

BEAVER CREEK SCHOOL DISTRICT #26

4810 E. BEAVER CREEK RD.

RIMROCK, AZ 8633

(928) 567-4631

FAX (928) 567-5347

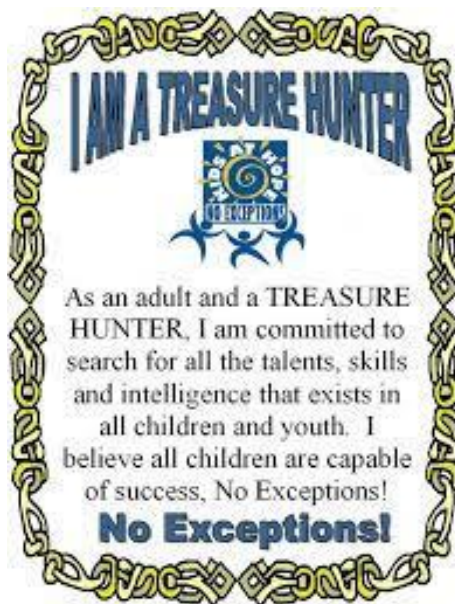
Allie Wheeler, Principal/Superintendent

Our Mission

BEAVER CREEK SCHOOL STAFF...Believes, Connects, and Time Travels.

We believe all children are capable of success **NO Exceptions!**

All of us believe that all children are capable of success no exceptions! And we believe that our Teammates and other Staff believe all children are capable of success. **NO Exceptions!**



Together We Strive To Be a 10!

Our Vision

Beaver Creek School Community is committed to providing a supportive, safe, and stimulating environment for children to learn and grow. Beaver Creek School believes that every person is valuable. With this as its starting point, the school is dedicated to creating a learning community where everyone, students and staff, can discover and develop their individual talents.

Beaver Creek School Community empowers students to value, acquire, articulate, and implement knowledge and skills that will support them as lifelong learners. As learners, Beaver Creek School's students participate and contribute to their community, country, and global world, and practice the core values of the school: respect, tolerance, and inclusion. In partnership with parents, families, and community members, Beaver Creek School creates learning opportunities for character building, critical thinking, and knowledge to explore and succeed in a technologically advanced world.

Beaver Creek School Community instills hope in every child and family in our community. We help to guide our students and families in connecting with their futures, beyond academics. Our goal is to help students see the value and power they have in creating their future. In addition to career and education, the school provides guidance and learning in the areas of family and homes, community and service, hobbies and recreation to help students become lifelong learners.

Beaver Creek School District Operating Principles and Working Agreements

In 2014 Governing Board members and staff came together to create Operating Principles and Working Agreements for staff members to stay focused on the needs of students while creating a great place to work and grow!

A HHAPI (and Hopeful) Place to Work!

Honesty Human Dignity Accountability Patience Integrity

As the Beaver Creek Governing Board and Staff, we acknowledge that Operating Principles and Working Agreements for staff are critical to a well-functioning organization. We know these principles will be tested and clarified with real life situations and real decisions. When on occasion conflicts arise due to interpretation of the agreements, staff members are encouraged to talk with the individual that he or she has a conflict. If there is not a resolution then it is the responsibility of the concerned staff member to bring the information to the representative of the Leadership Team or Advisory Council to help with resolution.

The operating principle of Honesty requires of us that we begin by being first truthful with ourselves. Building trust ensures that we build confidence and interdependence on each other.

Actions we take to show **honesty** are:

- Respect
- Reliability
- Consistently prove our trustworthiness
- We think before we speak and are tactfully honest
- Be brave enough to stand up for what we believe will benefit the school community

The operating principle of Human Dignity requires of us that we treat each other with respect and kindness.

Actions we take to show **Human Dignity** are:

- Value individual difference
- Speak kindly
- Listen to others without judgment
- Help and encourage those who struggle
- Focus on each other's positive attributes

The operating principle of Accountability requires of us that we equally and willingly accept responsibility for the success of every child in our community.

