Every day, we are inundated with information. Unfortunately, finding the information we need is often a slow process. And even when we find it - is it really up to date and accurate?

For information consumers, MicroScribe provides features to help you find and use the information you need. Lightning fast Searches, an expandable Table of Contents, and remarkably easy to use controls are but a few of the features to help you get to your information.

This manual is intended to get you up and running quickly and then serve as a resource for learning additional time-saving features later.
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SECTION 1: Layout

NAVIGATION

When the web-based policy manual is opened, the user will see a “split” screen view displaying the Table of Contents (TOC)/tab view as well as the text or “content panel.” **Figure 1** illustrates this layout and the locations of navigation tools. Navigation tools are denoted by the numbers below.

1. The **Table of Contents (TOC)**, **Keywords**, and **Search** tabs are located in the panel on the left side of the screen.
   - The **TOC** can be expanded to display the entire contents.
   - The **Keywords** tab lists common terms which are linked to pre-programmed keyword search results.
   - The **Search** tab displays search results, advanced search options, and searching help.

2. The **Quick Search** tool is located just above the Table of Contents and is where quick searches may be initiated.

3. The **Toggle** icon allows the user to hide or display the TOC, Keyword and Search tabs.

4. The **Print** icon provides access to the printer options on the user’s device.

5. The **Home** icon returns the user to the first page.

6. The **Previous** and **Next Page** icons enable users to “page” through the text of the manual.

7. The **Help** icon displays help instructions and a link to the User Guide (PDF).

8. The Content panel displays the text of policies and other text contained in the manual.
SECTION 2: The Table of Contents

The Table of Contents (TOC), located within the Contents tab on the left side of your screen, is a powerful tool for finding information in your document quickly. The TOC can be hidden or displayed using the Toggle button (see Figure 1).

The standard TOC view displays the major sections of the policy manual and includes policies and other related information. The TOC may be expanded and collapsed as needed (see Figure 2 for an expanded view). To use it most effectively, please review the simple instructions that follow.
To find a topic, users may simply browse the list.

1. To expand categories of interest, click on the closed book icon to the left of the displayed category.
2. Most sections and topics in the TOC have subsections (denoted by the closed book icon ). These subsections may be displayed or hidden (expanded or collapsed), depending on the level the user wants to explore. Click the closed book icon for any section or topic to expand the list of all its subsections.
3. Click the open book icon to the left of any section or topic to collapse the list of its contents.
4. A paper sheet icon to the left of the title indicates there are no subsections.
5. Each section, topic, and subsection title is linked to the appropriate page of the manual. Click on any title to jump directly to that page.
   a. If a user clicks on the title of a section that has subsections, he or she will be directed to the beginning of that section.

SECTION 3: Keywords
To assist the user with quickly finding information related to common topics, a Keywords tab is located within the TOC/tabs panel (see Figure 3). The Keywords tab contains links to the search results for these common topics, accessible with one click. When the keyword link is clicked, the search results specific to that topic appear within the Search tab.

Note: The Keyword search should be considered a starting point for a user's research on a topic. Based on their specific interests, further searching may yield additional or more targeted search results.

![Figure 3](image-url)
SECTION 4: Orientation

Navigating through the policy manual can make it challenging for users to maintain their orientation to the main Table of Contents. To assist users in understanding their location within the site, a series of bread crumbs (see FIGURE 4) can be found in a text box at the top of the content panel. This series of bread crumbs (links) defines the user’s current location within the site hierarchy as well as the primary pages above the current page. Clicking any of the links will take the user to that corresponding page. To return to the home page, click the link titled with the district name or click the Home icon (see FIGURE 4).

FIGURE 4
SECTION 5: The Search Function

QUICK SEARCH

To perform a search, use the Quick Search feature (see FIGURE 5) located just above the Table of Contents. In the Search box, type a single word, combination of words, or phrase that you would expect to find. Press ENTER or click the magnifying glass icon in the search box to see the results of your search displayed within the Search tab.

FIGURE 5
ADVANCED SEARCH

More complex searches are accommodated within additional search options within the Search tab (see FIGURE 6). Here, the user may enter one or more search terms in the following search boxes.

**FIGURE 6**

![Advanced Search Interface](image)

**IMPORTANT:** within Advanced Search, search terms should be entered without connectors “and” or “or,” and should not be enclosed in quotation marks.

1. *Containing all these words:* The search engine will look only for documents that include all of the entered search terms.

2. *Containing one or more of these words:* The search engine will look for any of the words entered; which means at least one of the search terms will be in each search result.
3. *Containing this exact phrase:* In the search box, enter a phrase *without* quotation marks. The search engine will look for documents that contain all the words in the exact order entered. *Example:* A search for *Least Restrictive Environment* will show only documents that contain that exact phrase; however, the search criteria is not case sensitive.

In addition, users may place a check by the following search options to expand the search to include related terms:

1. *Find alternate word forms:* search results include documents containing the search term(s) entered as well as additional forms of the term(s), e.g., tense and grammatical number.

2. *Find synonyms:* search results include documents containing the search terms(s) entered as well as words with the same meaning.

Search features within Advanced Search may be combined to further tailor the search.

**SEARCH TIP: Abbreviations**

Titles and specific catch phrases are often abbreviated within the text. For example, “Section 504 of the Rehabilitation Act” is often abbreviated as “Section 504,” and “Americans with Disabilities Act” often becomes “ADA.” If a search does not result in the number of hits expected, search for a portion of the phrase or an abbreviation (i.e. “Section 504” rather than “Section 504 of the Rehabilitation Act”).

