

Policy on Policies

Policy number	G-001
Category	Administration
Approval/Revision Date	July 1, 2011
Effective Date	July 1, 2011
Document Owner, Title	Chair, CFS Board
Version	1.0 (July 1, 2011)
Review Frequency	Annually
Approved By/Date	Board / July 1, 2011

PURPOSE

The purpose of this policy is to define the steps by which Cornerstone Family Schools (CFS) policies are promulgated. Through a consistent policy process and format, CFS can best ensure that policies are: consistent with CFS purpose, philosophy, and conduct goals; properly developed and regularly updated; easy to find, read and understand; and promote accountability, familial responsibility and the education and training of young men and women in the character and love of Christ.

DEFINITIONS

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS.

PROCEDURE

Every policy must be sponsored by either the Board or a Committee duly authorized by the Board. Each policy will follow the attached format (see Appendix A). Key information should be completed as follows:

Policy number: G, S, R, F, A, C, E then the sequential number of the policy

Category: Administration (G), Athletics (S), Fine Arts (R), Membership (F), Academic (A), Communications (C), or Events (E).

Approval/revision: [The date approved by the Board or Committee, as applicable]

Effective date: [the date policy becomes effective]

Document Owner, Title: [the position and body responsible for revision/review of the policy]

Version: [the version number of the policy]

Review Frequency: [how often the policy is to be reviewed (generally, at least annually)]

Approved By/Date: [the body that approved the policy and date it was approved]

Policy also should include the following sections: Policy Purpose, Definitions (as applicable), Procedures, and Related Policies (as applicable).

Committees may write, implement and approve their own policies provided that the policy does not conflict with CFS purpose, philosophy, and conduct goals and the Committee approves the policy by Committee vote. Policy that may affect activities outside the Committee's authority require the additional approval of the Board. The Board has final authority over all CFS policy decisions. Nothing in this policy limits or circumscribes in any way the power and authority of the Board to issue, amend, or revoke policies at any time.

Publication and Distribution of Policies

CFS members will be notified of new policies via the CFS website and group email (currently Google groups). Policy approval will be documented in the meeting minutes of the approving body. Approved policy will be provided to the CFS Librarian within 30 days of approval for posting to the official storage of policies (currently www.box.com).

Amendments/revisions to Policies

Document owners as listed in each policy are charged with keeping the policy up to date. Accordingly, the document owner should ensure appropriate review of the policy periodically, as necessary to assure that the policy reflects current CFS practice. Amendments/revisions must follow the same process outlined above for initial issuance.

VERSION HISTORY

Version	Description	Date
1.1	Changed the names of Categories to match new organizational chart. – k.brewster	1/22/2013

APPENDIX A

<TITLE>

Policy number	<as appropriate (see policy for list of categories) – sequential number of policy>
Category	<as appropriate – (see policy for list of categories)>
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PURPOSE

The purpose of this policy...

DEFINITIONS

<as applicable>.

PROCEDURE

<define as appropriate>

VERSION HISTORY

Version	Description	Date