Actions we take to show **accountability** are:

- To follow through with our responsibilities
- Request help and/or resources when needed
- Each staff member in the school believes that he or she is an important part of the students' success and will go above and beyond the job description to be a part of the team
- Willingness to own mistakes and make them right

The operating principle of Patience requires of us that we are caring, flexible, and understanding while supporting our school and community.

Actions we take to show **Patience** are:

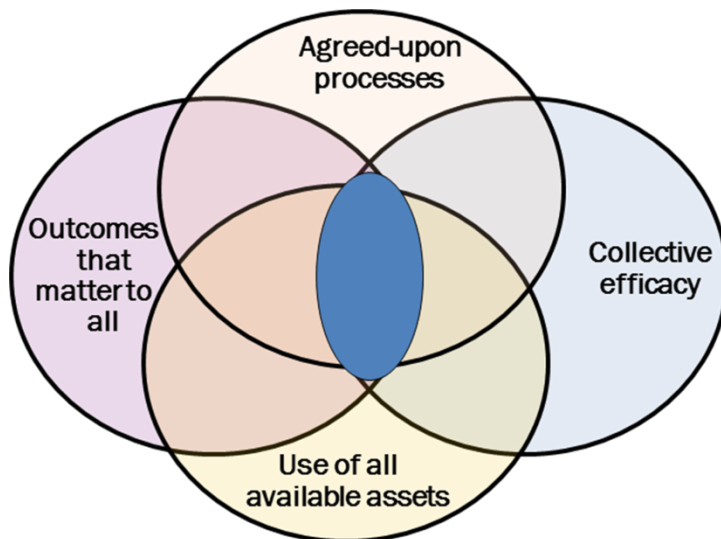
- Perseverance without loss of temper
- Compassionate and respectful
- We understand and value our roles and the roles of others

The operating principle of Integrity requires of us that we adhere to moral and ethical principles.

Actions we take to show **integrity** are:

- Dependability
- Follow-through
- Work diligently to make Beaver Creek School a better place
- Be accountable to School District Policies
- The right way is not necessarily the easy way

We believe all children are Capable of Success ...NO Exceptions!



***Believe!
Connect!
Time Travel!***

Beaver Creek is a great place to work and grow.

Catch the Ride with Bobcat Pride!

General Information

The following general information is meant to help new and returning staff with information needed. We try to streamline the information so that it is relevant and will reference locations for further information. Never hesitate to ask for more information!

1. **Parking:** Employees should use the parking areas in front of the school, leaving the first two rows open for visitors. If staff needs to drop off items close to their rooms, they may do so, being mindful of buses, the fire lane, and students using the fire lane. Never pass a bus in the loading zone. Bus drivers and maintenance staff may park by the bus barn.
2. **Heating and Cooling:** Be aware that although we have solar panels, we still pay for electricity just at a lower rate. Also, much of the campus is heated by propane. Make sure just like at home, you conserve electricity and propane. This includes keeping thermostats at marked temperatures (75 for air conditioning and 68 for heating) and keeping doors and windows closed when using these resources.
3. **Agreements, Contract Hours and Absences :**
 - i. Teachers are contracted to work 1480 hours in a school year, When on site, work hours will be for 7:30-3:30 with additional parent classroom hours scheduled by each teacher for the year. (PLCS will be scheduled until 4:30 every week.) These hours will ensure adequate time for staff supervision of students attending after school tutoring. Once a month Friday in-service hours are 7:30-12:30 following the certified calendar.
 - ii. All other staff members (limited contract, hourly, itinerant, etc.) should follow their calendars or work agreements. No overtime is allowed unless preapproved by the Business Manager.
 - iii. For planned absences, complete a Request for Absence, give to your supervisor and if needed an internal substitute will be scheduled. Email verification will be sent.
 - iv. Absences before or after a scheduled school vacation will need to have specific letter of request to the superintendent per policy.
 - v. If you find that you are in an **emergency situation** needing a substitute contact your supervisor (via text or call -Instructional Staff and school office staff –Allie Wheeler **928-978-0324**, if No Answer after 6:30 am call the school office. (a calling card will be given) Maintenance, Custodial and Food Service staff call or text Karen Dufresne, Transportation staff contact Jake Wheeler. All District staff contact **Allie Wheeler**. This contact information would be used on the weekend or **from 6 pm to 8 pm & 6 am to 6:30 am during the week**. Be aware we only have internal substitutes. See policy 4.302 and procedures 4.302.B and 4.302.C for further information.
 - vi. Please see policies for request for release from contract or agreement.
 - vii. See Business Manager Ori Womack if you feel you have a confidential Family Medical Leave Issue that needs to be addressed.
 - viii. You should stay home if you are sick. We continue to receive updated guidance from our local health department on the protocols required for any public health concern.
4. **Sign in/out:** Should instructional staff need to leave early, **contact Allie (by email, text, or in person with a CC to Sam Bishop)**. All other staff, speak to your supervisor and clock out. Be sure to sign out on the clipboard by Health office. We appreciate that our itinerant staff members (Speech, ASDB, OT, PT, Nurse.), sign in and out on the sign-in sheet in the front office.
5. **Dress Code:** Staff is expected to dress appropriately for their position. All office staff, paraprofessionals, and teachers are to dress professionally Monday through Wednesday, Thursday will be School Spirit Day. Friday dress comfortably but appropriately.

