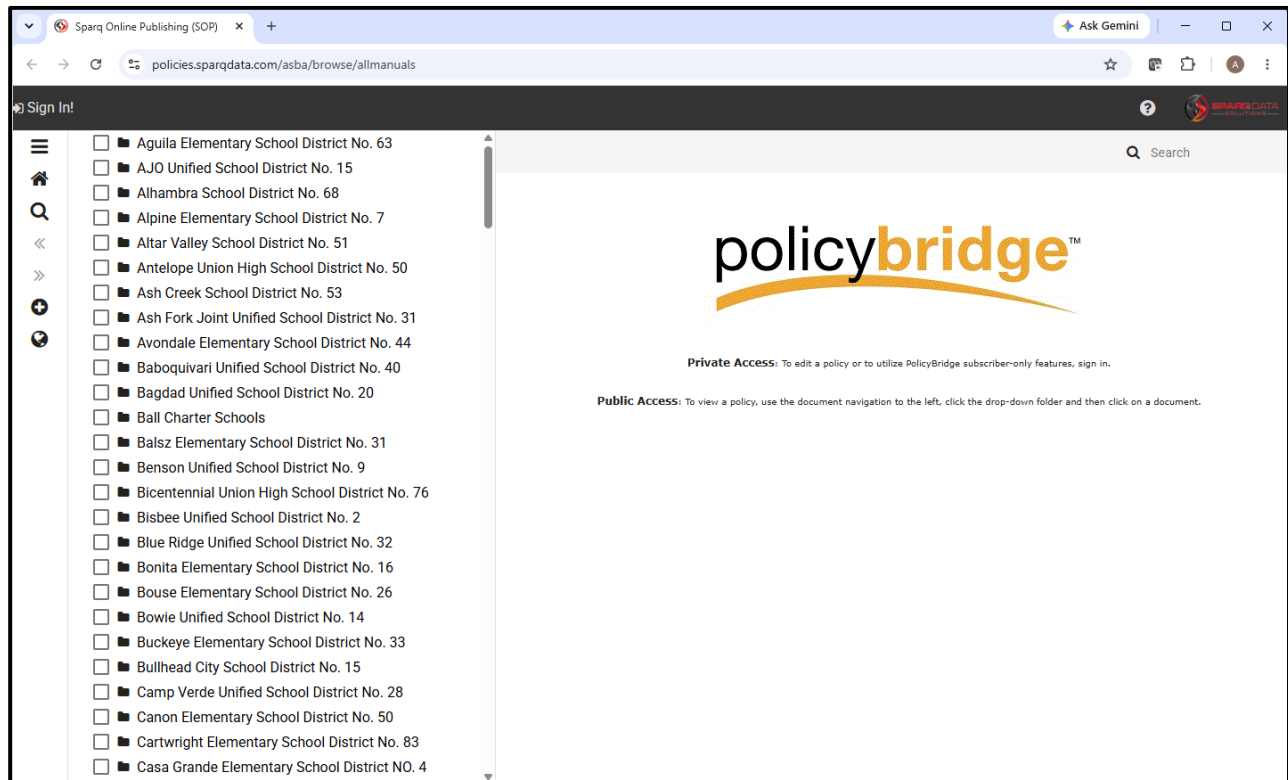


Accessing and Using PolicyBridge

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.

