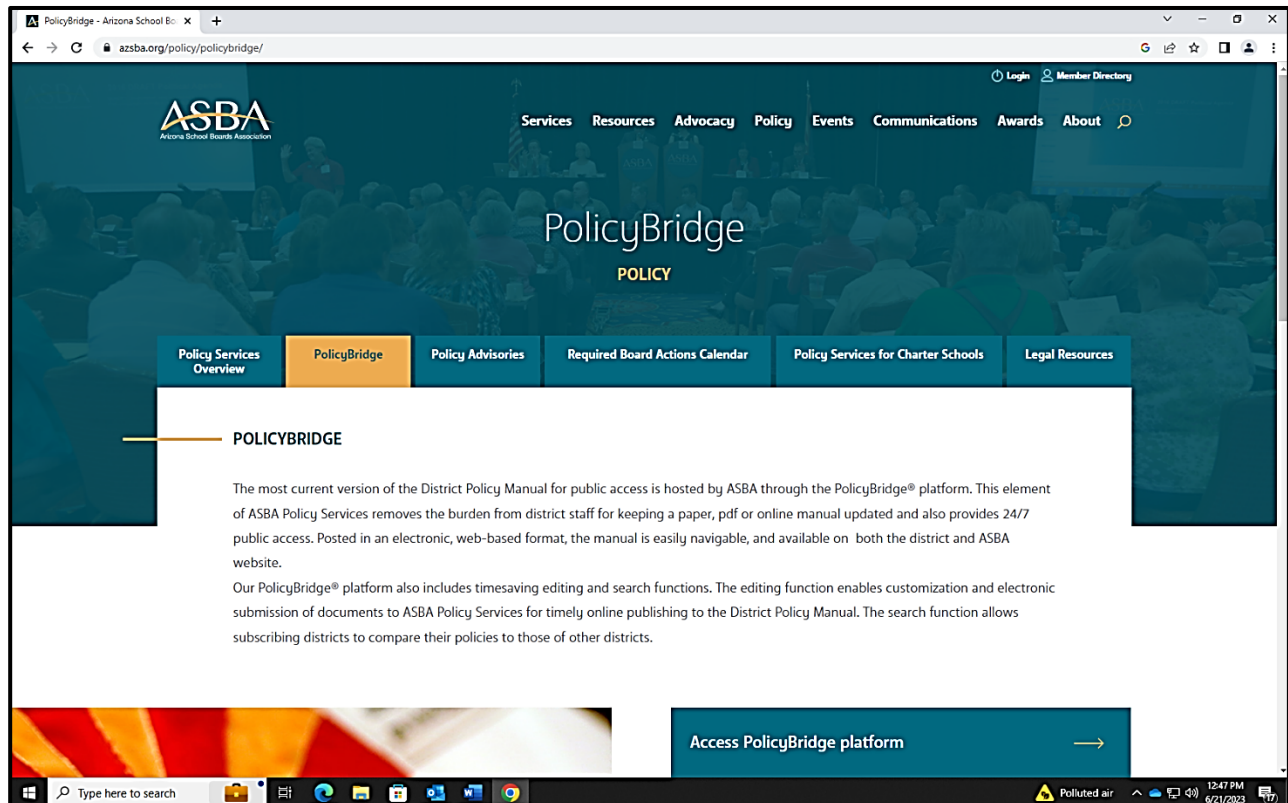


Accessing and Using PolicyBridge

Most Arizona public school district policies can be found on the Arizona School Board Association PolicyBridge website. This guide will help you navigate the website and find the policy you are looking for.

Step 1

Go to www.azsba.org/policy/policybridge/. You should arrive at this page:



From here, you can access resources like the **PolicyBridge Training Manual** and **Search Tips**.

Step 2

To proceed to PolicyBridge, Click **Access PolicyBridge Platform**:

Policy Services Overview | **PolicyBridge** | Policy Advisories | Required Board Actions Calendar | Policy Services for Charter Schools | Legal Resources

POLICYBRIDGE

The most current version of the District Policy Manual for public access is hosted by ASBA through the PolicyBridge® platform. This element of ASBA Policy Services removes the burden from district staff for keeping a paper, pdf or online manual updated and also provides 24/7 public access. Posted in an electronic, web-based format, the manual is easily navigable, and available on both the district and ASBA website.

