

T R W S  
Policies and Procedures

Master Index

Updated Sep 2009

| Policy/Procedure Number | Policy or Procedure Title            | Committee/Body responsible for Policy or Procedure | Date last reviewed? (month/year) | Cmtees/Bodies with review need or authority | Changes made? | Review Completed? Date | Related documents? |
|-------------------------|--------------------------------------|--|----------------------------------|---|---------------|------------------------|--------------------|
| faculty-1               | Curriculum and Assessment Policy     | Faculty  | Apr-09                           | Council/Faculty                             |               |                        |                    |
| faculty-2               | Healthy Class-size Policy            | Faculty  | Apr-09                           | Council/Faculty                             |               |                        |                    |
| faculty-3/a             | Conflict Resolution P& P             | Faculty  | May-09                           | Community                                   |               |                        |                    |
| faculty 4               | Draft Clothing Policy                | Faculty  | Jan-99                           | Council/Faculty                             |               |                        |                    |
| faculty-5               | Probationary Period Policy           | Faculty  | Jan-09                           | Council/Faculty                             |               |                        |                    |
| faculty-b               | Disiplinary Procedures               | Faculty  | Jan-99                           | Council/Faculty                             |               |                        |                    |
| faculty-6               | Discipline Policy                    | Faculty  | Jan-99                           | Council/Faculty                             |               |                        |                    |
| council-1               | Research Policy                      | Board  | Jan-99                           | Board/Council                               |               |                        | Co-a               |
| council-a               | Research Request Procedure           | Board  | Jan-99                           | Board/Council                               |               |                        | Co-1               |
| cnc form-1              | Research Invest.Stmt.& Instr.App Frm | Board  | Jan-99                           | Board/Council                               |               |                        | Co-1, Co-a         |
| facilities-1            | Donation Acceptance Policy           | Caretaker  | Mar-09                           | Facilities                                  |               |                        | Fa-a, FFrm1        |
| facilities-a            | DonationsAcceptanceProcedure         | Caretaker  | Mar-09                           | Facilities                                  |               |                        | Fac-1              |
| facilities-2            | Buildings Rentals Policy             | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-b, ffrm-3      |
| facilities-b            | Buildings Rentals Procedure          | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fa-2, ffrm-3       |
| facilities-3            | Door Key policy                      | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-c              |
| facilities-c            | Buildg. Safety & Security Procedure  | Caretaker  | Jan-09                           | Facilities                                  |               |                        | Fac-3              |
| facilities-4            | Maintanance Requests Policy          | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac form-2         |
| facilities-d            | Physical Changes Procedure           | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-5              |
| facilities-5            | Physical Changes Policy              | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-d              |
| faci-form 1             | Donations Acceptance Form            | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-1, Fac-a       |
| faci-form-2             | Maintanance Request Form             | Caretaker  | Jan-09                           | Caretaker                                   | yes           |                        | Facil-4            |
| faci-form-3             | Rental Agreement & Application       | Caretaker  | Feb-09                           | Facilities                                  |               |                        | Fac-2, Fac-b       |
| HR-1                    | Staff Intentions Policy              | HR   | Feb-09                           | HR/Council                                  |               |                        | HR frm-2           |
| HR-2                    | Employee Exit Interview Policy       | HR   | Feb-09                           | HR/Council                                  |               |                        | HR frm-1           |