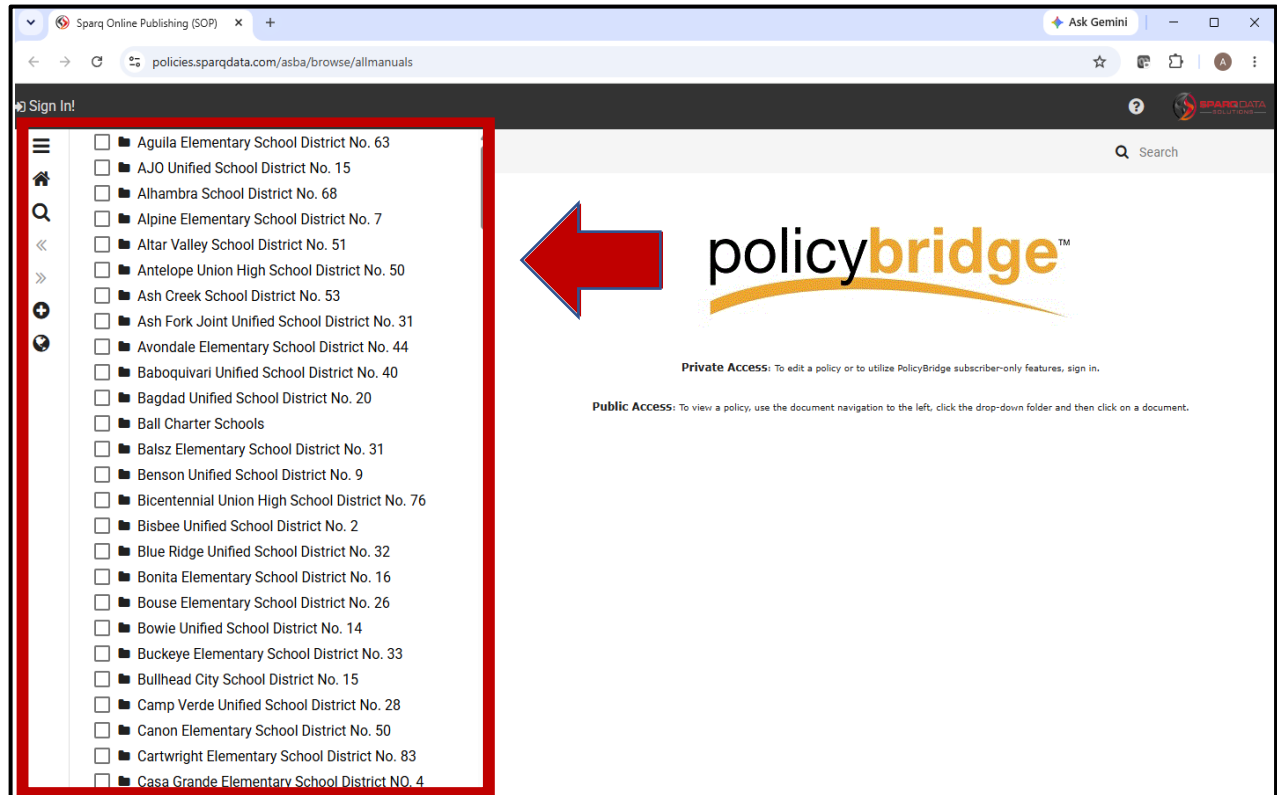
Step 1

Go to <https://policies.sparqdata.com/asba/browse/allmanuals>. You should arrive at this page:



Step 2

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

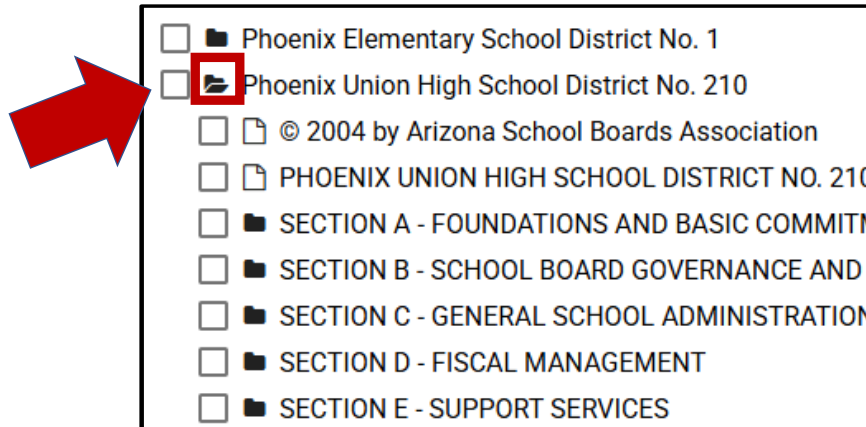


For example, if you want to see the policy on Student Safety in the Phoenix Union High School District, **scroll down** until you locate the school district.

