

## Title: Process for Documenting the Reading of Policies and Procedures

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Procedure0006b
Supersedes	Procedure0006
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### Revision History

Revision	Date	Revision Description	Originator
A	9/22/05	Initial release	Karyn Buchheit
B	9/12/2022	Revisions	K. 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.

## 1.2. Purpose of this Document:

1. The purpose of this document is to ensure proper personnel are aware of and have read BCS policies and procedures important to their work at the school.
2. Staff, volunteers, board members, parents and students may at different times be asked to read policies and/or procedures that are relevant to a situation.
3. All BCS staff are encouraged to read all BCS policies and procedures at least every other year.
4. BCS Board Members will read and review all BCS policies and procedures as indicated in Board Policy Review Procedure 0010b.

## 1.3. Process for Documenting the Review Process:

1. The BCS Administrator will check yearly with all BCS staff to verify which BCS policies and procedures that the individual staff member has read that year.
2. In the case of a particular situation arising, the BCS Administrator will generate a list of BCS policies and/or procedures to be read that pertain to the situation. This list will go to all individuals involved in the situation.