Our PolicyBridge® platform also includes timesaving editing and search functions. The editing function enables customization and electronic submission of documents to ASBA Policy Services for timely online publishing to the District Policy Manual. The search function allows subscribing districts to compare their policies to those of other districts.

[Access PolicyBridge platform](#)

[Download PolicyBridge training manual](#)

[Download PolicyBridge cheat sheet](#)

[Watch introduction to Policy Services](#)

[Watch Policy Bridge search tips](#)

[Watch how to navigate your policy advisories awaiting adoption folder](#)

You should arrive at **this page**:

ASBA
Arizona School Boards Association

Home | Advanced Search | Searches | Prev Doc | Prev Hit Doc | More | Search | Search

Next Doc | Next Hit Doc

- Agua Fria Union High School District No. 216
- Agua Elementary School District No. 63
- AJO Unified School District No. 15
- Alhambra School District No. 68
- Alpine Elementary School District No. 7
- Altaville School District No. 51
- Amphitheater Unified School District No. 10
- Antelope Union High School District No. 50
- Apache Junction School District No. 43
- Apache Elementary School District No. 42
- Arlington Elementary School District No. 47
- Ash Creek School District No. 53
- Ash Fork Joint Unified School District No. 31
- Avondale Elementary School District No. 44
- Baboquivari Unified School District No. 40
- Ball Charter Schools
- Baluz Elementary School District No. 31
- Bağdad Unified School District No. 20
- Beaver Creek Elementary School District No. 26
- Benson Unified School District No. 9
- Bicentennial Union High School District No. 76
- Bisbee Unified School District No. 2
- Blue Ridge Unified School District No. 32

policybridge™

Username:
Password:

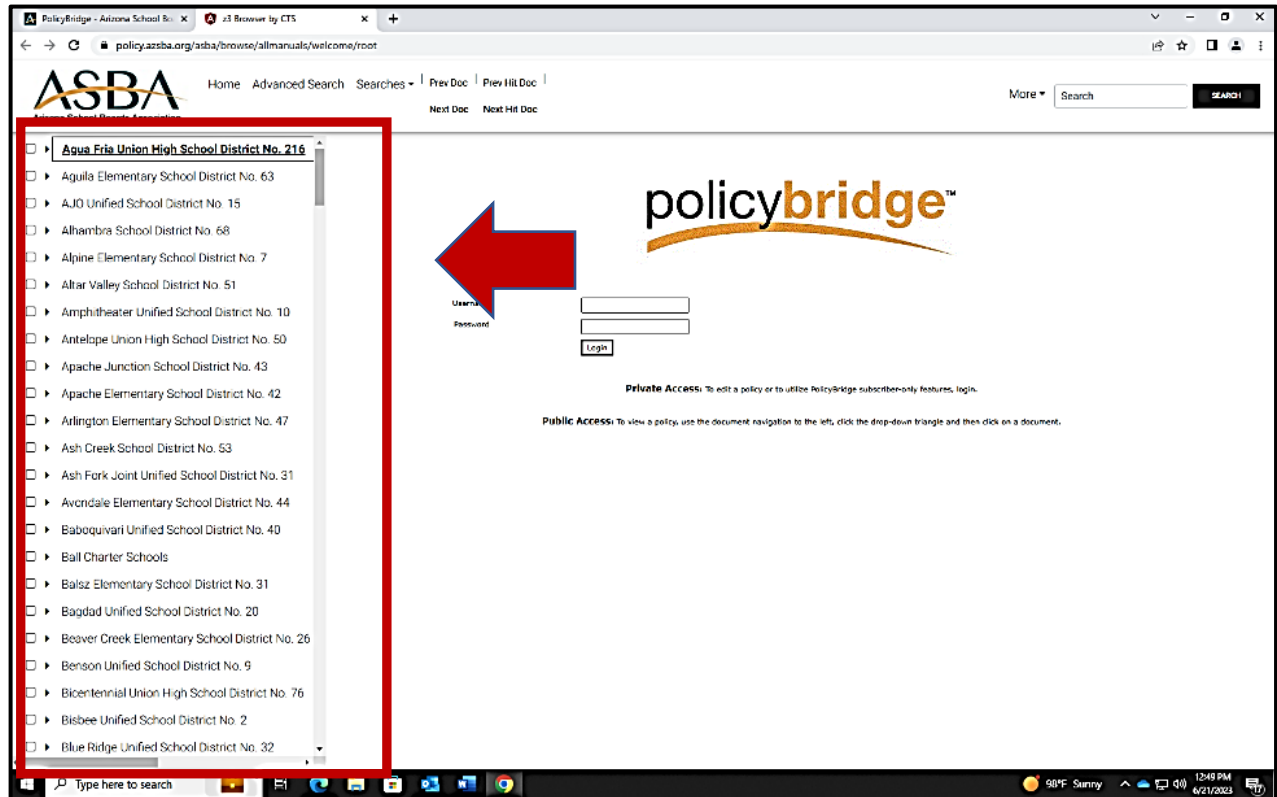
Private Access: To edit a policy or to utilize PolicyBridge subscriber-only features, login.