6. Supplies:

- i. The supply room is located in the office. Please complete a request for supplies located by the back office door. You may expect a 24 hour turn around.
- ii. The laminating machine, the Ellison die cut machine, and butcher paper is located in the staff workroom in the Intervention Building.
- iii. There are four copiers for staff use, in the teacher work room, one in the 800 (6-8) building, one in 605(3-5), and one in 406 (K-2). Do not use the copier in the main office. You will have a password for access. Scott Worden and Sharon Brooks will create passwords. You can also scan to the copier and send print requests from your classroom computer.
- iv. STEAM supplies can be requested in the office through Allie Wheeler.
- v. Ink cartridges for printers will not be available due to high cost.
- vi. You may request donations for supplies i.e. tissues, pencils, etc. Many families are glad to help.

7. Communication :

- i. Phone extension lists will be updated and provided to staff as needed. All staff with a phone extension must update the voice mail using their own voice.
- ii. The office will use the phone to call into classrooms. The classroom phone will be set to be available to use as a classroom intercom to minimize disruptions.
- iii. Email is to be used for official communication. All email is Public Record and is saved even when you delete it from your machine.
- iv. The school calendar will be on-line. See Allie in order to add any additional events to the calendar. Micca Martinez will be scheduling the special programs. Ori Womack will schedule facilities usage.
- v. District and School Administrative Staff will provide input into the weekly paper update that comes out on Mondays to keep people updated on weekly activities.

8. Meetings.

- i. Flag Assemblies are the first Thursday of each month 8:15AM-9:00AM.
- ii. Teacher meetings are on Fridays from 7:30-12:30. (Do not schedule appointments Friday PD days.) See the school calendar for dates.
- iii. Educational Intervention Team (Child Study) will be scheduled as needed throughout the year. Forms including data collection will be submitted before a meeting is scheduled.
- iv. When you have students that are eligible for Special Education classes, ***you are required to attend IEP and other related meetings.*** Meeting notices will be given to you by the office staff. The cases managers will meet with teachers and paraprofessionals to collect data at least a week before the IEP meeting.
- v. Weekly Grade level data meetings will be scheduled with Allie.
- vi. Paraprofessional meetings will be held once a month as a group, and individually as scheduled.

9. Bullying and Harassment

- i. Bullying and Harassment reports must be taken seriously and reported to the Homeroom Teacher, Counselor, or by **any staff member aware of the situation.** See the required School-wide complaint form for reporting.
- ii. Bullying information will be discussed in class meetings and topics and format will be given by Student Support Specialist Heather McCallum.

