

# How to Search for a Topic Scribe<sup>==</sup> in Policies

1 Navigate to [docs.google.com/document/d/1c4yoMqa77xSUofN9Lv6...](https://docs.google.com/document/d/1c4yoMqa77xSUofN9Lv6...)

2 Click on "Northwood Policy Table of Contents"

3 Click on the general topic heading.

**G: PERSONNEL** - Policies on all school employees except for the Superintendent on the school chief are located in Section C, General Administration] divided into three main divisions: GB has policies applying to all school general personnel matters; GC refers to instructional and administrative; refers to support or classified staff.

**H: NEGOTIATIONS** - Policies on the process of negotiating with bargaining recognized by the School Board and authorized under state law.

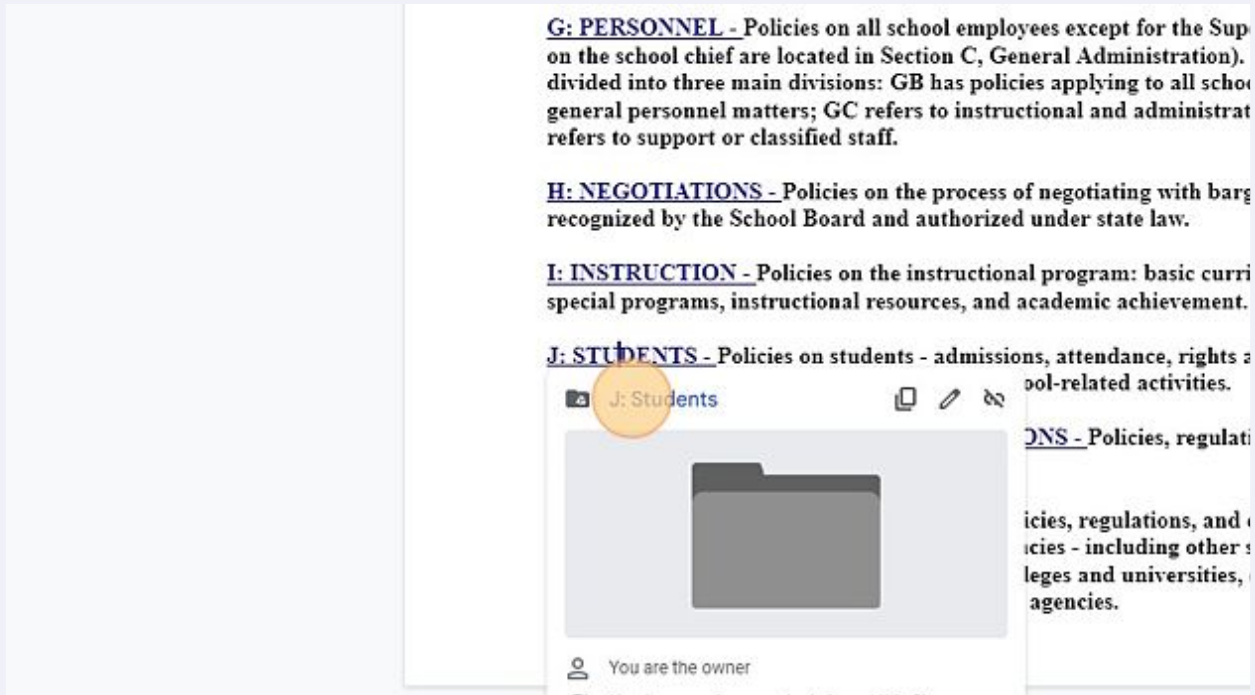
**I: INSTRUCTION** - Policies on the instructional program: basic curriculum special programs, instructional resources, and academic achievement

**J: STUDENTS** - Policies on students - admissions, attendance, rights of conduct, discipline, health and welfare, and school-related activities.

