

Title: Process for Documenting the Review of Policies and Procedures

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Procedure0006
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	No date given

Revision History

Revision	Date	Revision Description	Originator
A	9/22/05	Initial release	Karyn Buchheit

1.1. Objective:

The objective of this policy is the following:

1. Explain the purpose for this document.
2. Define the process for documenting the review.
3. Define accountability map.

1.2. Purpose of this Document:

The purpose of this document is to ensure proper personnel are aware of and have reviewed policies and procedures important to their work at the school. Staff, volunteers, board members, and students may need to participate to ensure that policies and procedures have been reviewed.

1.3. Process for Documenting the Review Process:

1. Each policy or procedure, including Attachment A, will be routed to the appropriate staff, board members, or volunteers.
2. Each person will sign and date Attachment A.
3. Attachment A will be stored behind each policy in the physical storage location.

Attachment A- Process for Documenting Review of Policies and Procedures.

Policy / Procedure

Name_____

I have read and understand this policy / procedure:

Name (printed)

Signature

Date