



**Policy Number: 405 OLA**

**Series:** 400 (Miscellaneous)  
**Policy Title:** Format for Policy Creation, Review and Approval  
**Effective Date:** November 15, 2012  
**Version:** 1.0

### **1.0 Purpose**

The purpose of this document describes the standardized process and format in which all policies at Our Lady of the Angels School should be written using the agreed Policy Template. This document also describes the review and approval process.

### **2.0 Applicability**

This policy applies to documents that are written to standardize the management and processes associated with activities conducted and rules to be followed within Our Lady of the Angels School.

### **3.0 Policy**

#### **3.1 Policy Creation**

- 3.1.1 Determine what policies need to be documented. Those policies should then be written by individuals knowledgeable with the activity and the organization's internal structure.
- 3.1.2 Policies should be written in a concise, step-by-step, easy-to-read format. The information presented should be unambiguous and not overly complicated.

#### **3.2 Template Completion Instructions**

- 3.2.1 Use the template for creation of all new policies or for new versions of existing policies.
- 3.2.2 Header Information Section. This section includes the Series, Policy Title, Effective Date and Version
- 3.2.3 Purpose Section. This section describes the reason for the policy.
- 3.2.4 Policy Section. This section includes the specific steps and particular responsibilities for implementation of the Policy.
- 3.2.5 Reference Section. This section includes all applicable Harrisburg Diocesan Policies or other applicable references.
- 3.2.6 Signature Section. Pastor signatures indicate controlled copies and allow implementation.
- 3.2.7 Footer Section. This section includes the pagination, review or change date, description of change, who approved the policy and the scheduled revision date.
- 3.2.8 Do not delete any headers or sections. If the section does not apply, insert "Not Applicable".
- 3.2.9 For the document, use 12-point Time New Roman font. All computers can read this font.

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### 3.3 Numbering System for Policies

3.3.1 Policies are organized into categories of related topics for ease of reference. This will prove a value reference tool for individuals unfamiliar with the policies. Each number will be followed by OLA (Our Lady of the Angels) to be used with the numbering system.

Category	Numbering System
Students	100 OLA
Personnel	200 OLA
Finance	300 OLA
Miscellaneous	400 OLA

3.3.2 Assign numbers to each policy in the order you have organized them. Use any many digits as necessary for uniformity (e.g., 101 OLA, 102 OLA).

### 3.4 Paragraph Numbering System

3.4.1 Use a paragraph numbering system. A paragraph numbering system allows each paragraph to be cited easily.

### 3.5 Version Number

3.5.1 Substantial Changes: Policy version numbers will be incremented by a whole version number for substantial changes (e.g., 2.0, 3.0). Substantial changes include changes to a policy that directly impact or change the policy or practice.

3.5.1.1 Substantial changes to a policy require the Board to vote and adopt the policy.

3.5.2 Administrative Changes: Policy version numbers will be incremented using decimal points for administrative changes (e.g., 2.1, 2.2). Administrative changes are simple changes that do not substantively affect the policy or process. Examples of such changes are changes to titles, review dates, changes to references.

3.5.2.1 A motion to approve the Administrative Changes will be conducted by quorum. The motion can come from anyone on the board, and it requires a second motion.

### 3.6 Policy Review

3.6.1 Each draft Policy will be reviewed by one or more of the Our Lady of the Angels School Board members.

3.6.2 Issues will be addressed at work group meetings or School Board meetings.

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### 3.7 Policy Approval

3.7.1 Once the Policy has been reviewed and approved by Our Lady of the Angels School Board, the policy/policies will be forwarded to the Pastors of Holy Trinity Church and Saint Peter Church for signature.

### 3.8 Periodic Review of Policies

3.8.1 Policies will be reviewed at least every three years.

3.8.2 The periodic review date will be documented in the footer.

3.8.3 Any amendment, no matter how minor, requires a new version of a Policy to be produced. Refer to Section 3.5 of this Policy.

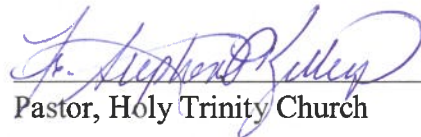
3.8.4 Amended policies must undergo review and approval as per Sections 3.6 and 3.7.


### 3.9 Location and Dissemination of Policies

3.9.1 Controlled copies of policies will be clearly identified by the Pastors signatures and will be located on the Our Lady of the Angels website (as applicable) so that they are freely available to the public.

## 4.0 References

4.1 Not Applicable.

  
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Pastor, Holy Trinity Church

  
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Pastor, Saint Peter Church

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