



SCHOOL POLICY MONITORING AND CHANGE PROCESS

EFFECTIVE DATE: 04/01/2017

SOP 3.16

SIGNATURE:

A handwritten signature in black ink, appearing to be "A. J. ...", is written over a horizontal line.

PROPOSED BY: Director of Compliance

PURPOSE

The SCHOOL POLICY MONITORING AND CHANGE PROCESS ensures that the sponsor has the most current version of all school policies as passed by the school governing authority. The SCHOOL POLICY MONITORING AND CHANGE PROCESS provides the process of tracking and documenting in the Shared Drive when a school governing authority approves new or updated policies for compliance monitoring purposes.

SCOPE

The SCHOOL POLICY MONITORING AND CHANGE PROCESS applies to the Director of Special Projects and Office Manager and any other staff members who review board reports and collect board materials. See SOP 8.3).

PROCEDURE

The SCHOOL POLICY MONITORING AND CHANGE PROCESS includes the following to ensure the most current version of all policies are documented in the Shared Drive:

1. Office Manager ensures all board materials are collected and stored in accordance with SOP 8.3 on the Shared Drive.
2. Director of Special Projects creates and maintains a Board Policy Updates tracking spreadsheet.
3. Director of Special Projects reviews board reports and minutes on an ongoing basis and logs any new or updated policy that was approved by the governing authority.
4. Director of Special Projects confirms with Office Manager if CSS has already received updated policies noted in board reports and minutes.
 - a. If not yet received, the Director of Special Projects shall request copies of the new/updated policy from board counsel or school leader if not included in the board packets.



- 5.
6. Director of Special Projects will upload the new/updated policy into the appropriate Shared Drive folder and name the document according to the prescribed naming convention.
 - a. The “New-Updated Board Policies” folder will be located in the Shared Drive with folders noted by the Fiscal Year the policy was approved.
7. The Compliance team member responsible for collecting documentation for compliance reviews will review “New-Updated Board Policies” folder on the Shared Drive during the process of completing compliance reviews.

DOCUMENTATION/VERIFICATION

Location of documentation:

S:\Site Visits>20xx Site Visits>New-Updated Board Policies

Naming convention: School Name>[School Acronym]+ document name+FY20xx

Ex: AAS Policy- Attendance FY2017

DOCUMENT HISTORY

Orig. Date April 2017

Rev. Date July 2019

REVIEW AND APPROVAL

Reviewers of the SCHOOL POLICY MONITORING AND CHANGE PROCESS are as follows:

Reviewed by: Management Team:

Date: 07/03/2019

Approved by: President David L. Cash, Jr.

Date: 07/09/2019

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The SCHOOL POLICY MONITORING AND CHANGE PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.