



# PolicyBridge: A Quick Look

ASAP One Day Workshop  
September 24, 2021

# Access to PolicyBridge

<https://policy.azsba.org/asba/browse/allmanuals/welcome/root>

# Access to Training Manual

<https://azsba.org/wp-content/uploads/2020/04/Policy-Bridge-Training-Manual.pdf>

# “z2” to “z3”



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## Documents

- ▶   Agua Fria Union High School District No. 216
- ▶   Aguila Elementary School District No. 63
- ▶   AJO Unified School District No. 15
- ▶   Alhambra School District No. 68
- ▶   Alpine Elementary School District No. 7
- ▶   Altar Valley School District No. 51
- ▶   Amphitheater Unified School District No. 10
- ▶   Antelope Union High School District No. 50
- ▶   Apache Junction School District No. 43



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# *Instructions for submitting documents in PB*

Instructions for "Adding" a **NEW policy** document to the manual:

(Examples: **ACAA, ACAA-R, JICA-RB & KI-RB**)

1. Locate the document in the folder and select the "button" under "Add New Doc to TOC." (The table-of-contents for your District manual will appear).
2. You will locate the section of the manual where the document is to be placed. (Ex., if you are adding Policy DICA, it will be placed in Section "D" *AFTER* Policy DIC; the policies are in alphabetical order & you must remember to place the document after the last Policy document. So if there is a regulation or exhibit for Policy DIC, you would place DICA after the last DIC document; DIC-EA).
3. Once you have selected Policy DIC in your TOC, a dialogue window will open asking whether you wish to place the document "before" or "after" the policy document you have selected. You will choose to place the document either before (above) or after (below) the document you have chosen in the TOC.

# *Instructions for submitting documents in PB*

Instructions for opening a document from the *"Policy Advisories Awaiting Adoption" folder to edit:*

(Example: **ACAA-R** (needs Title IX Coordinator information):

1. Locate the document in the folder and select the "button" under "Add PA version Draft to Manual."
2. Edit the document as needed (Look for blanks ( ) and **bold language** instructions).
3. Scroll to the bottom of the page to the "grey" shaded "Meta Data" area.
4. Choose "Save and Process," which will open an adoption window.
5. Note the document as being a PA or District revision, I also include the date of adoption in the note for easy reference.
6. If the document is a Policy, you will submit using Governing Board adopted policy on: (provide adoption date using calendar) . If the document is a Regulation or Exhibit, submit by selecting "Superintendent approved regulation or exhibit on: (provide adoption date using calendar)
7. Submit (wait for notification that the document has been submitted).

# *Instructions for submitting documents in PB*

Instructions for *submitting a document from "Policies Requiring My Attention" (MyDocs):*

*(Example: Documents you have opened/saved (from a Policy Advisory OR the table of contents [TOC] and need to complete & submit).*

1. Locate the document in the "MyDocs" folder . Click on document (the document will open in an edit format in the right frame).
2. Edit the document as needed (make any additions/deletions/complete "fill-ins" if necessary).
3. Scroll to the bottom of the page to the "grey" shaded "Meta Data" area.
4. Choose "Save and Process," which will open an adoption window.
5. Note the document (notate change(s) to document; I also include the date of adoption/approval in the note for easy reference).
6. *If the document is a Policy*, you will submit using "Governing Board adopted policy on": (provide adoption date using calendar) . *If the document is a Regulation or Exhibit*, submit by selecting "Superintendent approved regulation or exhibit on": (provide adoption date using calendar).
7. Submit (*wait for notification that the document has been submitted*).

# *Instructions for submitting documents in PB*

Instructions for *opening a document from the "TOC [table of contents]" to edit:*  
(*Example: Any Governing Board or Administrative change(s) to policy documents NOT from a Policy Advisory*)

1. Locate the document in the "TOC." Right-click on document and choose "Edit selected document." (The document will open in an edit format in the right frame).
2. Edit the document as needed (make any additions/deletions).
3. Scroll to the bottom of the page to the "grey" shaded "Meta Data" area.
4. Choose "Save and Process," which will open an adoption window.
5. Note the document (notate change(s) to document , I also include the date of adoption/approval in the note for easy reference).
6. *If the document is a Policy*, you will submit using "Governing Board adopted policy on": (provide adoption date using calendar). *If the document is a Regulation or Exhibit*, submit by selecting "Superintendent approved regulation or exhibit on": (provide adoption date using calendar)
7. Submit (*wait for notification that the document has been submitted*).

policybridge

The logo for Policy Bridge features the word "policy" in black and "bridge" in orange. A thick orange curved line arches underneath the text, starting from the left and tapering to the right.



# Policy Advisories 680-711

## July 2021

▶ BDF	GCH	IJJ	JICA-RB
▶ BEDD	GDB	IKE-RB	JK
▶ BEDH	GDF	IMB	JKD
▶ BIB	IC	JFAA	JKE
▶ BIB-R	IHA	JFAA-EA	JLCB
▶ DIE	IHA-E	JFAA-EB	JLCB-R
▶ DJ	IHAMB	JFAB	JLCB-E
▶ EEAEA	IHAMB-R	JFAB-EA	JLF
▶ GBGB-R	IHAMD	JFAB-EB	KB
▶ GCB	IJ	JFB	KI-RB
▶ GCF			

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