Public Access: To view a policy, use the document navigation to the left, click the drop-down triangle and then click on a document.

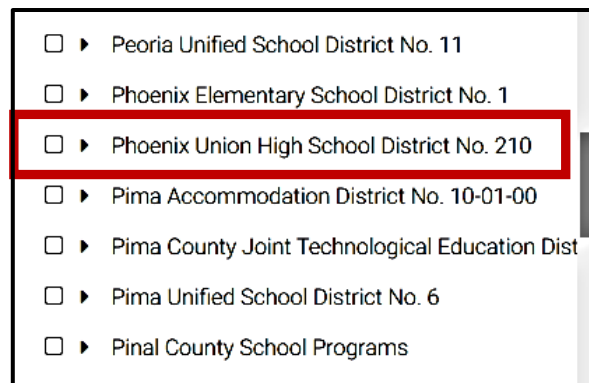
You **do not** need to log in to use PolicyBridge

Step 3

Locate your child's school district in the list on the **left-hand side** of the screen.

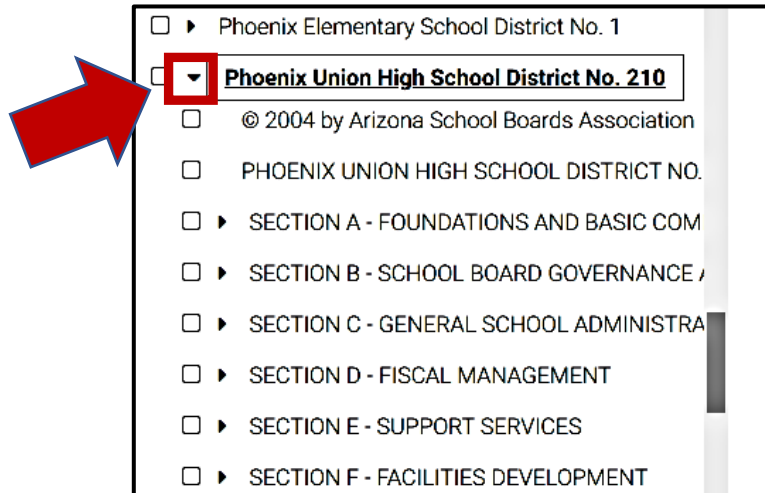


For example, if you want to see the policy on Student Safety in the Phoenix Union High School District, **scroll down** until you locate the school district.



