



TRAINING HANDOUT | POLICY WITHOUT A POLICY OFFICE

Annotated Sample Policy

Oakridge Academy | Student Acceptable AI Use Policy

How to use this handout. Every policy in your manual should use the same seven parts in the same order. Each colored callout explains one part: what it is, where it goes, and what it must include. The framed text below each callout shows how Oakridge Academy wrote that part. Oakridge is a fictional school; adapt the content, keep the structure.

1 Header & Metadata	2 Purpose Statement	3 Scope	4 Definitions	5 Policy Statements	6 Consequences & Enforcement	7 Authority & Related Resources
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Language convention used throughout: **shall** = required. **shall not** = prohibited. **may** = permitted, at someone's discretion. Mandatory and permissive words are highlighted in the sample text so you can see how each one is used.

The seven parts at a glance

Part	Answers the question	Where it goes
1 Header & Metadata	What is this, and is it in force?	Top of page one
2 Purpose Statement	Why does it exist?	Below the header
3 Scope	Who and what does it cover?	After the purpose
4 Definitions	What do the key words mean?	Before the rules
5 Policy Statements	What is required, prohibited, or permitted?	The body
6 Consequences & Enforcement	What happens if it's broken?	After the rules
7 Authority & Related Resources	What law and documents back it up?	The end

PART 1 **HEADER & METADATA**

What it is: A standard block that identifies the policy and proves it is legally active.

Where it goes: The very top of page one, identical in layout on every policy in the manual.

Requirements

- ✓ **Policy title:** short and descriptive, so someone can find it by searching.
- ✓ **Policy ID:** follows your series numbering (for example, 600 = Instruction).
- ✓ **Effective date and adoption date:** the adoption date must match the board minutes.
- ✓ **Approved by:** the board, with a reference to the meeting and agenda item.
- ✓ **Last revised:** date of the most recent amendment, or "N/A."
- ✓ **Review cycle and next review date:** a real date, not just "annual."
- ✓ **Companion procedure ID:** so staff can find the how.

Watch out: *A header with no next review date is how policies go untouched for ten years.*

OAKRIDGE SAMPLE TEXT

1.0 Policy Header

OAKRIDGE ACADEMY | OFFICIAL POLICY MANUAL

Policy Title	Student Acceptable AI Use Policy
Policy ID	600-AI-01
Effective Date	August 1, 2026
Adopted	July 21, 2026, Board of Education (Minutes, Item 7.3)
Last Revised	N/A (new policy)
Review Cycle	Annual Next review: June 2027
Companion Procedure	PRO-600-AI-01

PART 2 PURPOSE STATEMENT

What it is: A short rationale for why the policy exists. It sets intent and guides anyone who has to interpret the policy later.

Where it goes: Immediately below the header.

Requirements

- ✓ Two to three sentences.
- ✓ Names the problem the policy prevents or the goal it achieves.
- ✓ Connects to the school's mission or a legal requirement.
- ✓ Contains no rules, deadlines, or consequences; those belong in later parts.

Watch out: *A purpose statement that grows into a page of philosophy. Keep it short.*

OAKRIDGE SAMPLE TEXT

2.0 Purpose

This policy establishes the responsible, ethical, and productive use of Artificial Intelligence (AI) tools in Oakridge Academy's academic program. Its objective is to build students' AI literacy while protecting academic integrity, data privacy, and intellectual property at all grade levels.

PART 3 SCOPE

What it is: A boundary statement that says exactly who, what, where, and when the policy covers, so no one can claim an exemption.

Where it goes: Directly after the Purpose.

Requirements

- ✓ **Who:** which students, staff, or visitors are covered.
- ✓ **What:** which activities, devices, or programs.
- ✓ **Where and when:** on campus, off campus, online, during school-sponsored activities.
- ✓ **Exclusions:** state anything not covered, in writing.

Watch out: *Silence on off-campus or personal-device use creates gaps that come up in the first dispute.*

OAKRIDGE SAMPLE TEXT

3.0 Scope

This policy applies to all enrolled students at Oakridge Academy during any academic work. This includes on-campus coursework, take-home assignments, hybrid and online learning, and school-sponsored extracurricular competitions. It applies to both school-issued and personally owned devices.

PART 4 DEFINITIONS

What it is: A short glossary that gives each key term one meaning for the whole policy.

Where it goes: Immediately before the policy statements.

Requirements

- ✓ Define only terms the policy actually uses.
- ✓ Use the defined term exactly the same way every time; don't switch synonyms.
- ✓ Capitalize defined terms so readers recognize them.
- ✓ When a statute or rule already defines the term, use or cite that definition.
- ✓ Never hide a rule inside a definition.

Watch out: Undefined terms like "emergency" or "assistance" become the argument in a discipline hearing.