10. Fitness Room: This room is available to all staff that has a liability waiver on file in the office. At this time, no other family members may use the room. Make sure you sign in and out and you wipe down equipment after use.

11. Security and Safety

A. Locked and Secured Work Areas

- i. Staff is responsible to make sure their work area is locked and the doors and windows are securely latched.
- ii. During weekends and after hour usage, it is imperative that all buildings used are checked, locked, and securely latched. This includes the gates.
- iii. Classrooms and office work space should be kept locked unless you are in the room. **Students must never be left unattended in a room** and should be taught that if they enter a classroom or any room on campus, and no adult is present, they should not stay in that room.

B. Money and Valuables

- i. Money and valuables should not be kept in your work space. If you have money collected for an event, it must be turned into the office safe daily. Place the money in an envelope, mark the event, and student names. Enclose a roster in the final collection.
- ii. Personal items should be marked with your name.

C. Emergency Information

- i. Emergency Red backpacks and clipboards with the red and green cards and procedures with monthly updated rosters are kept at exits of rooms next to the Evacuation plan. (The backpack has a first aid kit that is for the emergency bag only).
- ii. When an emergency is announced or a fire alarm is sounded, please follow the directions on the clipboard. Different drills are completed monthly and are unannounced.
- iii. The staff member with the radio in the classroom must take the radio during the drill for monitoring and reporting.
- iv. All visitors must have a security badge.
- v. Bodily Fluid Kits and First Aid baggies will be resupplied from the Health Office.

D. Field Trips-

Field Trips will be approved based on available funds through Tax Credit and Student Activities, field trips will be approved if the entire packet (updated this year in the forms shelf in the office) is complete and turned in to Superintendent Wheeler for approval. Any trips past Prescott or Flagstaff must have Governing Board approval.

E. School Phones and Personal Cell Phones

- i. Long distance is available on classroom phones for school business only.
- ii. Office staff will minimize the use of phones during teaching hours to keep classrooms as free from distractions as possible.
- iii. All classroom calls will be forwarded to voice mail during teaching hours, **except in an emergency.**
- iv. You may give permission for students to use the phone when you want them to communicate about lack of academic effort, a problem or concern at school, or need specific information.
- v. If the student is not able to communicate with the parent, please have the student call Ext. 1000 to let the office staff know the phone call has been made. *Students should not be allowed to call home to make transportation changes or social plans after school.*
- vi. If students feel ill, they need to be sent to the office. **Do not have them call home from the classroom if they are ill.**
- vii. **Limit personal cell phone usage to breaks.** Turn **cell phone to silent during class time.** *Let family members know the school number in case of emergency.*

F. Supervision

- i. Two new platforms are being implemented; Mutual Link and Anonymous Alerts will be used for reporting of bullying, safety, and security concerns. Training will be provided annually.
- ii. Enforce Schoolwide playground rules
- iii. Wear your orange vest while supervising.
- iv. Have a school radio on channel 2.
- v. Should an accident occur, make sure to complete an accident report (located in the office) **and give it to Sharon Brooks or Sam Bishop**. Also make sure the Health Office staff is made aware of any injury for documentation purposes.
- vi. Students will have breakfast in the cafeteria upon arrival and then be released from the cafeteria at 7:30 am. Locations at 7:30 am where students are permitted to congregate:
 - 6th-8th grade-outside the 800 building or in the gym
 - 3rd, 4th & 5th grade-rock building courtyard
 - K-2nd -Primary playground
- vii. Breakfast passes are given at 7:40 at the drop off zone .This is to monitor which students are playing first and then going to breakfast , giving an unexcused tardy vs. those who are legitimately tardy and are excused so they may have breakfast.
- viii. Passes- Students will have their agendas in grades 1-8 as their pass to any location other than the restroom. Restroom passes will be for one boy and one girl and students must sign out and in on a clipboard (except kindergarten).

