

## How To Locate and Use the District Policy Manual

January 2019

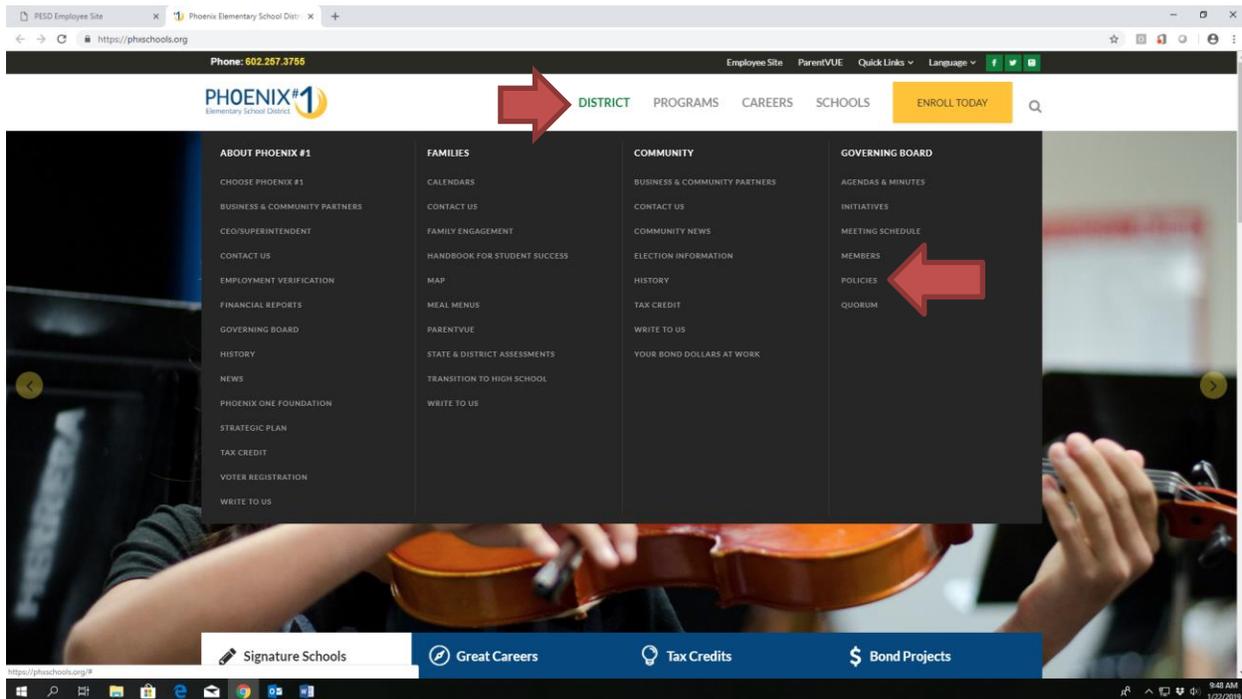
The Governing Board is responsible for prescribing and enforcing District policy for the governance of schools. Policies adopted by the Governing Board will be consistent with Arizona Revised Statutes or rules prescribed by the State Board of Education. ARS 15-341.A.1. The Governing Board approves Policy through the First Reading and Second reading process at regularly scheduled board meetings.

The Governing Board delegates authority to the Superintendent to implement Policy through the development of Regulations or Exhibits, as needed. The Superintendent informs Governing Board members of Regulations or Exhibits and authorizes the publication in the District Policy Manual.

The Governing Board approved an updated District Policy Manual on November 8, 2018. This update ensures the Policy Manual is compliant with Arizona Revised Statutes, Title 15. The Policy Manual will undergo additional review to ensure district policies reflect the vision and mission of the District, as well as the goals of the 2025 Strategic Plan.

All existing print copies of the Policy Manual are outdated and should be recycled. A print option (described later) is available should print copies be necessary.