OAKRIDGE SAMPLE TEXT

4.0 Definitions

- **AI Citation:** A written acknowledgment of AI use in an academic submission that names the tool used and the prompt entered.
- **Generative AI:** Any software or model (for example, ChatGPT, Claude, or Gemini) that produces text, images, code, or other media from a user's prompt.
- **Unauthorized Assistance:** Use of Generative AI to complete an assessment, essay, or project without the instructor's written permission.

PART 5 POLICY STATEMENTS

What it is: The core rules: what is required, prohibited, or permitted. This is the "what," not the "how."

Where it goes: The central body of the policy.

Requirements

- ✓ **Numbered** (5.1, 5.2...) so each rule can be cited.
- ✓ One rule per numbered item.
- ✓ **shall** for duties, **shall not** for prohibitions, **may** only where you intend discretion.
- ✓ Names who is responsible, by position title, never by person.
- ✓ Active voice and present tense.
- ✓ No forms, room numbers, or step-by-step instructions; those go in the procedure.
- ✓ Directs the head administrator to adopt the companion procedure.

Watch out: "Should" reads as optional, and "will" reads as a prediction. Neither creates a duty.

OAKRIDGE SAMPLE TEXT

5.0 Policy Statements

5.1 Permitted Use. Students **shall** use Generative AI only when the instructor grants permission in writing in the course syllabus or assignment instructions.

5.2 Citation. When an instructor permits AI use, students **shall** include an AI Citation with the submission.

5.3 Protected Information. Students **shall not** enter personal information, full names, or the original work of other students or staff into a public Generative AI tool.

5.4 Verification. When a submission shows signs of Unauthorized Assistance, the instructor **may** require the student to explain the work orally or complete a supervised, handwritten assessment.

5.5 Implementation. The Head Administrator **shall** adopt procedures to carry out this policy, including assignment labeling, incident documentation, and staff training.

PART 6 CONSEQUENCES & ENFORCEMENT

What it is: A predictable response to violations. It shows the school acts consistently, not arbitrarily, and builds in due process.

Where it goes: Immediately after the policy statements.

Requirements

- ✓ States how violations are classified (here, as academic dishonesty under the Code of Conduct).
- ✓ **Due process:** notice to the student and parent, and a chance to respond, before a consequence.
- ✓ **shall** for the process; **may** for the range of consequences, so the administrator keeps judgment.
- ✓ A progressive ladder from first to repeated or severe violations.
- ✓ Addresses students with an IEP or Section 504 plan.

Watch out: *"Shall be suspended" turns every case into zero tolerance, and every exception into an inconsistency.*

OAKRIDGE SAMPLE TEXT

6.0 Consequences and Enforcement

6.1 Classification. A violation of Section 5.0 **shall** be handled as academic dishonesty under the Student Code of Conduct.

6.2 Notice. Before imposing a consequence, the administrator **shall** notify the student and parent or guardian of the concern and give the student an opportunity to respond.

6.3 Range of Consequences. Considering the severity of the violation and the student's history, the administrator **may** impose the following:

- **First violation:** a zero on the assignment and a parent-teacher academic review.
- **Second violation:** a formal academic warning and suspension of school digital privileges for up to three school days.
- **Third or severe violation:** referral to the Disciplinary Board.

6.4 Students with Disabilities. For a student with an IEP or Section 504 plan, consequences **shall** be applied consistent with the student's plan and applicable law.

PART 7 AUTHORITY & RELATED RESOURCES

What it is: References that ground the policy in law and connect it to the documents staff actually use.

Where it goes: The last section of the policy.

Requirements

- ✓ **External authority:** federal and state statutes and rules, cited accurately.
- ✓ **Internal documents:** handbooks, related policies, and the companion procedure.
- ✓ **Forms:** each with its own unique form number.
- ✓ Re-checked at every review; statutes get amended and subsections get renumbered.

Watch out: *Citing a subsection that no longer exists undermines the whole policy's credibility.*

OAKRIDGE SAMPLE TEXT

7.0 Authority and Related Resources

- **Companion Procedure:** PRO-600-AI-01, Student AI Use Procedures
- **Handbook:** Oakridge Student Code of Conduct, Section 7: Academic Integrity
- **Forms:** Form Tech-A, Student Technology Access Agreement; Form Tech-B, Academic Integrity Log
- **Federal law:** Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99

BEFORE THIS POLICY GOES TO THE BOARD

- ☐ All seven parts are present.
- ☐ Every requirement uses "shall"; every discretionary item uses "may"; no "should" or "will."
- ☐ Every duty names a position title.
- ☐ No forms, rooms, or step-by-step instructions appear in the policy.
- ☐ **Legal counsel has reviewed the citations and authority.**
- ☐ The companion procedure is drafted and ready for the head administrator.
- ☐ The policy is on a posted agenda at least 72 hours before the meeting, listed by title and ID.