12. Library Information-

- i. When the district is on a normal schedule, the library is open to students during the school day. Classes will sign up for certain times however students may also visit with a pass. Students are to enter quietly, choose books quietly, and exit quietly. The Yavapai County Public Library will be open Mon-Thursday 7:30am-5pm, Fri and Saturday 9am-5pm. Breanna Brothers is available to always answer questions and assist students in choosing their appropriate library books. She is happy to search subject to make sure the student is happy with their book selection.
- ii. Any students staying after school in the library must have permission from parents arranged with the school office. There is a limit of students allowed per the library. Students will be given a wristband from the front office. Children under 8 may not stay after school in the library.
- iii. Students can check out 2 books for 2 weeks. Teachers may check out as many books as necessary. There is also a variety of DVDs and audio books available for the teachers to check out. Let the Library know, **at least one week ahead of time**, of any reports that students may need to research. We can get books from Yavapai County Library System to our library usually within a week. We encourage all staff to obtain a Yavapai County library card.
- iv. Please do not send students to the library during a regular scheduled class time, Breanna will not be able to help them
- v. At the end of the year, the library will be closed for book check-out. Listen for the announced dates during the first week of May. Any questions please see Breanna she is available to help in any way possible.

13. Maintenance Requests: Karen DuFresne

- i. The following are the procedures for any requests for repairs, clean up, or special needs from the custodial staff or the maintenance staff.
 - a. **Repairs:** Log into the FMX icon on your computer desktop to request maintenance needs. (The FMX is also on the school website.) For Emergency repairs that are a threat to health or safety, call the office and they will radio the maintenance or custodial staff.

- b. **Cleaning issues:** If it is something the custodian should be doing at night, please FMX the issue. There will be a weekly check-in with the Team Leaders to discuss any questions or complaints.
 - c. **Please do not ask maintenance and custodian staff to do things not on their lists:** FMX any additional needs so they can be prioritized.
- ii. If the clean-up is a blood or body fluid issue, please, use your training to isolate the area and call the office. **You should all have body fluid kits in your room. Don't be afraid to use them until someone can get there.**
 - a. **Special needs:** If there is something special you would like to request ie; desk adjustment, furniture moving, burned out light bulb, etc. please use the FMX system.

14. Discipline Referrals

- i. Under most circumstances, the following definitions and levels of infractions are used. However, teachers will use their classroom systems as a warning for minor infractions before a **“Level I”** referral is **made**. Also each staff member needs a Buddy room that is published. There are two types of ***school wide discipline*** communication here at BCS. The first is a **“Level I”** referral. When a student receives a “Level I” form, **the student is to respond to the questions listed, sign the form, and then take it home for a parent or guardian to sign.** The “Level I” is to be returned **the next day**. Once returned, it is kept in the teacher’s file for future documentation. If it is not signed the next day, the student will serve a lunch detention and take responsibility for his/her behavior by calling the parent. Nothing else happens, unless the student gets three or more “Level I” referrals per quarter. If that happens, then a “Level II”- Long Form- **Referral** is submitted to the Intervention Office. Consequences progress with each referral thereafter. *If the same level one offense continues in the quarter the offense could be moved to Level 3-Defiance.*
- ii. Any behavior starting with **Level 2** is automatically a “long form” **Referral** and the student is sent to the office to speak with Superintendent Allie Wheeler or Student Support Specialist Heather McCallum. The student calls the parent to take responsibility for her/his behavior and to explain the consequence. If the parent is not available, the referral will be sent home, a signature will be required by the parent, and the form is to be returned the next school day. **Please note:** Upon completion of investigation, the administration has the right to move infractions to different levels, as deemed appropriate.
- iii. Level One Offenses are documented from the first day of each grading period by use of the **LEVEL ONE Form**. This form must be signed by the parent and returned the next day. After the 3rd offense, the consequences will move to Level Two and a REFERRAL will be given.
- iv. *Any student that is assigned to “in-school suspension” must report to the office immediately upon arrival at school. Students who are suspended, on disciplinary probation, **MAY NOT PARTICIPATE IN OR ATTEND EXTRA CURRICULAR ACTIVITIES.**
- v. Students who receive 4 or more long forms will be recommend for Long Term/Alternative Placement if they are eligible based on age and criteria.

