Title: Creating, Modifying, and Storing Policies and Procedures

Control Information

Control Item	Details
Owner/Curator	Kathleen Westly
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Board Approval Date	January 31, 2008
Consult and Notify	ICP, ED, HT, AA

Revision History

Revision	Date	Revision Description	Originator
A	April 8, 2011	Initial Release	M. Hazelton
B	Oct. 2010	Revision to reflect actual practices	C. Horning
C	Jan. 2012	Revision to clarify wording	E. Swartzendruber
D	7/17/14	Numbering and format revision, added content from procedure00017,	Melissa Harris

Creating, Modifying, and Storing Policies and Procedures

1.1.   Objective:

The objective of this policy is the following:

1.   Explain the documentation control philosophy.
2.   Define the procedure to create a policy or procedure.
3.   Ensure a system to track and easily find current policy and procedure documents.
4.   Define a format for policies and procedures.
5.   Define a numbering system for policy and procedure documents.
6.   Define a common physical storage location for policy and procedure documents.
7.   Define a common electronic storage location for policy and procedure documents.
8.   Describe the process for providing notification of new or revised policies and procedures.
9.   Define the process for documenting staff review of new or revised policies and procedures.
10. Describe the correct procedure for using the Notification Record document.

1.2.   Documentation Control Philosophy

The ICP Board on behalf of Muddy Creek Charter School controls documentation for the primary purpose of creating a culture where actions are carried out with intention and consistency.

The primary reasons for controlling documentation are:

1.   Elimination of mistakes due to improper information or confusion about the proper way to carry out a task.
2.   Ensure documentation stays current.
3.   Ensure documentation is consistently available.
4.   Increase accountability by defining responsibility for tasks.
5.   Increase accountability by giving all involved the right information to complete tasks.
6.   Increase communication about the operation of the school.

1.3.　　Method to Create a Policy or Procedure

1. Use this template. This template is made available by the ICP Secretary.
2. Write your policy or procedure.
3. Submit the document to the ICP Board for approval.
4. If the policy or procedure is approved, provide an electronic copy to the ICP Secretary.
5. The ICP Board will assign a number and file the document as described below.

1.4.　　Method to Modify a Policy or Procedure

1. Submit the proposed change in writing to the Board for approval.
2. If the change is approved, provide the ICP Secretary with an electronic copy of the changed document.
3. The ICP secretary will change the revision letter of the document and file the document as described below.
4. In the event of a revision, the "Board Approval Date" in the Control Information shall remain the initial approval date. Revision dates will be recorded in "Revision History" under the Control Information section.
5. This document format will be used as the standard format.

1.5.　　Numbering System

The ICP Board will assign titles, document numbers, and revision letters based on the following:

1. Titles:

    ○ PolicyX##### – Policies are defined as a document that provides management principles or instruction to the school staff from the Board of Directors. Examples are how to hire personnel or approve expenditures.

    ○ ProcedureX##### – Procedures are defined as a document that provides instruction to carry out a task at either the Board or school level. Examples are how to perform an internal financial audit (ICP) or how to conduct a fire drill (MCCS).

2. Policy and Procedure prefix letters are assigned according to the following categories:

DOCUMENT PREFIX #	CORRESPONDING CATEGORY	PERSONS CONSULTED/NOTIFIED*
G#####	School Governance	ICP, ED, HT, AA, SC, FM, T, NCT
S#####	School and Student Safety	ICP, ED, HT, AA, SC, T, NCT
PR#####	School and Community Relations	ICP, ED, AA, CM
F#####	Financial	ICP, ED, FM
HR#####	Staff and Hiring	ICP, ED, HT, AA, SC, T, NCT
ST#####	Students and Families	ICP, ED, HT, AA, SC, T, CM

* Definition of Entities:

- ICP – Inavale Community Partners Board of Directors

- ED – Executive Director

- HT – Head Teacher

- AA – Administrative Assistant

- FM – Financial Manager

- SC – School Counselor

- T – Classroom Teachers

- NCT – Non-classroom Teachers and Instructional Aides

- CM – Families, volunteers, and community stake holders

3. Document numbers are assigned in chronological numerical order. For example, if the last policy created was X00043x, then a new policy, regardless of prefix category, would be X00044x.

4. All new documents receive the revision letter "a". When the board approves a revision to a document, the new revision letter will be the assigned according to chronological alphabetic order. For example, an approved revision to ProcedureX#####c would appear as ProcedureX#####d.

1.6.   Physical Storage Location

1.6.1.   Location

A notebook will be kept in the Muddy Creek Charter School Office with the most current versions of policies and procedures. The Administrative Assistant will print a copy of the document and file it in the notebook in the office as well as update the log. The MCCS Administrative Assistant will keep a current log of titles, document numbers, and revision numbers.