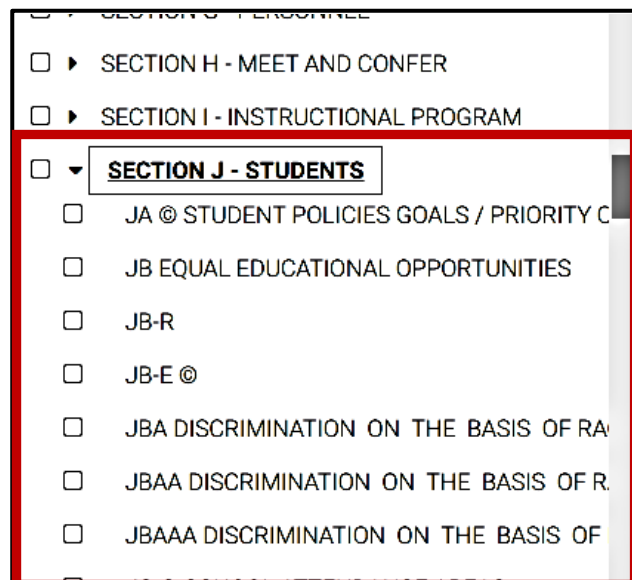
Step 4

Click the **arrow** next to the school district, and it will reveal a **drop-down menu** of general policy sections.



Step 5

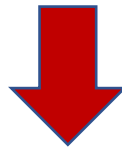
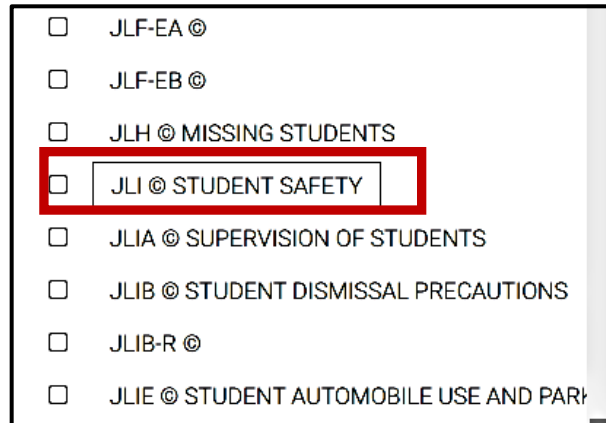
Locate the section that the policy you are looking for is in. Click the **arrow** next to the section and another **drop-down menu** of specific policies will appear. For our example, the policy on Student Safety will be under the **Students** section.



If you are not sure where to find the policy, skip ahead to **Step 8** to learn how to **search** for it.

Step 6

Locate the policy you are looking for and **click** on it. It should pull up the policy on the screen. For our example, scroll down until you locate **Student Safety**. When you click on it, the policy appears on the screen.



A screenshot of the ASBA website. The left sidebar shows a list of policies, with 'JLI @ STUDENT SAFETY' highlighted and a red arrow pointing to the main content area. The main content area displays the full text of the 'JLI @ STUDENT SAFETY' policy. The policy text includes: 'Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.', 'Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.', 'Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. 15-151.', 'In addition, school buildings, playgrounds, and equipment will be regularly inspected for health, fire, and safety hazards.', 'In accordance with the 1997 (Fire) Life Safety Code, the District has designated specific areas on each campus to be used as "areas of refuge" in the event of a need to evacuate a person with severe mobility impairments from a multistory building. These areas are for temporary use as a staging area to provide safe egress from the immediately threatened area until safe evacuation from the building can be provided. Areas of refuge in all multistory buildings should be noted in the Crisis Management (Evacuation) Plan for each campus.', 'Whenever there is need for evacuation of a wheelchair or other physically disabled person from a multistory building, a supervising adult should take the individual(s) to the area of refuge and wait for further assistance. The areas of refuge shall have a sign outside the door designating them as such and have an emergency phone in each area for use of the evacuees in an emergency. If the area is to be kept locked, a key will be assigned as is done for those needing to use the elevator. Instructions should be posted in the safe refuge room listing the following: 1. Directions to find other means of egress, and 2. Advice that persons able to use exit stairs do so as soon as possible unless they are assisting others, and 3. Information on planned availability of assistance in the use of stairs and how to summon assistance, and 4. Directions for the use of the emergency communications system (i.e., phone).', 'The campus Emergency Coordinator (typically the Principal) should direct the Fire, Paramedics, and other responders to these areas on campus to prioritize their evacuation in the event of a life threatening emergency (especially affecting that building).', 'Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, art, or laboratory science activities involving exposure to items as listed in A.R.S. 15-151.', and 'All students and staff affected by this policy shall have the proper training.'