**Step 1:** Go to the District website: [www.phxschools.org/district/policies](http://www.phxschools.org/district/policies).



For additional information regarding the Policy Manual, please call (602) 257-3806.

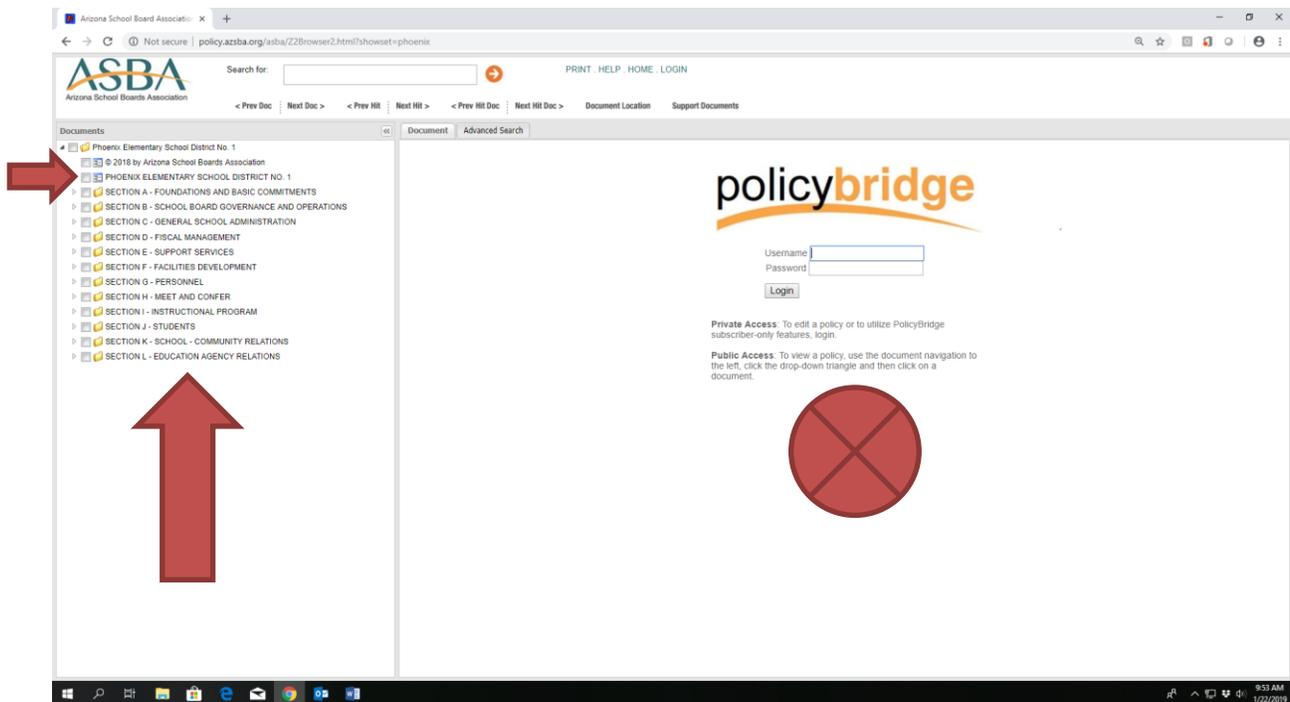
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**Step 2:** The screen below will open after clicking “policies”. The District Policy Manual is located on the left menu.

To open the Introduction to the manual, click on “Phoenix Elementary School District No. 1.” The Introduction contains definitions and guidance related to the manual. The Policy Manual is organized in twelve sections from A to L. No username or password is needed to access the District Policy Manual.

**Policy Bridge** is the software used by the Arizona School Boards Association to edit the policy manual. Three staff members have access to Policy Bridge, including the Superintendent, Assistant to Superintendent/Policy & Strategy, and the Superintendent’s Administrative Assistant. Private and Public Access are further explained under the logon button.



