

Board Policy Manual Web Site Instructions

There is now a fast and easy way to get access to the Loving Schools Board Policy Manual. One can do a search for a particular word or form and pull up all of the policies associated with the word you are searching for. These policies or forms can then be printed off the screen. The directions to accomplish this are as follows:

1. Click on the <**Board Policies**> tab at the top of the web page or manually enter this link into the web browser address <http://lp.ctspublish.com/nm>
2. Choose Publicly Available Manuals
3. Scroll down and find Loving School District, then click on the red cross
4. If you need to search for a specific item:
 - a. Under select Search Form, choose Advanced Search or Expert Search.
 - b. **This is very important:** Under the folder NM, highlight Loving Policy Manual. (If you fail to do this step, you'll be searching through all of the New Mexico school districts, instead of just Loving's.)
 - c. Type in the word(s) you are searching for and all of the documents with that word will be displayed.
5. When you find the correct document, place your cursor in the frame to be printed and choose PRINT in the pull down menu.