

## Title: Procedure for Creating, Modifying and Storing Policies, Procedures, and Important Documents.

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0001b
Supersedes	Policy 0001a
File Location	<a href="http://www.bethanycharter.org">www.bethanycharter.org</a>
Board approval date	August 1, 2005

### Revision History

Revision	Date	Revision Description	Originator
Draft	August 27, 2005	Initial release	M. Hazelton
A	June 5, 2006	1000a Amendments to policy	K. Buchheit
0001b	June 4, 2018	Amend	BCS board

## 1.1. Objective:

The objective of this policy is the following

1. Explain documentation control philosophy.
2. Define the procedure to create a policy, procedure, or record.
3. Ensure a system to track and easily find current policies, procedures, and records.
4. Define a format for policies, procedures, and records.
5. Define a numbering system for policies, procedures, and records.
6. Define a common physical storage location for policies, procedures, and records.
7. Define a common electronic storage location for policies, procedures, and records.

## 1.2. Documentation Control Philosophy

The Bethany 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 available consistently.
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 document**

1. Ask the secretary to provide this template.
2. Write your policy or procedure, or produce the record.
3. Submit the document to the board for approval.
4. If the policy or procedure is approved, provide an electronic copy to the secretary. In the case of a record, provide an electronic copy (if possible) to the secretary. If this is not possible, the secretary will note it in the log.
5. The secretary will assign a number and file the document as described below.

### **1.4. Method to modify a document**

1. Submit the proposed change to the board for approval.
2. If the change is approved provide the secretary with an electronic copy of the changed document.
3. The secretary will change the revision letter of the document and file the document as described below.

### **1.4.1 Adoption/Amendment/Suspension of Policies**

#### **1. Adoption/Amendment**

The adoption or amendment of Board policies shall be as follows:

Announcement and distribution of proposed new or revised policies as an item of information

Opportunity offered to concerned groups or individuals to react to policy proposals

Discussion and final action by the board on policy proposals.

The final vote to adopt or not to adopt shall follow by at least two weeks the meeting at which policy proposals are first placed on the agenda. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adoption resolution.

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies when such action is in the best interest of the school, a citizen, staff member or student.

## **2. Suspension**

The Board may suspend any policy, at any time when it is in the best interest of the school, a citizen, staff member or student. All such action requires an affirmative vote of at least 3 Board members.

## **1.5. Format**

This document format will be used as the standard format.

## **1.6. Numbering system**

The secretary will keep a log of titles, document numbers and revision numbers based on the following:

1. PolicyXXXXX – 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.
2. ProcedureXXXXX – A procedure is defined as a document that provides instruction to carry out a task at the school level. An example is how to operate the copy machine or how to conduct a fire drill.
3. KnowledgeXXXXX – Knowledge based documents are documents that capture key knowledge the school develops along the way that should be passed down to people involved in the school in the future. Examples are curriculum investigation results or reporting results of student assessment.

## **1.7. Physical storage location**

### **1.7.1. Location**

A notebook will be kept in the Bethany Charter School Office with the up to date policies and procedures. The BCS board secretary will print a copy of the document and file it in the notebook in the office.

### **1.7.2. Conflict between electronic version and the electronic file.**

In the event that the electronic storage version and physical storage version do not match, the physical version shall be considered the current approved version. The old revision documents should be eliminated.

## **1.8. Electronic storage**

### **1.8.1. Location**

The location of the files shall be on the Bethany Charter School Website. The BCS school secretary will update the website within 60 days of board approval of a new policy or changes in an existing policy. Obsolete or old revision documents shall be moved to an obsolete file and saved for future reference.

### **1.8.2. File naming convention.**

The convention will be: xxxxb.doc, where 'xxxx' is the policy number and 'b' is the revision letter of the document.

## **1.9. Notification of Silver Falls School District**

All approved policies and procedure documents are to be sent by the BCS school secretary to the Silver Falls School District.

## **1.10. Notification of Staff, Board members and Effected volunteers**

A copy of the policy, procedure or record shall be routed with a notification sheet that contains date, and signature of effected staff, board or volunteers.

## **1.11. Administrative Leeway in Absence of Board Policy**

In the situations which arise within the school where the Board has provided no guidelines for administrative action, the BCS School Administrator shall have discretion to act or not act, but the actions shall be subject to review by the Board at its regular meeting or a special meeting called for this purpose. It shall be the duty of the BCS school administrator to inform the Board promptly of such action and of the need for policy.