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**Step 3:** To open a Section of Policy, click on the small arrow to the left of the desired section. For example, the Instructional Program section is expanded. Open a document by clicking on the title.

The screenshot shows the ASBA website interface. On the left sidebar, the 'SECTION I - INSTRUCTIONAL PROGRAM' is expanded, and a red arrow points to the 'IA' sub-section. The main content area displays the following text:

**IA - INSTRUCTIONAL GOALS AND OBJECTIVES**

All parts of the curriculum are interrelated and important to the development of the student. The physical, emotional, social, aesthetic, and cognitive development of the student are all elements of importance within the school program.

The District will provide basic communication and computational skills, an experience-based curriculum, and exploration of different disciplines and decision-making techniques to enable the student to choose between alternatives.

Specifically, the District instructional program will be designed and implemented to provide for developing:

- Skills in communication - to include reading, writing, speaking, listening, and composition.
- Skills in computation.
- Appreciation of the world of work.
- Pride of workmanship and skills for economic survival.
- Appreciation of the importance of physical fitness.
- Research and problem-solving skills.
- Ability to think analytically, critically, and independently.
- Skills in foreign or Native American language.
- Ability leading to citizen responsibility.
- Understanding and respect for our cultural heritage.
- Appreciation for the intrinsic value of education.
- Appreciation of the fine arts.
- Skills in technology.

Adopted: November 08, 2018

CROSS REF:  
[AD - Educational Philosophy/School District Mission](#)

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**Step 4:** To print a policy, regulation, or exhibit, click on the gray box in front of the desired document(s). More than one document can be printed in one print session. Click on “print” located at the top of the screen.

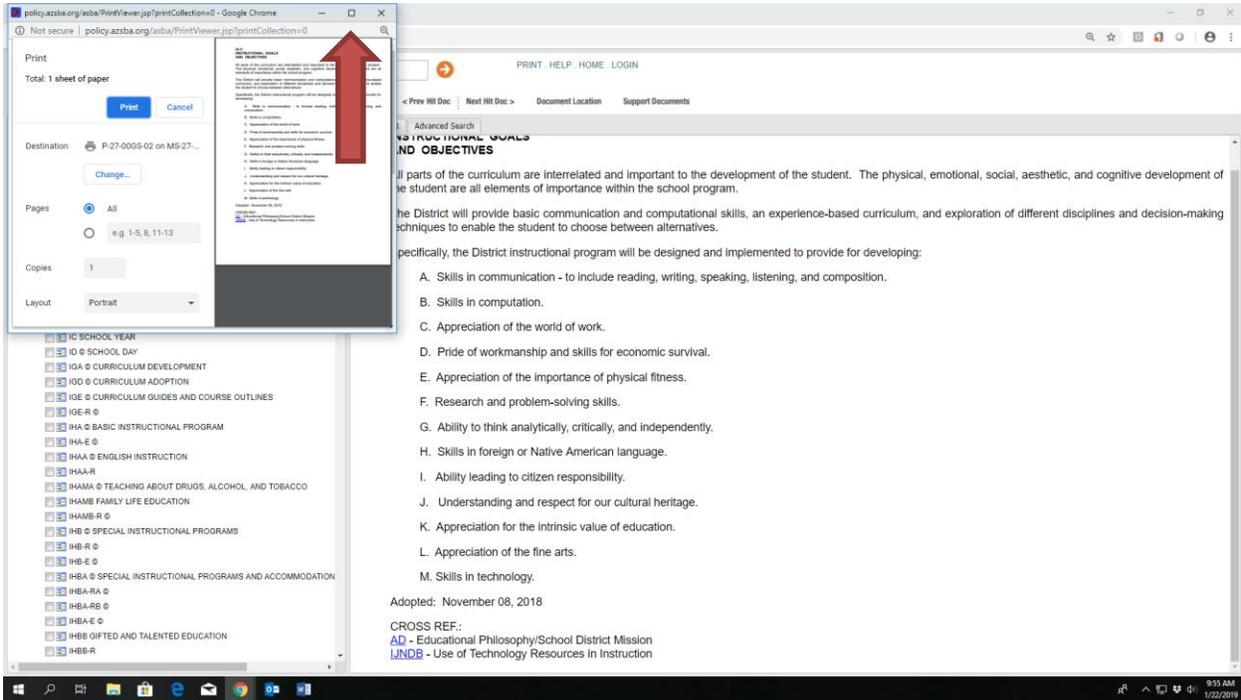
The screenshot shows a web browser window displaying the ASBA Policy Manual. The left sidebar contains a tree view of documents, with 'IA 6 INSTRUCTIONAL GOALS AND OBJECTIVES' selected. The main content area displays the text of this policy, including a list of skills (A-M) and cross-references. A red arrow points to the 'PRINT' button located at the top of the page, above the search bar and navigation links.