Step 7

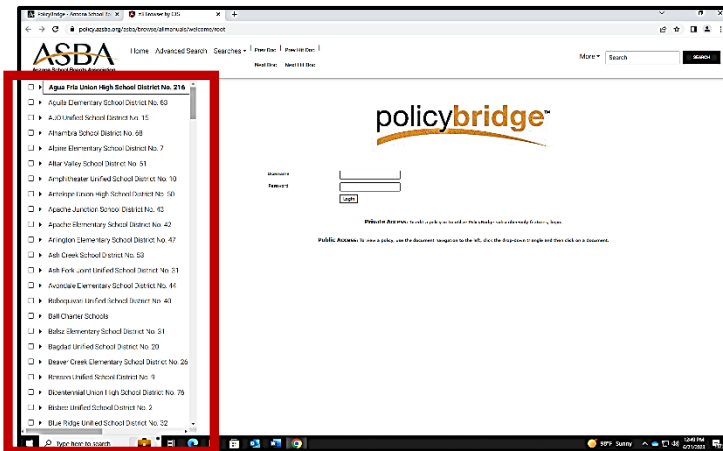
Read the policy and stay informed!

How to Search for a Policy

If you are not sure where the policy is located, or if you simply wish to speed up the process, you can search for individual policies using these steps:

Step 8

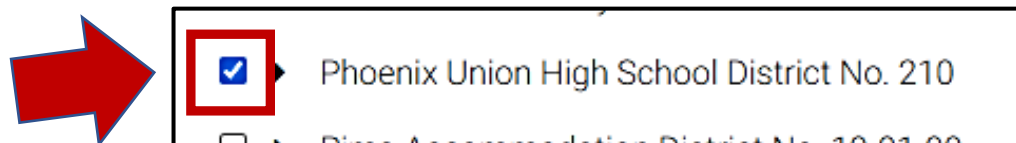
Locate your child's school district (see **Step 3**).



- ▶ Peoria Unified School District No. 11
- ▶ Phoenix Elementary School District No. 1
- ▶ Phoenix Union High School District No. 210
- ▶ Pima Accommodation District No. 10-01-00
- ▶ Pima County Joint Technological Education Dist
- ▶ Pima Unified School District No. 6
- ▶ Pinal County School Programs

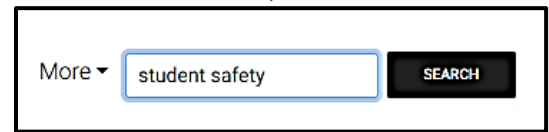
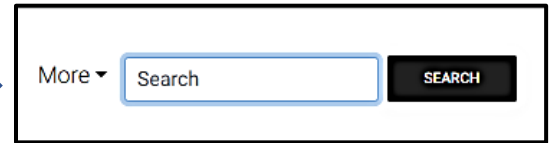
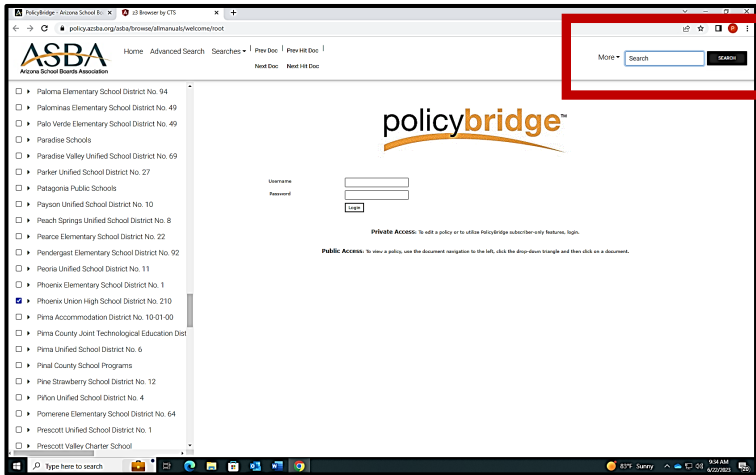
Step 9

Select the box next to the district name.