1.6.2.   Conflict between electronic version and the physical file.

In the event that the versions in the electronic storage and physical storage location do not match, the version with the most recent revision date shall be considered the current approved version. In this event, the revision letter should be verified by reviewing the ICP board meeting minutes to determine whether the ICP board approved it.

1.7.   Electronic Storage

1.7.1.   Location

The location of the files shall be on the Muddy Creek Charter School website and the "MCCS" file in Google Docs (made available by the ICP Secretary). Obsolete or previous revision documents shall be preserved on Google Docs and saved for future reference.

1.7.2.   Filing new or revised documents and previous versions

1. The ICP Secretary is responsible for filing, storing and posting new or revised policies or procedures and previous versions. The ICP Secretary may delegate these tasks as appropriate.

2. A newly created and approved policy or procedure will be saved in editable form and uploaded to Google Docs. A PDF of the new document

will be uploaded to the "Policy & Procedure" page of the MCCS website. The new document title will be added to the "Policy and Procedure Review Schedule" (see 1.11.2). The Last Review date for that document will be the Board Approval Date.

3. A revised policy or procedure will be saved in editable form and uploaded to Google Docs. A PDF of a revised document will be uploaded to the "Policy & Procedure" page of the MCCS website to replace the previous version of that policy or procedure. Previous version will be removed from the website. When a policy or procedure is reviewed or revised, the date of Last Review and the date of the next Scheduled Review will be updated in the "Policy and Procedure Review Schedule" (see 1.11.2).

4. A PDF of the previous version of a policy or procedure will be moved from the "Current" folder to the "Previous Versions" folder in the MCCS file in Google Docs, and retained as a record. The editable form of the document will be discarded.

5. Refer to Policy G00039 "Document Destruction and Retention Policy" to determine how long a given document should be retained as record.

1.7.3. File naming convention

The convention will be: X#####x.doc or X#####x.pdf, where 'X' is the prefix letter, '#####' is the policy number and 'x' is the revision letter of the document.

1.8.   Notification of Corvallis School District

A list of approved policies and procedures and their revisions shall be included in the Annual Report to the Corvallis School District.

1.9. Consultation and Notification of Affected Staff, Board Members, and Community Members

1.9.1. Consultation and Notification Guidelines

When a document is reviewed, revised or created, affected persons should be consulted and notified. Refer to the "Consult and Notify" section located in the "Control Information" table of each document to determine which persons need to be consulted and notified. The table in 1.5 section 2 also provides a general guideline of persons to be consulted and notified per document category.

1.9.2. Process of Notification

Persons to be Notified	Accountable	Responsible	Process
ICP, ED, HT, AA, FM	ICP Board	ICP Secretary	Send copies of new or revised policies or procedures via email; circulate Notification Record
SC, T, NCT	ICP Board	AA	Send copies of new or revised policies or procedures via email; circulate Notification Record
CM	ICP Board	AA	Send copies of new or revised policies or procedures via email

1. Definitions:

    Accountable – The person or group accountable is the decision maker on method and outcome.

    Responsible – The person or group responsible performs the task.

2. Process for Notification Record circulation:
    - When a policy or procedure is created or revised, the attached Notification Record will be routed to the appropriate persons.
    - Each person will sign and date the Notification Record.
    - The Notification Record will be stored behind each policy or procedure in the physical storage location.

1.10.   Creation of Records

If a policy or procedure generates a record (other than the Notification Record), the policy or procedure that generates the record must indicate where the record is to be filed.

1.11.   Method to Document Review of Policies and Procedures

Adherence to policies and procedures is critical to maintaining organizational consistency and reducing risk of liability. Periodic review of all policies and procedures is an essential step to ensuring that these documents adequately meet the needs of the school and comply with all current legal requirements.

1.11.1. Review Process

All policies and procedures should be reviewed at least once every two years. Under some circumstances, certain policies or procedures may require more frequent review. The ICP Board is responsible for facilitating the review process.

1.11.2. Documentation of Policy and Procedure Review

A comprehensive list of all current policies and procedures will be maintained in the "Policy and Procedure Review Schedule". For each policy and procedure listed, the date of Last Review and date of the next Schedule Review is recorded. The "Policy and Procedure Review Schedule" document will be available in the MCCS file in Google Docs.

NOTIFICATION RECORD

Policy / Procedure Name_____

I have received a copy of the policy/procedure and understand that I am responsible for adhering to this policy/procedure as it pertains to my role at MCCS:

Name (Printed)	Signature	Date