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**Step 5:** After clicking “print”, the following print screen opens. Expand the screen for more printing options.

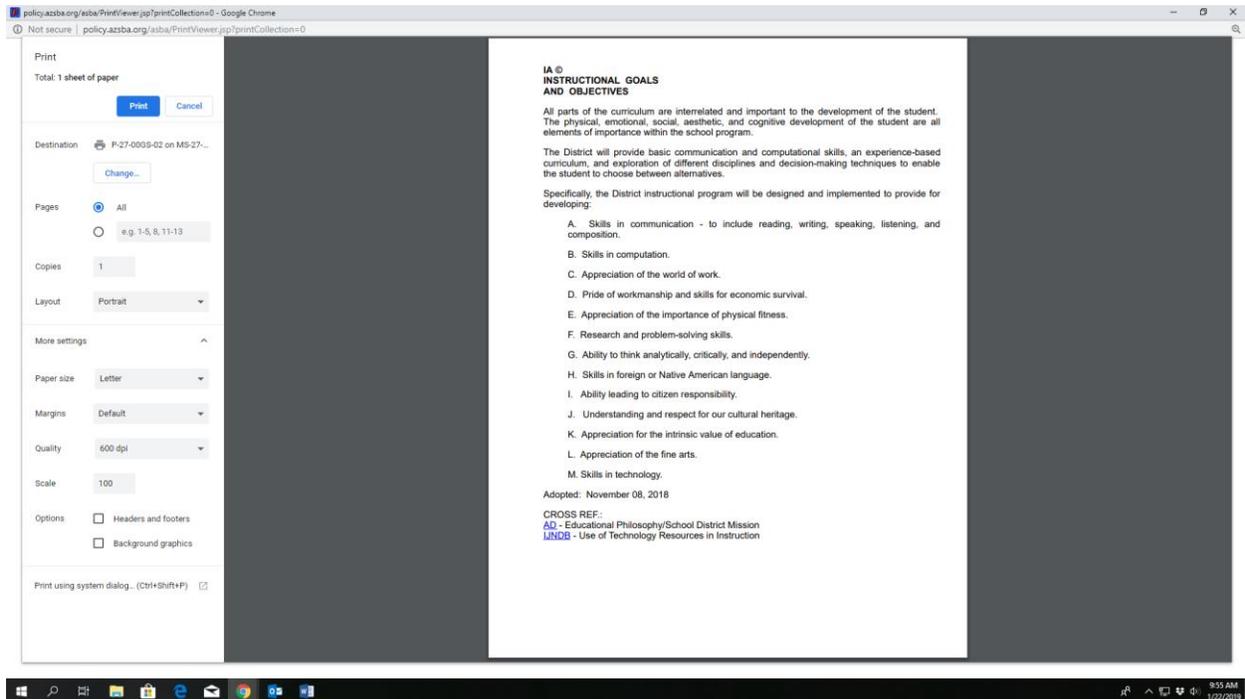


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**Step 6:** Additional printing options display when the screen expands. Click the blue print button when ready.



