

Policy on Policies

Policy number	G-001
Category	Administration
Sponsor	Administration Ambassadors
Date of Approval (or Revision)	4/22/2023
Effective Date	5/8/2023
Version	1.2
Review Frequency	Annually

PURPOSE

The purpose of this policy is to define the steps by which Cornerstone Family Schools (CFS) policies are promulgated (announced, published, and archived). 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: (format, writing, promulgation, revisions)

1. Format:

Each policy will follow the following format (see Appendix A):

Policy number: G, S, R, F, A, C, or 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).

Sponsor: The position or body who presented the policy or policy revision and will be responsible for reviewing it.

Date of Approval (or Revision): The date this version was approved by the Board or Committee.

Effective date: The date policy becomes effective, which should be approximately a week after announcement.

Version: The version number of the policy, beginning with 1.0 and incrementing in tenths unless significantly rewritten, in which case it may increment in whole numbers.

Review Frequency: How often the policy is to be reviewed, usually annually.

Policy also should include the following sections: **Policy Purpose, Definitions** (as applicable), **Procedures, Related Policies** (as applicable), and **Version History** (which may include purpose of changes to inform future policy revisions and the name of person who wrote the revision in case of future inquiry).

2. Writing of Policy:

Every policy must be sponsored by either the Board or a Committee duly authorized by the Board. 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 and has the responsibility of announcing and archiving all CFS policy. Nothing in this policy limits or circumscribes in any way the authority of the Board to issue, amend, or revoke policies at any time. In other words, committees are entrusted with the care of their volunteer areas, but the Board serves the well-being of the entire CFS organization and may need to alter, adapt, or change committee policy to ensure the health of the entire organization.

3. Promulgation of Policies:

Within 30 days of new or revised policy and before the effective date, the Communications Ambassadors will notify the CFS membership via group email or board brief and the Administration Ambassadors will ensure the policy is updated on the website as a PDF, noted in the board minutes, and archived in Word or another editable document format in www.box.com. The CFS policies and Statement of Belief are public and may be viewed on the website.

4. Amendments/Revisions to Policies

Policy Sponsors are charged with keeping the policy up to date as necessary to assure the policy reflects current CFS practice. Amendments/revisions must follow the same process of approval as outlined above for the initial issuance.

VERSION HISTORY

Version	Description	Date
1.0	Original	7/1/2011
1.1	Changed the names of Categories to match new organizational chart. -Brewster	1/22/2013
1.2	Deleted second “approved by” date, changed owner to sponsor, outlined sections, and detailed the Board’s role in approving, announcing, publishing, and archiving policy. -Riddle	4/22/2023

APPENDIX A

<TITLE>

Policy Number	G, S, R, F, A, C, or E then the sequential number of the policy (Example: G-001, then G-002, G-003, etc.)
Category	Administration (G), Athletics (S), Fine Arts (R), Membership (F), Academic (A), Communications (C), or Events (E).
Sponsor	Board Ambassadors or Committee (ex. Administrative Ambassadors)
Date of Approval (or Revision)	Month/day/year (ex. 7/1/2011)
Effective Date	Month/day/year (ex. 7/1/2011) Note: date should be after announcement
Version	1.2
Review Frequency	Annually

PURPOSE

DEFINITIONS

RELATED POLICY

PROCEDURE

VERSION HISTORY

Version	Description	Date
1.0	Brief -Author	Month/day/year
1.1	Clarification-Author	Month/day/year