



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
