

Policy Format and Fields Policy

Policy Group	Policy Management
Policy Date	12/12/2016
Approval Date	01/09/2017
Contact	Mark Barney
Purpose	Implementing policy templates ensures complete information, consistent presentation, and accountability in policy management.
Document Owner	Board Secretary
Applicable To	Policy Submitters, Trustees
Process Responsibility	Board Secretary, Policy Task Force
Valid Through	12/12/2017
Definitions	None
Version History	12/11/2016 - Version 1.0 Initial Presentation
Policy	<ol style="list-style-type: none"> 1. All new or revised policies submitted to the PSCS Board of Trustees for approval must be in the form defined by the then current version of the policy template document <i>PSCS Policy Template</i> located in the /PSCS Board Resources/Policy Management folder. 2. The Policy Template must consist of the fields provided Appendix A, and abide by the requirements there listed. 3. Changes to the fields/definitions in Appendix A, and subsequent edits to the template, require Board Approval. 4. Changes to the document's layout/format will NOT require board approval. However, such changes must be made to all current, active, policies.
Audit Process	<ol style="list-style-type: none"> 1. Upon approval of this policy, the Policy Task Force under the direction of the Board Secretary will reformat all existing policies into the approved format. 2. The Board Secretary is thereafter responsible for ensuring that all policies referred to the Board for approval are in the proper format.
Action Plan for Policy Violation	<p>In the event a document is found to be out of compliance, the Board Secretary shall</p> <ol style="list-style-type: none"> 1. Edit the document to bring it into compliance 2. Present the edited version to the Board for approval
Repositories	<p>Draft: /PSCS Board Resources/Policy Drafts Final (Electronic): PSCS Board Resources/Approved Policies Final (Paper):</p>
Associated Policies	Policy Management Policy

Appendix A

Field Name	Field Description	Restrictions
Policy Name	Title for this policy	Required
Policy Group	Policy group name - Policies may be grouped by subject allowing approval en masse, even though they are documented individually	Not Required
Policy Date	Implementation date	Required - May be pending or an actual date. May not be earlier than the approved date.
Approval Date	Date approved by the Board of Trustees	Required - Must be pending or an actual date. May not be later than the implementation date.
Contact(s)	Primary author(s) - This is the person or persons responsible for the text/content of the policy	Required
Purpose	Reason for the policy	Required
Document Owner	Organizational Role: The person currently playing this role is responsible for reviews and submission for approval of revisions of this policy	Required
Applicable To	Community member(s) subject to the policy (examples: Parents, Students, Trustees, Administration, Faculty, Staff, Vendors, Substitutes Teachers, etc.)	Required
Process Responsibility	Community members responsible for implementation/enforcement of this policy	Required
Review Date	Date by which this policy must be reviewed and, if necessary, revised	Required
Definitions	Clarification of policy terms	Required - May be "None"
Version History	List of changes over time in the form: Date, Version, Brief Change Description	Required
Audit Process	The means by enforcement of policy may be confirmed.	Required
Policy	Text of the policy	Required
Action Plan for Policy Violation	List of steps taken to resolve a policy violation in the form: Step Number, Org. Role. Step Description.	Required
Associated Policies	List of policies associated that impact, or are impacted by this policy.	Required - May be "None"