- Piñon Unified School District No. 4
- Phoenix Elementary School District No. 1
- Phoenix Union High School District No. 210
- Pomerene Elementary School District No. 64
- Prescott Unified School District No. 1
- Prescott Valley Charter School
- Quartzsite Elementary School District No. 4

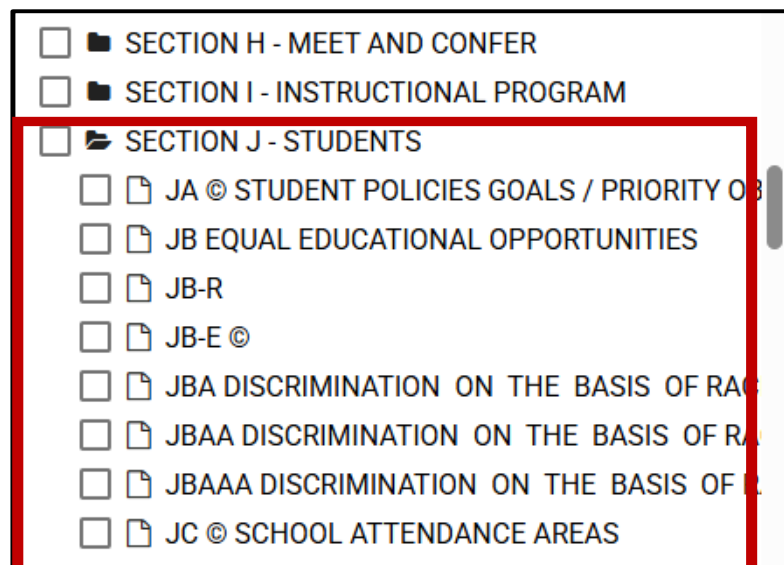
Step 3

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



Step 4

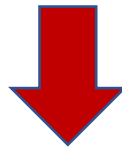
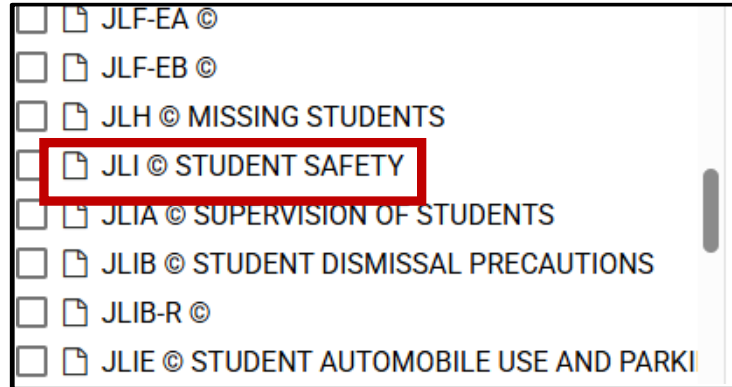
Locate the section that the policy you are looking for is in. Click the **folder icon** next to the section and another **drop-down menu** of specific policies will appear. For our example, the policy on Student Safety will be under the **Students** section.



If you are not sure where to find the policy, skip ahead to **Step 7** to learn how to **search** for it.

Step 5

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 a web browser displaying the full policy page for 'JLI © STUDENT SAFETY'. The browser address bar shows 'policies.sparqdata.com/asba/browse/allmanuals/phoenixunion/JLI'. The page has a dark header with a 'Sign In!' button and a search bar. On the left, a sidebar menu lists various policies, with 'JLI © STUDENT SAFETY' highlighted in a yellow box and a red arrow pointing to it. The main content area displays the policy text:

JLI © STUDENT SAFETY

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

Step 6

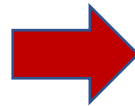
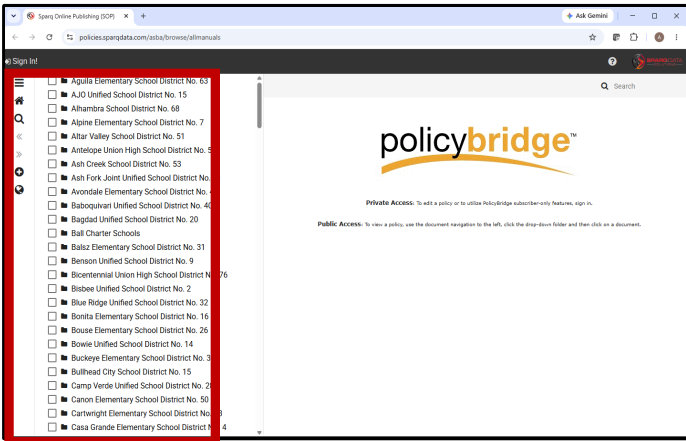
Read the policy and stay informed!

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 7

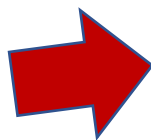
Locate your child's school district (see **Step 2**).



- Piñon Unified School District No. 4
- Phoenix Elementary School District No. 1
- Phoenix Union High School District No. 210
- Pomerene Elementary School District No. 64
- Prescott Unified School District No. 1
- Prescott Valley Charter School
- Quartzsite Elementary School District No. 4

Step 8

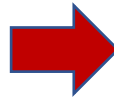
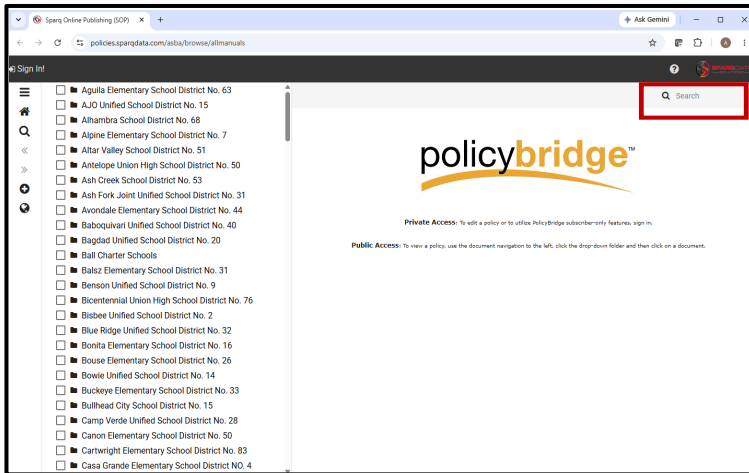
Select the box next to the district name.



- Phoenix Elementary School District No. 1
- Phoenix Union High School District No. 210
- Pomerene Elementary School District No. 64