15. Classroom Procedures Before Sending Student to Health Aide Office.

- i. The office staff and all paraprofessionals are trained in First Aid and CPR.
- ii. Things that should be done in the classroom before sending a student to the health office are: Band-Aid application (found in the first aid supply baggie) Water (filtered or bottled) consumption and resting quietly at the student’s desk to cool off. Please take care of minor injuries in the classroom using provided supplies found in the first aid baggie (not the red backpack) and Ms. Brooks can replenish the baggies as needed.

- iii. We have been informed by the County nurse not to give out ice unless it is a new injury that occurred here. We are not to give out ice for old injuries, Nurse Jen says this can actually cause more harm to the injury. Please ask your students before sending them to the office when injuries were sustained.
- iv. If a clean-up of blood or body fluid is required in your classroom, please, use your training to isolate the area and call the office. **You should all have body fluid kits in your room.** Don't be afraid to use them until someone can get there.
 - i. The only medications that the Health Aide is permitted to dispense to students are acetaminophen or antacids and prescription medications with documentation from the physician. Cough drops are not to be given out. Doctor Note Forms are required for the Health Office to dispense medication.
 - ii. A child with asthma may carry the inhaler if we have the proper documentation on file in the office.
 - iii. The health office staff has been trained on seizures. If you know of a seizure or student who has a seizure, call the office staff for assistance. Chronic seizures will have a plan in place.

16. Transportation Change Notice

- i. We will be using wristbands for transportation changes. **If you receive a note or Dojo message from a parent with a change in the student's normal after school arrangement, please be sure to send it to the office ASAP.** When the office receives the note from the classroom, or phone calls from a parent notifying us of a change, we will document the information and fill out a wristband for the student.
- ii. Wristbands will be delivered to the classrooms. The office may call the classroom to send a runner, when needed.
- iii. In the lower grades, teacher will need to be certain that the wristband is properly put on the student's wrist, and **that the student understands the change.** Upper grade teachers, please be sure that the student does put the wristband on.
- iv. The bus driver will remove the wristband upon boarding the bus.

17. Student Honors/Awards

- i. Students of the Month-Classroom teachers choose one or two students to be honored each month at Flag Assembly. Students are chosen based on citizenship, leadership, and academics, but some teachers also acknowledge students who have made drastic improvements in one or more areas.
- ii. Honor Roll-4th-8th grade students who have a "B" or 84% average in their core subjects; Language Arts, math, science, and social studies, during a quarter, qualify for Honor Roll. This includes students with modified grades who meet the criteria. Teachers complete a form indicating who made Honor Roll, and turn it into the Award Mailbox for the certificates to be made. Certificates are signed by the teacher and the Administrator, and given to students at Flag Assembly.
- iii. Superintendent's Superior Students 90/90 Club-Each 9 weeks, students who meet the 90% in all Grades and 90% in Effort will be celebrated at the next Flag Assembly.
- iv. Other recognition-From time to time we will include other awards for students who have been exceptional in some way. The Leadership Team will coordinate awards assemblies, and welcome your ideas for how to increase recognition for students, staff and parents for positive contributions to our school.
- v. The End of the Year Awards form will be sent out in April. Make sure you complete it when required.

18. Assessment Schedule

Superintendent Wheeler will guide the assessment and data usage. All students are assessed when entering the school. Depending on the time of the year, assessments may include:

- Accelerated Reader Star Test (1-8)
- MAP (NWEA)

Allie schedules assessments with specialists including benchmark AZELLA, AIMS-A, and AASA.

19. Teacher/Parent Contacts

We encourage all teachers to get to know our students' parents, and to welcome them to become involved and included in our school activities.

