How to Search for a Topic Scribe

Navigate to docs.google.com/document/d/1c4yoMqa77xSUofN9Lv6...

2 Click on "Northwood Policy Table of Contents"

3 Click on the general topic heading.

1

<u>G: PERSONNEL -</u> Policies on all school employees except for the Su on the school chief are located in Section C, General Administration) divided into three main divisions: GB has policies applying to all sch general personnel matters; GC refers to instructional and administr. refers to support or classified staff.

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

I: INSTRUCTION - Policies on the instructional program: basic cur special programs, instructional resources, and academic achievemen

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

<u>K: SCHOOL-COMMUNITY-HOME RELATIONS -</u> Policies, regul: 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"

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> Northwood School District Policies > J: Students - &		
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- Sexual Harassment - Students WITHDRAWN.pdf	me	De
Change of School or Assignment Policy.pdf	me	Fe
Compulsory Attendance Age.pdf	me	De
Entrance Into The School System.pdf	me	Se
Early Entrance into Kindergarten.pdf 🚢	me	Se

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Click "Search within J: Students"

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7 Click the "Search in Drive" field.

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My Drive	Name	Owner
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8 Type the topic you are searching for, such as "discipline". The relevant policies will appear.

9 Click the policy you want to review.

4	Drive	Q discipline	
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ত	Priority My Drive	Name	Owner
1	Shared drives	#JB - Complaint Procedure for Allegations of Discrimination WITHD	me
5	Shared with me	#JLCE-EBBC - Emergency Care and First Ald.pdf	me
9 ☆	Starred	#JRB-GBEAA - Confidential Student Information.pdf 🚢	me
Ī	Trash	#JRA - Student Records Policy - FERPA.pdf	me
\sim	Classes	#JLIA-Supervision-of-Students.pdf	me