

**Title: Process for Documenting the Creation and Review of Policies and Procedures.**

**Control Information**

| <b>Control Item</b> | <b>Details</b> |
|---------------------|----------------|
| Owner/Curator       | Kathy Tate     |
| Policy #            | SJS1002        |
| Supersedes          | None           |
| File Location       |                |
| Board approval date |                |

**Revision History**

| <b>Revision</b> | <b>Date</b> | <b>Revision Description</b> | <b>Originator</b> |
|-----------------|-------------|-----------------------------|-------------------|
| A               |             | Initial Release             | Kathy Tate        |
|                 |             |                             |                   |



## **1. Process for Documenting the Creation and Review of Policies and Procedures**

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### **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:**

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.

### **1.3. Process for Documenting the Creation and Review Process**

1. Each policy or procedure, including Attachment A, will be routed to the appropriate parties.
2. Each person will sign and date Attachment A.
3. Attachment A will be stored behind each policy in the physical storage location.
4. The document review sheet shall be completed no later than the 2<sup>nd</sup> staff meeting from the release date.

