

# POLICY WORKSHEET

**Policy Title :** (This should clearly define the policy you are explaining. If newly written, include “draft” in the title.)

**Date Created:** (today’s date)

**Review Date:** (leave blank for first review)

**Policy Number:** (This will be assigned later)

**Body of Origin:** (what group or committee is writing this policy)

**Review Authority:** (committee or sub-committee responsible for use and oversight of this policy.)

**Purpose:** (The “Why”. An introduction of the policy that links it to the mission of TRWS and/or to the guiding principles for Waldorf Schools. Why we need to write this policy down-What is behind this rule we are writing. This section is optional but helpful if you know the why.)

**Policy Details:** (The “What”.)

**Consequences for non-compliance:** (Optional, may not always apply, but worth considering. What happens if this policy is not followed?)

**Related Policies and References:** (If this is connected to other policies, it should be listed here.)

**Links to Procedures:** (If this is connected to other procedures, it should be listed here.)

\*Remember to only go as far as writing the “why” and the “what”. If you begin to write the “how” you are writing a procedure.