



Participant Quick-Start Guide

Getting started with the policy decision-support platform for your research participation

Prepared for study participants · Indiana University, School of Learning Design and Adult Education · Version 1.0

What Policy to Action Does

Policy to Action is a decision-support tool for school administrators. You describe a real-world scenario, such as a student conduct incident or a records request, and the platform answers using only your district's own board policies and handbooks. Every claim in an answer is tied to the exact policy text it came from, so you can verify the guidance against the source before acting on it.

For this study: Please use the platform as you naturally would in your administrative practice. There are no right or wrong ways to phrase a scenario. Your usage helps us understand how policy-grounded decision support works in real administrative contexts.

Step 1: Create Your Account

- 1 Open the platform.** Go to **policytoaction.beauhawked.com** in any modern browser (Chrome, Safari, Edge, or Firefox). On the sign-in screen, select **Create a workspace**.
- 2 Complete the form.** Enter your first and last name, your district name, your work email, and a password. The platform greets you by first name once you are signed in.

Policy to Action

Every answer, grounded in your district's own policies.

Add your board policies and handbooks once, then ask scenario questions and get cited, actionable guidance.

Private to your district · Sources cited on every answer

Create your workspace

First name: Jordan

Last name: Avery

District name: Example: West Lafayette Community School

Work email: you@district.org

Password: Enter your password

Create workspace

You'll verify your email before uploading data — your district's dataset stays private to your account.

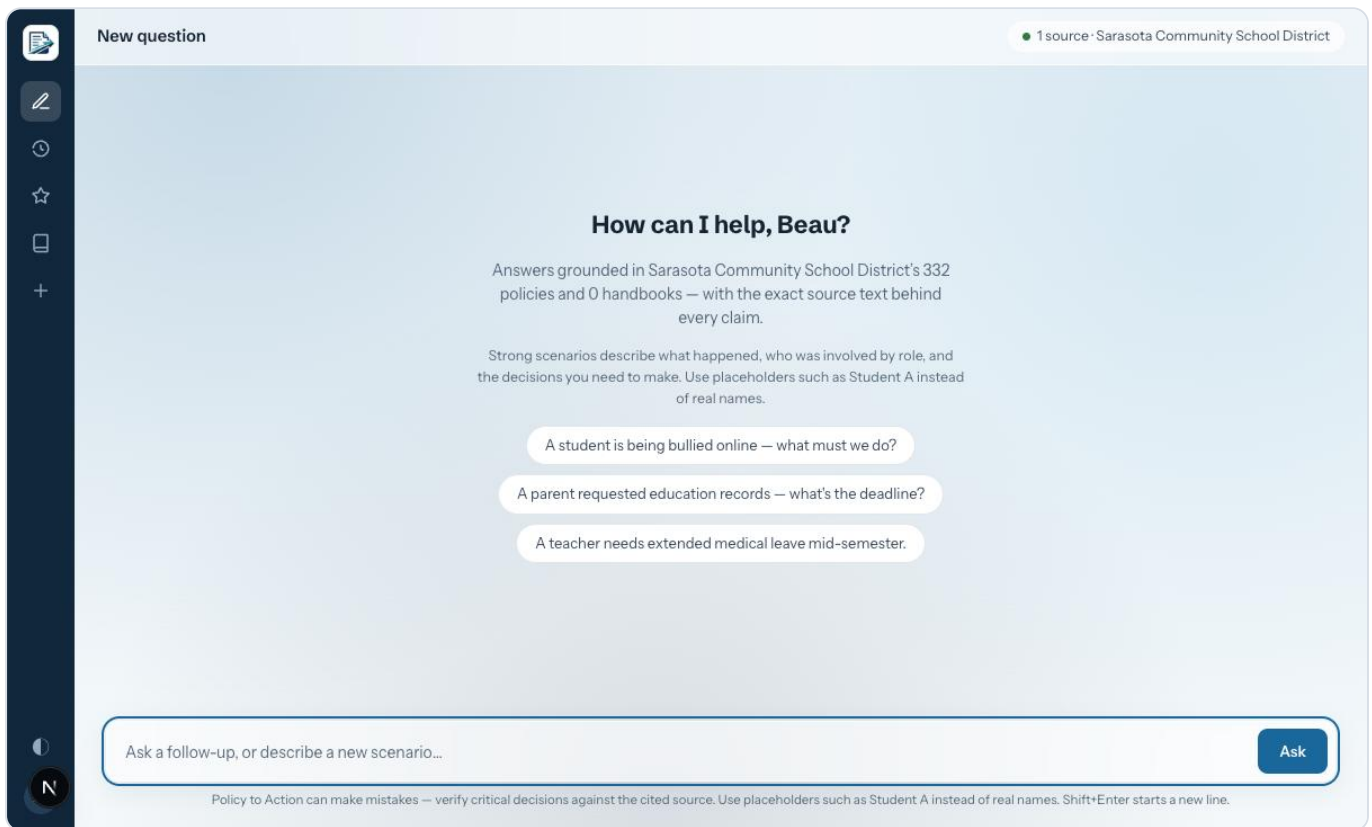
[Forgot password?](#) [Sign in](#)

Figure 1. The Create your workspace form. Your district's data stays private to your account.