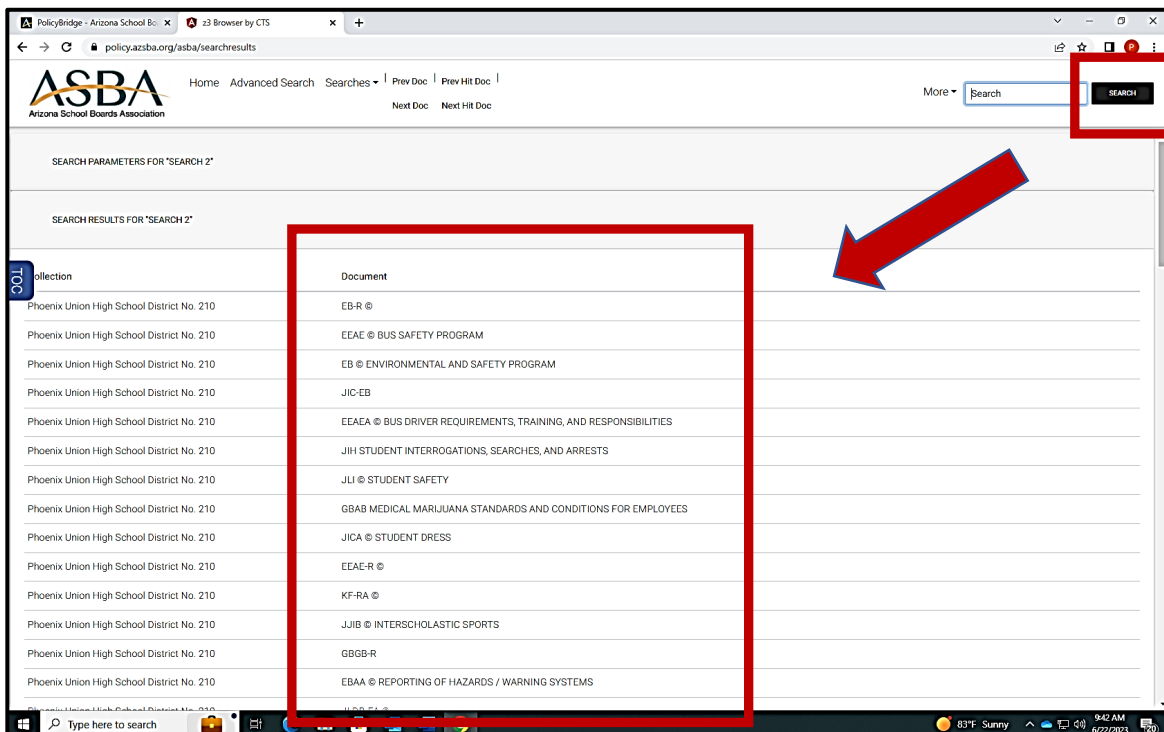
Step 10

Search for the policy you are looking for using the search bar on the upper right-hand side of the page.



Step 11

Click **Search** and the search results will appear on the screen.



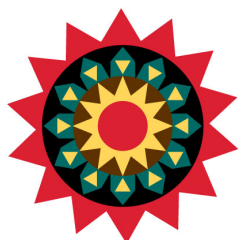
Step 12

From here, you should be able to find the policy you are looking for. When you **click** on it, the policy will appear.

Document
EB-R ©
EEAE © BUS SAFETY PROGRAM
EB © ENVIRONMENTAL AND SAFETY PROGRAM
JIC-EB
EEAEA © BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES
JH STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS
JLI © STUDENT SAFETY
GBAB MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES
JICA © STUDENT DRESS
EEAE-R ©
KF-RA ©
JJIB © INTERSCHOLASTIC SPORTS
GBGB-R
EBAA © REPORTING OF HAZARDS / WARNING SYSTEMS

And that's all there is to it!

We hope this helps.



**DISABILITY
RIGHTS
ARIZONA**