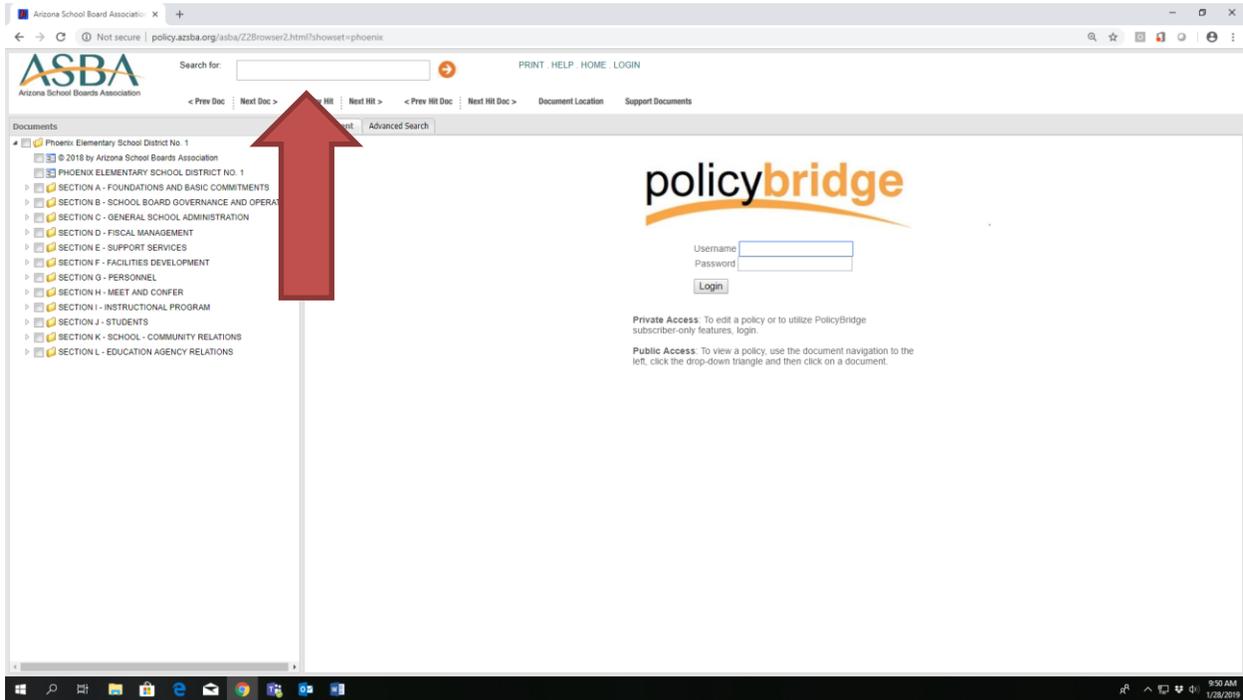
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**Step 7:** Click on the “Search” tab to locate policies specific to a topic. This screen will open. Click on the orange arrow to launch the search.

