

**TITLE**

Type: (Board Policy, ISP Policy, ISP Procedure, Operational Policy, Operational Procedure)

Code: (Board Policies are letters – AB, ISP are numbers ISP 1015, ARC are numbers, etc)

Effective Date:

Date Last Reviewed/Updated:

Category or Department Responsible: (Human Resources, Business Office, ITS, Board of Education, etc.)

Contact Information: responsible party job title, email, and phone number

**PURPOSE**

Text goes here.

This could include, but not limited to:

* Introduction
* What is the purpose of this policy
* Why this policy is important
* Who needs to know and understand this policy or who does this policy apply to

**BODY OF POLICY**

Text goes here.

This could include, but not limited to:

* The narrative of the policy
* Policy statement
* Definitions
* Standards
* Scope
* General Provisions
* Exceptions & Conditions
* Legal Compliance
* Rules
* Criteria
* Examples
* Steps to follow
* Approvals Needed
* Consequences
* Who is responsible for enforcing
* How one can file a complaint
* How one can appeal the policy

**RELATED POLICIES, PROCEDURES, AND REFERENCES**

Text goes here.

This could include, but not limited to:

* List other policies or procedures that go with this policy
* Legal References
* Cross Reference with other policies

END OF POLICY