

Policy Number: F-01	Review Date:
Original Date: Oct. 18, 2016	Revision Date:
Effective Date: Oct. 18, 2016	Revision Approval Date:
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: Oct. 3, 2016	
Board of Directors Approval Date: Oct. 18, 2016	

Title: **Drafting and Formatting Policy**

Policy: Policies for West Deanery Unified Catholic Schools (WDUCS) must follow a standard format. All policies must be consistent with the Archdiocese of Indianapolis standards, WDUCS Bylaws, and utilize Franciscan values in their development.

Purpose: WDUCS is committed to communicate policy and procedures governing its actions. It is our goal to:

1. have all policies clearly written, understandable and accessible to members of the community
2. establish a formal mechanism to create, approve, rescind, and periodically revise policies and procedures, including a format and reference numbering system
3. create a repository for approved policies

Scope: Applies to anyone responsible for creating, distributing or revising policy.

Procedure:

1.0 Application

- 1.1 Utilize policy template.
- 1.2 Policy Number: classifying and assigning a policy number is the responsibility of the President.
- 1.3 Original Date: date of original policy
- 1.4 Effective Date: record date the policy becomes effective.
- 1.5 Prepared by: identify person(s) or committee formulating the policy.

- 1.6 Board of Directors Committee Approval Date: record the approval date from the Board of Directors Committee.
- 1.7 Board of Directors Approval Date: record the approval date from the Board of Directors.
- 1.8 Review Date: record review date.
- 1.9 Revision Date: record revision date.
- 1.10 Revision Approval Date: record the approval date from the Board of Directors.

2.0 **Definitions**

- 2.1 Title: is the primary means of identifying, locating and referring to a policy. It should be clear, concise and represent the policy content.
- 2.2 Policy: describes the policy's core requirements. It enhances the mission and values and reduces institutional risks. Its governing set of principles guides the practice at the institution. It should be brief.
- 2.3 Purpose: states the purpose, rationale and justification. Include background information for developing the policy.
- 2.4 Scope: identifies to whom or to what the policy applies.
- 2.5 Procedure: includes the steps necessary to comply with the policy.

3.0 **Drafting a Policy - style tips:**

- 3.1 All policies should be drafted in MS Word, using Times New Roman 12 point font and 1" margins. Convert the policy into a PDF format once the policy is approved by all authorities, policy has been classified, and numbered.
- 3.2 It is our goal to have all policies clearly written, understandable, and accessible to members of the community.
- 3.3 When using acronyms, spell out the words the first time, then indicate the acronym in parenthesis, e.g., West Deanery Unified Catholic Schools (WDUCS).
- 3.4 When publishing a policy, each school (Cardinal Ritter High School or St. Michael-St. Gabriel) may elect to use only their school name.

4.0 Reviewing Policy

4.1 All policies should be reviewed every 5 years or as warranted/needed.

5.0 Policy Repository

5.1 Update the repository. All current policies are available on the WDUCS web site and accessible to all stakeholders. A paper manual with current/archived/deleted policies is available in the President's office.