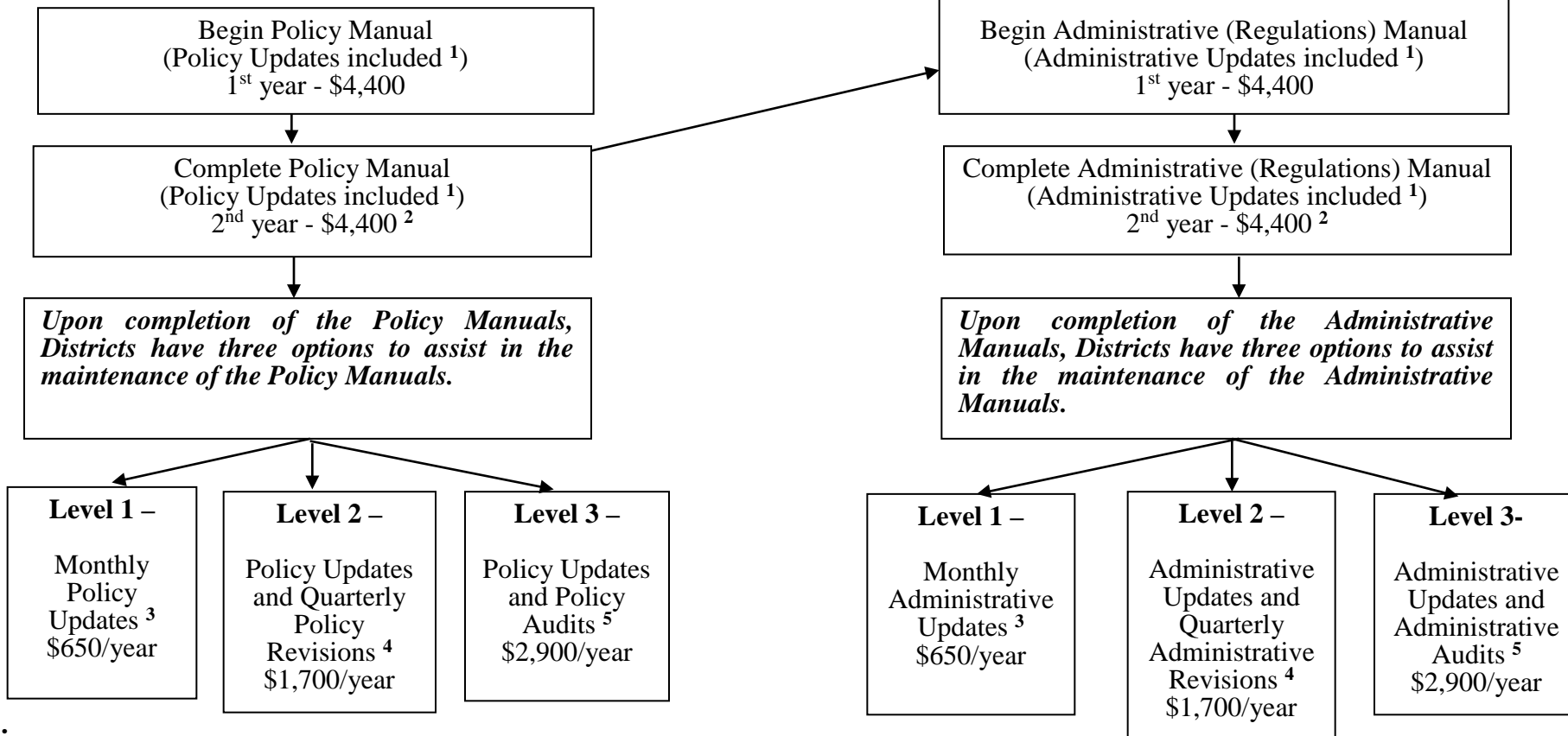




**POLICY SERVICES  
2018-2019**

***District and Board of Education Approves the Development of new Policy Manual:***

***\*Districts may choose to develop an Administrative Manual upon completion of the Policy Manuals, but it is not required.***



**Notes:**

1. Level 1 is included in the development of Policy or Administrative Manuals. You will receive a complimentary subscription of the Updates during the two year process of developing new manuals.
2. If the Policy or Administrative Manual is not completed by July 1 of the 2<sup>nd</sup> contract year, a District may contract for an additional year for a \$2,300 extension.
3. Districts may choose to enter at Level 1 or Level 2 if they have an existing Policy or Administrative Manual or upon completion of a new Manual. Level 1 provides monthly information, special alerts and new or revised policies and regulations/forms that are applicable to all districts. This service alone is not recommended as the means to keep recently completed Manuals fully up-to-date, compliant with changes in law and regulation, and conforming to best practices and educational guidance.
4. Level 2 was designed for School Districts that have manuals that were recently developed by Erie 1 BOCES Policy Services and wish to maintain their own manuals.
5. Districts may choose Level 3 only upon completion of a new Policy or Administrative Manual. Ideally, this should remain an annual service to keep the manuals up-to-date. If you completed the development of a manual more than one year ago, you may require a Special Extended Audit prior to joining this annual service.

***For further information, please contact: Janell Hallgren, Manager of Policy Services at (716) 821-7084 or [jhallgren@e1b.org](mailto:jhallgren@e1b.org). Revised: 3/5/18***