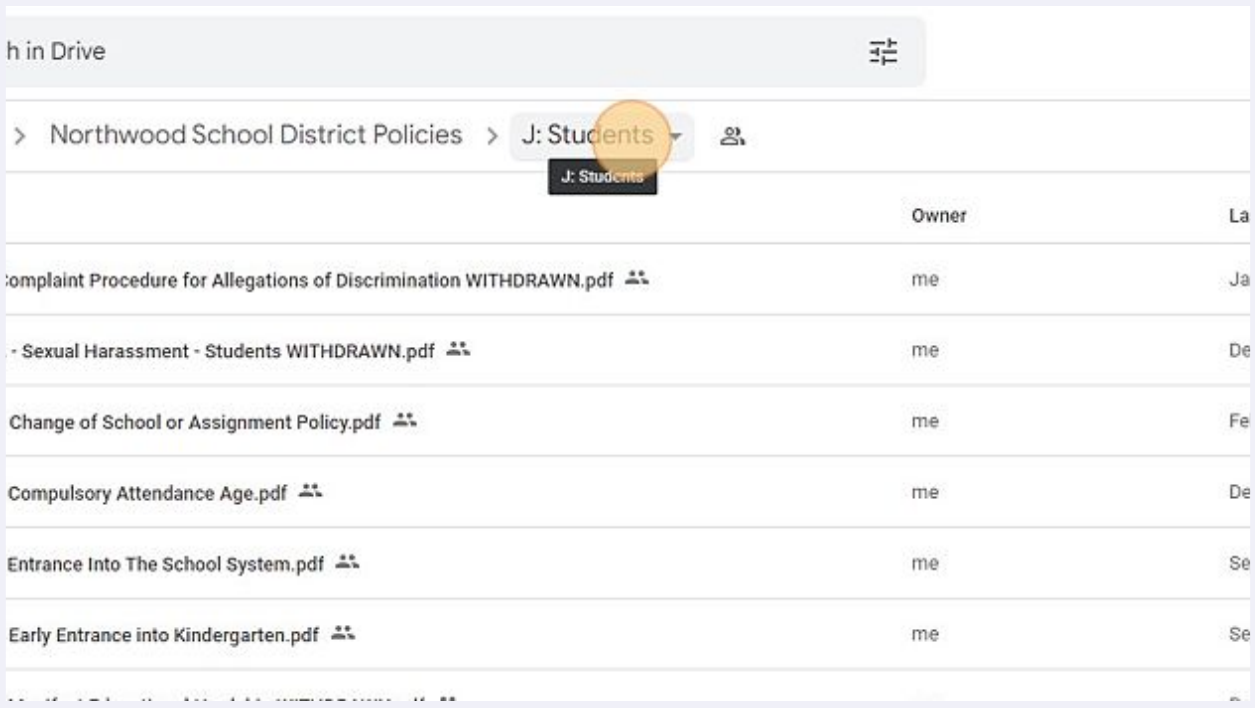
**K: SCHOOL-COMMUNITY-HOME RELATIONS** - Policies, regulations, parent and community involvement in schools.

**L: EDUCATION AGENCY RELATIONS** - Policies, regulations, and district's relationship with other education agencies - including other regional or service districts, private schools, colleges and universities organizations, and state and national education agencies.

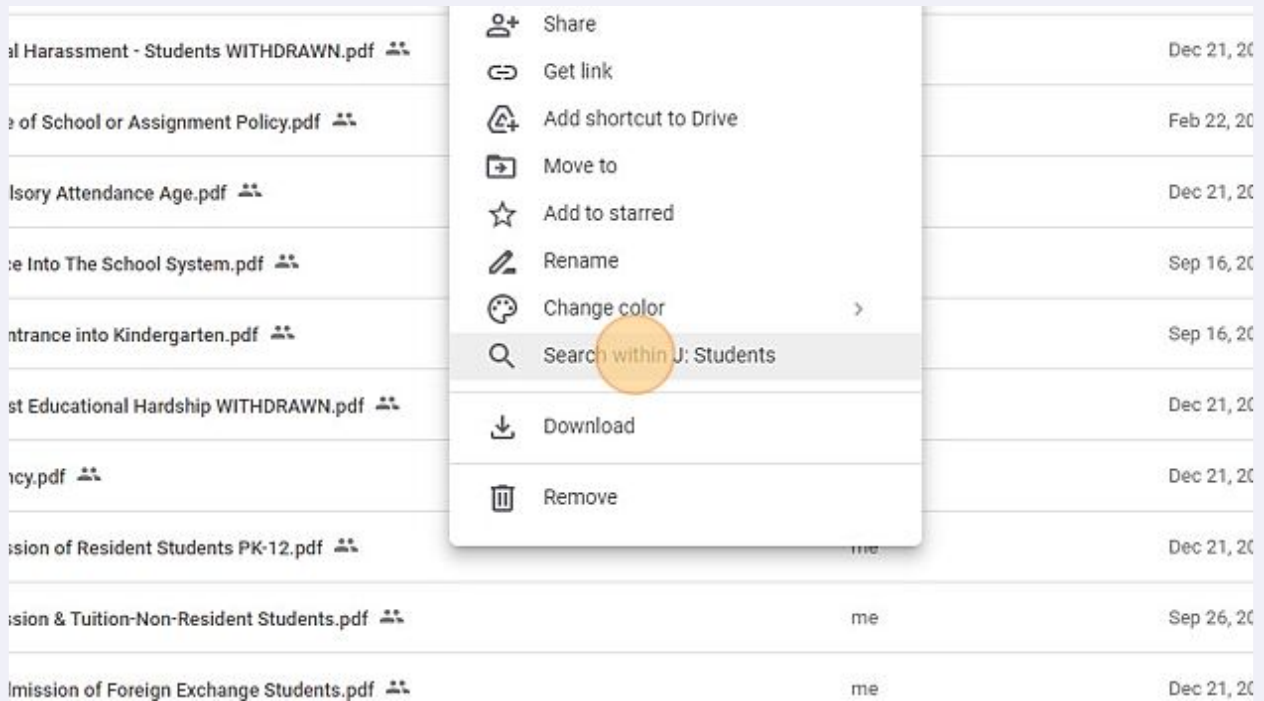
4 Click "J: Students"



