the Work in Progress screen.

Users with "Staff Reviewer" permissions can go to their Work in Progress scree to review and edit draft policies that are marked for Staff Review.





// FREQUENTLY ASKED QUESTIONS //

CSBA's GAMUT *policy plus*

How Do I Update My Policies With CSBA Samples?

To update your policies with the latest CSBA sample language, simply copy the policy text from the CSBA sample and paste it into your policy draft. The legal resources and cross references will automatically update. Keep your policy draft state until the board adopts it in a public meeting. Then the Policy Administrator can publish the policy by adding the adoption date.

Will the Updates Include My District Language?

CSBA issues updates to our sample policies. Any changes you have made to your local policies will not be reflected in the updated CSBA samples. To see the specific changes CSBA made you can look at the track-changes version of the CSBA samples under CSBA Policy Updates in the Work in Progress screen.

Will I Still Get an Update Packet Email?

Yes. GAMUT Policy Plus subscribers will receive an email when CSBA releases policy updates. The updates can also be found on CSBA's GAMUT Policy site.

How Do I Get to the Guidesheets?

Guidesheets are now on the GAMUT Policy site and through the "Policies Work In Progress" tab on your district's GAMUT site.

Can I Export Policies to Word?

GAMUT Policy and Policy Plus are designed to let you edit your policies directly in GAMUT. Policies may be printed or exported as PDF documents. To create a Word document, you must convert the PDF outside of GAMUT.

Can I Copy and Paste From Word?

You can copy and paste from any word processing tool into the GAMUT Editor, but remember you are now working in an HTML editor and not word processing tool. Pasted tables and numbered lists may not format the same in the GAMUT Editor. To avoid formatting issues you should always paste content that you copy from another program plain text by using the CTRL+Shift+V shortcut.

Can I Send Policies to Others for Review?

Checking "Submit for Public Review" will make your draft policy available to the public on your GAMUT home page and enables the ability to members of the public to comment on your draft. CSBA recommends taking public comment on policies during open session of you board meetings rather than posting drafts for public review on GAMUT.

// QUESTIONS? //

gamut@csba.org
800-266-3382

CSBA's GAMUT *policy plus*