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|           |                                      |           |                       |               |
|-----------|--------------------------------------|-----------|-----------------------|---------------|
| HR-3      | HR PTO Policy                        | HR        | Feb-09 HR/Council     |               |
| HR-4      | Employee Misconduct Policy           | HR        | Feb-09 HR/Council     |               |
| HR-5      | Substitute defin. & pay rates        | HR        | Feb-09 HR/Council     | Bs-5c.,frm-2  |
| HR-form-1 | Employee Exit Interview Form         | HR        | Feb-09 HR/Council     | HR-2          |
| HR Form-2 | HR Staff Intentions Form             | HR        | Feb-09 HR/Council     | HR-1          |
| bus-1     | Reduced Price HotLunch Policy        | Bus. Mgr. | Sep-09 Finance        | Bus-a         |
| bus-a     | Reduced Price Hot Lunch Procedure    | Bus. Mgr. | Sep-09 Finance        | Bus-1         |
| bus-2     | Sibling Discount Policy              | Bus. Mgr. | Sep-09 Finance        | bus-5c bus-7  |
| bus-b     | Budget Procedure Guidelines          | Bus. Mgr. | Sep-08 Finance        |               |
| bus-3     | Tuition Adjustment Policy            | Bus. Mgr. | Dec-09 Finance        | bus-4         |
| bus-4     | Order Of Bus. Offic. Discounts       | Bus. Mgr. | Sep-08 Finance        | bus-7, bus-2  |
| bus-5c    | Payroll Policy & Procedure           | Bus. Mgr. | Jun-09 Finance        | bus-2,7 Frm-6 |
| bus-6     | Payment Plan Policy                  | Bus. Mgr. | Jun-09 Finance        |               |
| bus-7     | Employee Tuition Remission Policy    | Bus. Mgr. | May-09 Finance        | bus-2 bus-4   |
| busform-1 | Tax Deduction Donation Form          | Bus. Mgr. | Jan-99 Finance        | fac-1, fac-a  |
| busform-2 | Payroll Timesheet Due Dates 09-10    | Bus. Mgr. | Jan-09 Finance        | bus-5c        |
| busform-3 | Month-End & Year-End Checklist       | Bus. Mgr. | Jan-09 Finance        |               |
| busform-4 | Tuition Contract 09-10               | Bus. Mgr. | Jan-09 Finance        |               |
| busForm-5 | Restricted Funds 09-10               | Bus. Mgr. | Jan-09 Finance        |               |
| busForm-6 | Payroll Blank Timesheets             | Bus. Mgr. | Jan-09 Finance        | bus-5c Form-2 |
| pa-1      | Duties of PA Officers Policy         | PA        | Mar-09 Parent. Assoc. |               |
| pa-a      | PA Election Procedure                | PA        | Mar-09 Parent. Assoc. |               |
| pa-2      | PA Elections Policy                  | PA        | Mar-09 Parent. Assoc. |               |
| pa-b      | PA Volunteer Recognition Procedure   | PA        | Mar-09 Parent. Assoc. |               |
| pa-3      | PA Meetings Policy                   | PA        | Mar-09 Parent. Assoc. |               |
| pa-4      | PA Blog Policy                       | PA        | Mar-09 Parent. Assoc. |               |
| pa-5      | PA Finance Policy                    | PA        | Mar-09 Parent. Assoc. |               |
| pa-6      | PA Fundraisers Policy                | PA        | Mar-09 Parent. Assoc. |               |
| pa-7      | PA Policy & Procedures Review Policy | PA        | Mar-09 Parent. Assoc. |               |
| pa-8      | PA Volunteer Recognition Policy      | PA        | Mar-09 Parent. Assoc. |               |
| dev-1     | Volunteer Use of Aftercare Policy    | EME       | Mar-09 EME            |               |

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|-----------|--|-------|--------------------|------------|
| dev-a     | Dev/EME Idea Approval Procedure        | EME   | Mar-09 EME/Develop | DeEMEfrm-1 |
| dev-2     | Appeals, Donations & Solicitations Pol | EME   | Mar-09 EME/Develop | fac-1afm-1 |
| dev-b     | Community Coffees Procedure            | EME   | Mar-09 Development |            |
| dev-form1 | Dev/EME Project Planning Form          | EME   | Mar-09 EME/Develop | Dev-a      |
| brd-1     | Board Handbook                         | Board | Mar-09 Board       |            |

P &P Definitions

Policy Worksheet

Procedure Worksheet

Policy Template

Procedure Template