

Policy Management Policy

Field Name	Field Description
Policy Name	Policy Management Policy
Policy Group	Policy Policies
Policy Date	01/09/2017
Approval Date	01/09/2017
Contact(s)	Mark Barney
Purpose	This policy will provide guidelines for creating, updating, and removing policies.
Document Owner	Board Secretary
Applicable To	Board of Trustees
Process Responsibility	Board Secretary
Review Date	01/01/2022
Definitions	
Version History	01/09/2017 V1.0 Initial Version
Audit Process	
Policy	<p>Policy Submission/Creation</p> <ol style="list-style-type: none"> 1. A policy may be suggested by any member of the school community, but only a board member acting as sponsor may submit a policy for consideration by the whole board. 2. A policy must be submitted in the form specified in the Policy Format and Fields Policy (see references). 3. The Board Secretary will receive and check the policy for form and completeness, and pass it to the Governance Committee for review. 4. The Governance Committee will review the Policy against state law, the school's vision and charter, and existing policy, and determine if the policy is valid. <ol style="list-style-type: none"> a. If the policy is valid the Governance Committee will schedule the policy for review by the whole board. b. If the policy is invalid, the Governance Committee will notify the Board Secretary. <p>Policy Review</p> <ol style="list-style-type: none"> 1. Policy must be periodically reviewed to ensure they are keeping up with the development of the school. 2. Each policy must have a review date. 3. It will be the responsibility of the Board secretary to identify and assign policies for review as these dates approach.

	<p>4. Policies which require updates must be re-submitted for board review, in the same manner as a new policy.</p> <p>Policy Updates/Modifications</p> <p>1. A policy will be considered modified if the any of the field save the following are modified as part of a review: Review Date, Version History, and Associated Policies.</p> <p>Policy Removal</p> <p>1. If any policy is, upon review, found to be invalidated by, for example, changes in state law, eliminations of the roles responsible for enforcement, etc. then policy should be submitted for removal in the same manner as a new policy.</p>
Action Plan for Policy Violation	Any policy not meeting any part of this policy must be re-submitted as a new policy.
Associated Policies	Policy Format and Fields Policy