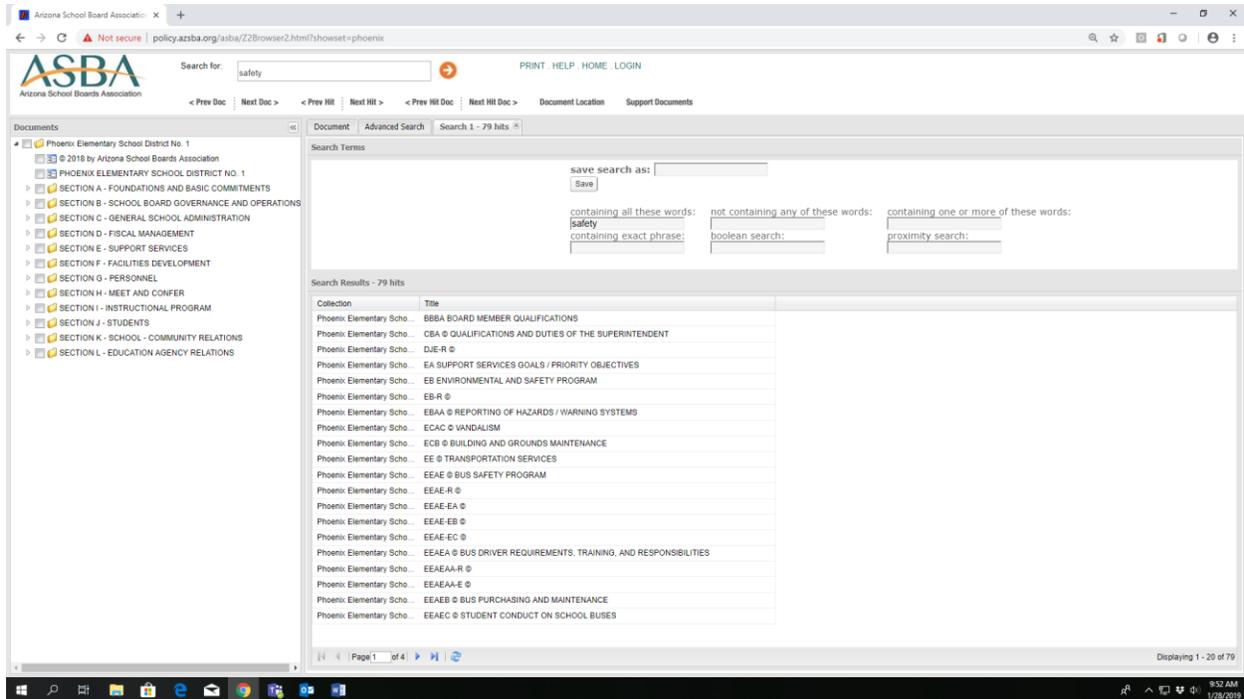


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**Step 8:** Search results on the word “safety” are listed below. Click to open any of the documents as a result of the search. To complete a more detailed search, open the Advanced Search Tab to use any of the five additional search options.



The screenshot shows a web browser window displaying the ASBA (Arizona School Boards Association) Policy Manual search results. The search term is "safety". The page shows a list of 79 search results, with the first few visible in the table below.

Collection	Title
Phoenix Elementary Scho...	BBBA BOARD MEMBER QUALIFICATIONS
Phoenix Elementary Scho...	CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT
Phoenix Elementary Scho...	DJE-R ©
Phoenix Elementary Scho...	EA SUPPORT SERVICES GOALS / PRIORITY OBJECTIVES
Phoenix Elementary Scho...	EB ENVIRONMENTAL AND SAFETY PROGRAM
Phoenix Elementary Scho...	EB-R ©
Phoenix Elementary Scho...	EBAA © REPORTING OF HAZARDS / WARNING SYSTEMS
Phoenix Elementary Scho...	ECAC © VANDALISM
Phoenix Elementary Scho...	ECB © BUILDING AND GROUNDS MAINTENANCE
Phoenix Elementary Scho...	EE © TRANSPORTATION SERVICES
Phoenix Elementary Scho...	EEAE © BUS SAFETY PROGRAM
Phoenix Elementary Scho...	EEAE-R ©
Phoenix Elementary Scho...	EEAE-EA ©
Phoenix Elementary Scho...	EEAE-EB ©
Phoenix Elementary Scho...	EEAE-EC ©
Phoenix Elementary Scho...	EEAEA © BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES
Phoenix Elementary Scho...	EEAEA-R ©
Phoenix Elementary Scho...	EEAEA-E ©
Phoenix Elementary Scho...	EEAEB © BUS PURCHASING AND MAINTENANCE
Phoenix Elementary Scho...	EEAEC © STUDENT CONDUCT ON SCHOOL BUSES

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