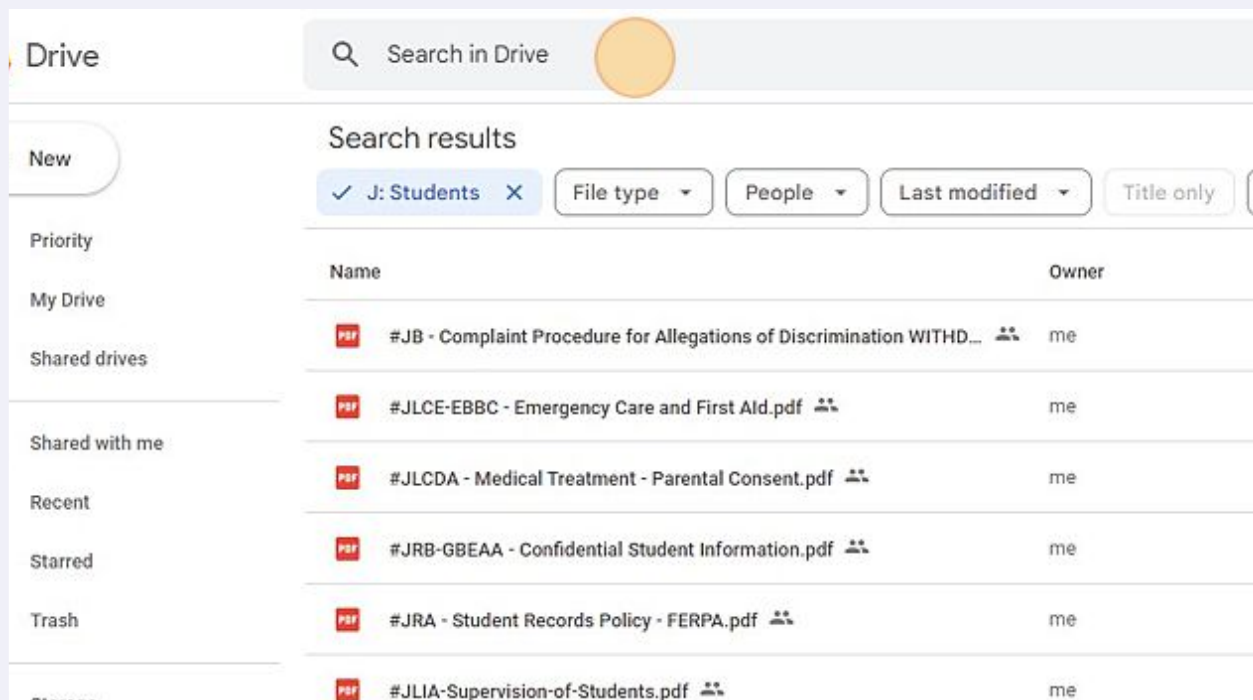
5 Right-click "J: Students"



6 Click "Search within J: Students"



7 Click the "Search in Drive" field.



8

Type the topic you are searching for, such as "discipline". The relevant policies will appear.

9

Click the policy you want to review.

The screenshot shows the Google Drive interface with a search bar containing the text "discipline". Below the search bar, two search results are displayed as PDF files:

- #JICD - Student Discipline & Due Process.pdf
- #JICDD - Student Discipline - Out of School Actions.pdf

Below these search results is a table listing files in the Drive. The table has two columns: "Name" and "Owner".

Name	Owner
#JB - Complaint Procedure for Allegations of Discrimination WITHD...	me
#JLCE-EBBC - Emergency Care and First Aid.pdf	me
#JLCDA - Medical Treatment - Parental Consent.pdf	me
#JRB-GBEAA - Confidential Student Information.pdf	me
#JRA - Student Records Policy - FERPA.pdf	me
#JLIA-Supervision-of-Students.pdf	me