- 3 Verify your email.** Check your inbox for a message from Policy to Action and click **Verify Email**. The link returns you to the platform, signed in and ready. If the message does not arrive within a few minutes, check your spam folder or use **Resend verification** on the sign-in screen.

Step 2: Ask Your First Scenario Question

After sign-in you land on the question screen. It shows how many policies are loaded for your district and offers example questions to get you started.



New question

1 source · Sarasota Community School District

How can I help, Beau?

Answers grounded in Sarasota Community School District's 332 policies and 0 handbooks — with the exact source text behind every claim.

Strong scenarios describe what happened, who was involved by role, and the decisions you need to make. Use placeholders such as Student A instead of real names.

A student is being bullied online — what must we do?

A parent requested education records — what's the deadline?

A teacher needs extended medical leave mid-semester.

Ask a follow-up, or describe a new scenario...

Ask

Policy to Action can make mistakes — verify critical decisions against the cited source. Use placeholders such as Student A instead of real names. Shift+Enter starts a new line.

Figure 2. The question screen. Type your scenario or select an example to begin.

- 1 **Describe the situation** in the box at the bottom. Real scenarios work best: what happened, who was involved by role, and what decisions you need to make. Press **Enter** to submit; use **Shift+Enter** for a new line.
- 2 **Protect student privacy.** Use placeholders such as "Student A" or "a seventh-grade student" instead of real names. This is both good practice and a requirement of the study protocol.

Step 3: Read the Answer

Answers arrive in a structured card with three parts: summaries of the specific policies that apply, numbered recommended actions, and the implications of following or not following the cited policies.

At 9:40 AM during passing period at a middle school, two 7th-grade students become in...

1 source · Sarasota Community School District

70 • Bullying and Harassment. This policy prohibits bullying and harassment in all school-related settings, including cyberbullying, and mandates disciplinary action for violations. It applies to conduct during any educational program or activity, on school property, or through technology if it substantially interferes with the victim's participation in school.

305 • Threat Assessment Teams. Defines concerning behavior and communications that may indicate safety risks, including aggressive or violent behaviors. It emphasizes the need for assessment of such behaviors to ensure safety.

34 • Expulsion of Students. Expulsion may be recommended for serious breaches of conduct such as violence or willful disobedience. The principal or designee may recommend expulsion for acts that substantially disrupt school order or involve violence.

32 • Zero Tolerance for School Related Crimes. Establishes that schools must be safe and orderly, protecting all from harm. It includes a presumption that self-defense or defense of others using necessary force is justified. It applies to serious offenses that threaten safety on school property or activities.

35 • Respect and Civility in Schools and.... Promotes a safe, harassment-free environment and orderly conduct among students and staff. It prohibits disruptive or threatening behavior and requires staff to take necessary actions to maintain safety and civility.

70 • Student Records. Governs the maintenance and privacy of student records in compliance with applicable laws. It assigns responsibility for controlling and supervising student records to district personnel.

70 • Bullying and Harassment ↗ 305 • Threat Assessment Teams ↗ 34 • Expulsion of Students ↗

32 • Zero Tolerance for School Related Crimes ↗ 35 • Respect and Civility in Schools and.... ↗ 70 • Student Records ↗

RECOMMENDED ACTIONS

1. Investigate the incident thoroughly using witness statements and hallway camera footage to establish facts about the verbal and physical altercation.
2. Evaluate whether Student A's repeated mocking comments meet the district's bullying and harassment definition by assessing if the conduct substantially interfered with Student B's ability to participate in school activities.
3. Consider disciplinary consequences for both students consistent with the district's fighting and student discipline policies. Recognize that

↓ Latest

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Ask

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Figure 3. An answer card. The chips beneath the policy summaries cite each source used.

Step 4: Check the Evidence

Every citation chip opens the evidence panel, which shows the exact policy text the answer was grounded in. Select **Open full source** to read the complete policy. After you close the panel, the **Evidence** button in the header reopens it.

Useful Features During the Study

Feature	Where	What it does
Pinned answers	Star icon in the left rail	Saves an answer, with its evidence, to a personal reference list. Select Pinned under any answer to save it.
History	Clock icon in the left rail	Every conversation is saved automatically. Reopen any past scenario to continue it or review the guidance.
Library	Book icon in the left rail	Search and read every policy loaded for your district.
Follow-up questions	Question box	Ask follow-ups in the same conversation; the platform keeps the scenario context.
High contrast	Half-circle icon, bottom left	Switches to a high-contrast theme for readability.

Questions or Technical Issues

If you encounter a technical problem, or have any questions about the study, contact the researcher, Beau Scott, using the contact information provided in your study materials. Feedback about anything confusing or unexpected is welcome and genuinely useful to the research.

Policy to Action · Participant Quick-Start Guide · Your district's dataset stays private to your account. Guidance is generated from your uploaded policies and is not legal advice.