**NAVIGATING THE SEARCH RESULTS**

After inputting the search terms as defined earlier in this section and clicking the magnifying glass icon or search button, or pressing the enter key, search results will display in a Table of Search Results within the Search tab (see **FIGURE 7**). This view displays only the sections of the manual that contain the locations of your search HITS, as well as a count of HITS within each section. (HITS are locations where your search words or phrases appear in the document.) In addition, Next Hit, Previous Hit and Clear buttons now appear within the Search tab.
1. Click the Next Hit or Previous Hit buttons located in the search tab to browse policies containing search HITS (see Figure 7).

2. Each matched search term (HIT) in the manual is displayed in bold and highlighted yellow, as shown in Figure 8.
3. At the bottom of the Search Results view, a box displays the frequency of each of the search words within the text. The box in **Figure 9** was produced by searching for the phrase *least restrictive environment*. In this example, the individual search terms each appeared in more records than the 1 record in which all three search terms appeared. This box displays results from inputting effective search criteria.

![Figure 9](image)

4. The results of the search are divided between the sections of the manual. In the Search Results view, users will see numbers to the left of the section titles (see **Figure 7**). These numbers indicate how many HITS were found within each section.

   a. If the number to the left of a section reads “>999,” there are more than 999 hits within that section (these numbers only go up to 999).

   b. Click on a closed book icon to the left of a section to expand the list of titles to find desired information.

5. To perform a new search or navigate to other areas of the policy manual, click on the **Clear** button, located within the Search tab.

If, at any time, a user navigates away from a search results page and would like to return to that page, he or she may click on a title or the Next Hit button within the Search Results view.
UNEXPECTED SEARCH RESULTS

If a search doesn't yield the expected results, try one of the following:

1. Check spelling. Many searches that do not produce results are traced back to entering a word or words incorrectly.

2. Try searching for a different but related word or using the synonym function when searching. Sometimes a word with a similar meaning may be used instead of the one entered.

3. Try an alternative word search by extending the search to include a number of different words using the “containing one or more of these words” function.

4. Instead of searching for a specific phrase, try searching for some or all of the words in the “containing all these words” search type. This way, all of the words must be in the search results, but if the words are arranged in a slightly different order, they will still display.

5. Look at the box that appears below the search results. If one of the words has no hits but another word has several, try searching for only the word producing results.

6. Search for something more general. Usually, the more specific the criteria, the fewer the results.

7. If too many hits are displayed, search for something more specific. For instance, when looking for information about students but primarily about issues concerning religion in the schools, try inserting both “students” and “religion,” rather than just “students” or “religion,” in the search form.

SECTION 6: Printing

To print a portion of the manual, click the “Print” icon located in the middle of the screen, just above the bread crumbs window in the content panel (see FIGURE 10). Users may then use the print options available to them from their device. Note: The TOC will not print.
SECTION 7: Digital Links

A LINK takes you from a point in the document to another location. LINKS may start from a section of text or an object and end at another section of text, a graphic, a popup note, a location on the Internet, or even another application (see FIGURE 11).

JUMP LINK

The most common type of link is the jump link, which takes you from one point in the document to another. Jump links commonly are used for cross references. Click on a JUMP LINK to go to that location, then click on your browser’s BACK button to return your launching point.

INTERNET LINK

INTERNET LINKS connect the user to other sites on the Internet. They are commonly used to make it possible for the user to view the full text of cited legal references. After viewing the text accessed by the use of an INTERNET LINK, simply use the BACK button on your browser to return to the launching point of the link.

INTERNET LINKS are also used to take you to other Web-sites of potential interest, such as the site of your state's school board association.

POPUP LINK

A POPUP LINK is a special type of link which brings up a small, sizable, and scrollable window within the document. These links are used for information that may normally go in a footnote or endnote, for editor’s comments, or explanatory information. POPUP LINKS are activated by clicking on the launch point and closed by clicking the "X" or pressing ESC on your keyboard.
SECTION 8: Publisher's Note

The absence of a link attached to a legal citation entry indicates we are unaware of an open (non-fee) Internet site providing that information or this particular citation cannot be found. The resources on the Internet are changing rapidly. If you discover a relevant site to which we should link or find that one of these links does not work, do let us know!

Additionally, we take you as close to the cited legal source as possible. Depending on the architecture of the Internet site that we use, you may have to scroll down to find the exact citation you desire.

Finally, please feel free to contact us to comment about our publication; feedback and suggestions for improvements are always welcomed.
SECTION 9: Help Screen

1:10 - School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF:
- Ill Constitution, Art X, Sec 1.
- 105 ILCS 5/10-1 et seq.

CROSS REF:
- 210 (School District Governance), 2/72 (Powers and Duties of the Board of Education)

ADOPTED: October 28, 2011

BERWYN SOUTH SCHOOL DISTRICT 100

SECTION 1 - SCHOOL DISTRICT ORGANIZATION
1.10 - School District Legal Status

Arrows Hide or Restore the Table of Contents

Click Tabs to access Table of Contents, Keyword and Advanced Search Features

Internet Links to cited legal authority

Click Jump Links to access Cross References

Drag the Border between Panes to Expand

Search Policies

Click to Print

Return to Policy Manual Home

Browse Policies with Forward & Back Arrows

Table of Contents

Click the open book to collapse or the closed book to expand.

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