

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

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
Policy #	SJS1000
Supersedes	None
File Location	
Board approval date	

Revision History

Revision	Date	Revision Description	Originator
A		Original	

1. Procedure for creating, modifying and storing policies, procedures and important documents.

1.1. Objective:

The objective of this policy is the following

1. Define the procedure to create a policy, procedure, or record.
2. Define a format for policies, procedures, and records.
3. Define a numbering system for policies, procedures, and records.
4. Define a common physical storage location for policies, procedures, and records.
5. Define a common electronic storage location for policies, procedures, and records.

1.2. Method to create or modify a document

1. Requests for new policies or modifications to existing policies will be added as an agenda item to the next regularly scheduled board meeting.
2. Policy review is a standing item on the SJSF board meeting agenda.

1.3. Format

This document format will be used as the standard format.

1.4. Numbering system

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

1. SJSXXXXX – for Policies and Procedures

Series	Category
SJS1000 to SJS1999	Charter school board
SJS2000 to SJS2999	Administration
SJS3000 to SJS3999	Certified staff
SJS4000 to SJS4999	Classified staff
SJS5000 to SJS5999	Pupil personnel
SJS6000 to SJS6999	Instructional policies
SJS7000 to SJS7999	Fiscal management
SJS8000 to SJS8999	Community/school relations

2. SJRXXXXX – for Records (e.g., 2001-2002 enrollment limits, annual budgets, etc.)

Series	Category
SJR1000 to SJR1999	Charter school board
SJR2000 to SJR2999	Administration
SJR3000 to SJR3999	Certified staff
SJR4000 to SJR4999	Classified staff
SJR5000 to SJR5999	Pupil personnel
SJR6000 to SJR6999	Instructional policies
SJR7000 to SJR7999	Fiscal management
SJR8000 to SJR8999	Community/school relations

3. SJKXXXXX – for knowledge-based documents

Series	Category
SJK1000 to SJK8999	??

1.5. Physical storage location

1.5.1. Location

Notebooks will be kept in the Sheridan Japanese School Foundation office, Sheridan Japanese School, and the Sheridan School District with the up to date policies and procedures. The secretary will print a copy of the document and file it in the notebook in the office.

1.5.2. Conflict between electronic version and the electronic file.

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

1.6. Electronic storage

1.6.1. Location

The location of the files shall be on the Sheridan Japanese School Foundation board computer located in the office. The secretary will store the electronic file in the location C:\board documents\policies and procedures. Obsolete or old revision documents shall be located in the following directory: C:\board documents\obsolete.

1.6.2. File naming convention.

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

1.7. Notification of Sheridan School District

All approved policies and procedure documents are to be sent to the Sheridan School District.