



Snake River Montessori School
nurturing potential

Preschool Kindergarten Elementary
2970 E. 1st Street Ammon, ID 83406 (208) 524-4730

POL -01 Rev. 03

Policy on Policies and Procedure

Purpose

The purpose of this policy is to provide a consistent framework for SRMS Policies and Procedures. Where appropriate, the implementation of policy is addressed in the associated SRMS procedures.

Responsibility

The Board of Directors is responsible for establishing new policies, review and approval of current policies. The Head of School with concurrence from the Board is responsible for creating, amending and implementing procedures.

Description

This policy shall provide an outline for the consistent formatting of both the policy and the procedural steps that are necessary to enforce or comply with the associated policy.

Approval

Kari Lasco-Sanders
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: May 16, 2012
Revised Date: May 4, 2015
Review Date: April 2024
Next Review Date: April 2027



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Components

SRMS policies shall have five primary components:

1. Identifier: SRMS policies and procedures shall be identified with a unique number and revision designator as indicated below:

The policies identifier shall be in the form of POL-XX, REV. YY and the procedure identifier shall be in the form of "Procedure".

- i. "POL" indicates a policy
- ii. "PROCEDURE" indicates a procedure
- iii. "XX" is a number that uniquely identifies the policy and its associated procedures.
- iv. "YY" is a revision identifier.

2. Purpose: A concise statement of what the policy or procedure is intended to address, with its accompanying rationale. This section should also describe the scope over which the policy applies.

3. Responsibility: A statement of who is responsible for implementation.

4. Description: A concise description of what is intended. It should be clear what resources will be provided to implement the policy. If applicable, it should include measures to evaluate the policy's effectiveness. A procedure shall accompany the related policy and describe the method to accomplish the related policy.

5. Approval: An indication of approval of the policy by an authorized representative of the Board, along with the approval date, a revision date (if necessary) and a review date.

Policy Notifications

It is critical that parents and staff have a role in reviewing and advising the Board on SRMS policies. Proposed policies or changes to policies must therefore be announced in writing, individual notices or a general notice in a conspicuous and regular location, with a minimum of ten (10) school days for review.



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Policy Review, Revision, and Expiration

In order to ensure that adopted policies remain relevant and necessary, they should be reviewed every three years. Policies which have been given an expiration date shall be reviewed by the Board prior to their expiration for continued applicability. Policies which extend past their expiration date are still in effect unless the Board votes to expire them.

Procedure Format

The Head of School shall implement a procedure on the preparation of procedures that provides a standard format for all SMRS procedures.

Document Control

The SRMS office shall maintain an approved master copy of each policy and any associated procedures. This copy shall be the “controlled copy” and shall be considered definitive. Copies made from the controlled copy are not controlled and shall be used for convenience only. The Head of School shall control distribution of native electronic files (original electronically-alterable files) for policies and procedures.

The Head of School shall keep a printed copy of all policies and procedures in the SRMS main office for examination by any parent or staff member. SRMS will provide printed copies for staff or parents upon request. Electronic copies of policies and procedures may be provided electronically in portable document format (.pdf).

The Head of School shall maintain an archive of all adopted policies and associated procedures and subsequent revisions (previous policy and current).

Conflict

In the case of a conflict between a policy and the articles of incorporation, SRMS by-laws or contractual agreements, the latter documents shall prevail. If a policy conflicts with a procedure, the policy shall prevail.