Step 9

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



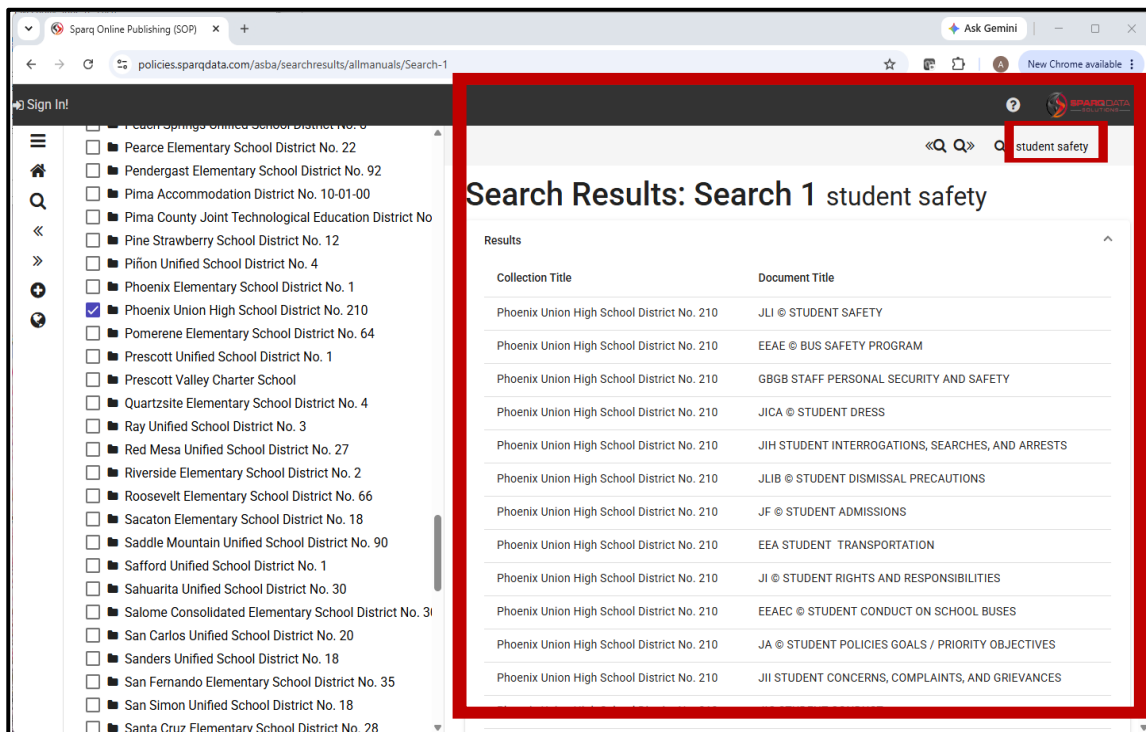
Search



student safety

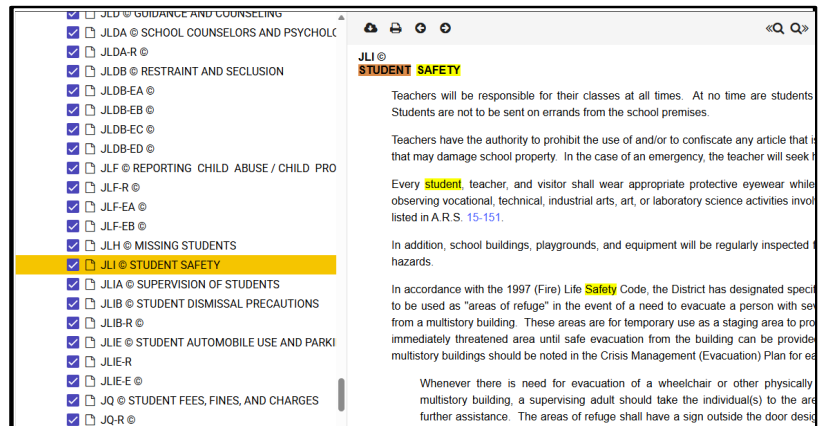
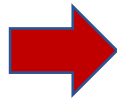
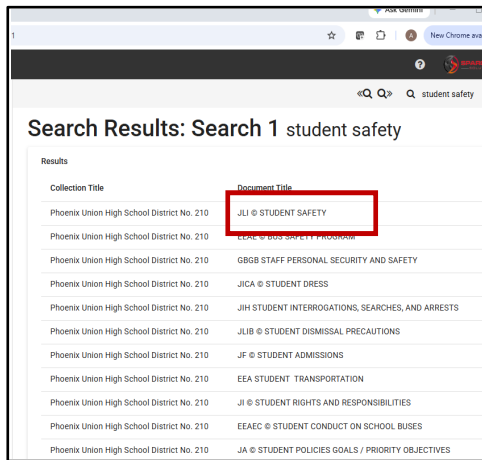
Step 10

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

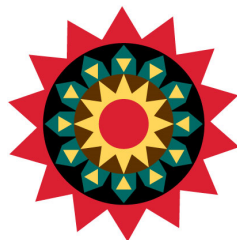


Step 11

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



And that's all there is to it!
We hope this helps.



**DISABILITY
RIGHTS
ARIZONA**