Policy Name: [Insert Policy Name]

Purpose: [Outline context, scope and purpose of the policy. Clearly state what the policy is intended to achieve.]

1. State whether this is a new or updated policy. When updating a policy, include a copy of the current version.
2. Describe the events, conditions, problems, and/or conflicts that led to this policy. Why is this policy necessary?
3. State the legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.

Policy: [Clearly state the position of the organization in relation to each relevant aspect of the issue. Concise explanatory notes can be included with each policy statement if necessary to assist future review.]

1. Outline the requirement(s) this policy will place on the organization.
2. Indicate the scope of the policy.
3. Identify the organization entities to which this policy applies (District, Program, school, etc.).
4. Identify the advantages this policy will bring to the organization.
5. At a high level, but precisely, state the way(s) this policy will solve the problem and/or conflict.
6. Outline procedures this policy requires of the community in order to deliver the solution.
7. Name the operations that will be affected.
8. Identify the resources (human, financial, physical, operational, technological, and other) needed to implement and maintain compliance with this policy.
9. Identify any changes to culture and/or behaviors that may be involved.
10. Indicate the compliance mechanisms that exist or will need to be created.

Authority: [Identify relevant legislative requirements, organization policies, and strategies.]

Definitions: [A statement of meaning that clarifies the term, acronym, or jargon within the context of the policy.]

Responsibility: [Position responsible for maintenance of the policy.]

Related Documents:
- Regulations
- Guidelines
- Procedures

Review Date: [Set timeline for next review.]

History:
- Date of Adoption: [Date]
- Date of Implementation: [Date]
- Date & Subject of Revisions: [Date. Reference to aspects amended.]