

Directions to Use the Online Policy Book

The online Policy Book is now available. To use the Policy or Regulation Book online complete the following steps:

- 1 www.wdeptford.k12.nj.us
- 2 Click Board of Education
- 3 Click Policy Book
- 4 Click Policy or Regulation (whichever you are checking)
- 5 Click Search
- 6 The Search Page is set up with three Categories
 - Number Box (if you know the policy number)
 - Title Box
 - Data Box

If you are looking up smoking you would put the word smoking in the title box and click the arrow down that says *begins with* and change that to ***contains***. You then click **Start Search**. Any policy that has smoking in the title will appear. If nothing comes or you want a more detailed search you would put the word smoking in the data box, click the arrow down that says *begins with* and change that to ***contains***. You then click **Start Search**. Any policy that contains the word smoking would appear. Click Form View and you can then scroll down and read (hitting NEXT for the next page). You can print a hardcopy of the policy or regulation.

If you are experiencing problems clean out your temporary Internet files by doing the following:

Open Internet Explorer. Select **Tools** from the top menu bar. Then click on **Internet Options**. A window will pop up and in the middle of that window select **delete files**. It will then ask you a question to which you answer **OK**.