

Table of Contents and Numbering Convention

This document describes the numbering convention used to maintain consistency in how new policies are numbered and organized.

Similar policies are grouped together in such a way that the most general policy of that category are numbered 1.0, 2.0, 3.0 etc. Subsequent polices within a section are numbered, for example, 3.1, 3.2, 3.3...3.12. If a new policy is created that falls logically in a sequence where there is no vacant number, then an additional decimal point may be added which can start a new sequence, thus, 3.4.1, 3.4.2, 3.4.3, etc. If new policies are adopted that don't fall into any of these categories, then new categories may be added at the end.

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