- i. Teachers are to attend the Back to School BBQ, Fall/Spring Festival, STEAM night, all concerts, Holiday and Spring, Literacy Night and, Kindergarten and 8th grade Promotions, per your teacher hours.
- ii. Besides the school-wide student-led parent conferences that are scheduled (using sign-up.com) during the first and third quarters, teachers are to maintain contact using DOJO on a daily basis as a School-wide Effort grade and a communication tool for what standards are being taught, phone calls, email and face to face meetings with parents to share their praise and concerns.
- iii. **Volunteers** will be allowed on approval by the Administration. All volunteers must have an application on file in the office. If a person wants to volunteer that is not a parent, the person must be fingerprinted through the District Business Office. This requirement includes going on field trips.
Volunteer Corner- It is encouraged that all classrooms have an open door policy on parent volunteers with applications on file. Have a corner in your room where work can be completed on a pop-in basis.

20. Confidentiality

- i. All information about students follows FERPA Rules. We must be careful not to talk about other students in front of parents and out in the community. (See policy)
- ii. The school must also follow HIPPA rules. We are a family and we care about each other but unless a staff member wishes to share medical information with the entire staff, we must keep information confidential.

BEAVER CREEK SCHOOL – BENEFITS **Found under *Employees* on the school website**

In addition to the Medical, Dental, Vision and Life Insurance plan, (District contribution varies each year, your plan may be covered 100% depending on coverage choice.) Beaver Creek School also offers the following benefits:

- **EMPLOYEE ASSISTANCE PROGRAM** – Kairos Employee Assistance Program eappreferred.com (User name: Kairos) Password (EAPPREFERRED) FREE TO ALL EMPLOYEES (PART TIME OR FULL TIME) AND CONFIDENTIAL. Work/Life Resources and Referrals, Counseling, Legal and Financial assistance.
- **AFLAC** Open enrollment August
- **403(b) AND 457(b) DEFERRED COMPENSATION PLANS**
- Tax Deferred Retirement Plans: VOYA;
- Medical Insurance is provided through KAIROS, as a United Health Care plan
- Delta Dental
- VSP- Vision
- Workman's Compensation-any injury while on school time must be reported immediately (within 24 hours) to Superintendent Wheeler or Business Manager Ori Womack. Information cards will be provided.

Organizational Plan for Stakeholder Input

**The Leader Team and Advisory Council
Beaver Creek School
Advisory Council**

Mission, Purpose, and Definition

A. Vision Statement as approved by the Governing Board July, 2022

Beaver Creek School Community is committed to providing a supportive, safe, and stimulating environment for children to learn and grow. Beaver Creek School believes that every person is valuable. With this as its starting point, the school is dedicated to creating a learning community where everyone, students and staff, can discover and develop their individual talents.

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B. Purpose

The Purpose of the School Council shall be to:

1. Promote decisions consistent with school goals, philosophy, mission statement and handbook.
2. Confirm the belief in the collective efficacy of decision-making at the school site; that decisions should be made by persons who work in and are served by Beaver Creek School.
3. Communicate effectively with and represent the constituency from which the council members were elected.

C. Definition of the Beaver Creek School Shared Community

The Shared Decision-Making Community will include parents, faculty, and staff.

D. School Council Definitions and Membership

1. Name: Beaver Creek School Council will be known as Beaver Creek Advisory Council

2. Membership:

The Council shall be composed of members invited from the following groups:

- a. Teacher Leader Team: One teacher elected from each grade band team
- b. Representative from maintenance, custodial, food service, transportation, IT, and paraprofessionals.
- c. The Superintendent
- d. The Principal
- f. Special Programs Coordinator
- g. Student Support Specialist

3. Terms and Elections

- a. The term for faculty (Leader Team) members is August to July.

- b. Each constituency group will be responsible for electing its own representatives.
- c. There is no limit to the number of terms a member can serve.
- d. Each year all members of the Beaver Creek Advisory Council shall review procedures for meetings.

E. Advisory Council Operations

1. Agendas

- a. Agendas will be set by the chairman with input from any of the members. Items will be presented before and during the meeting.
 - i. Members of the Beaver Creek shared decision-making community shall may submit items to any Council member before the meeting.
- b. Agendas may include attendance, review of minutes,
- c. Minutes will be kept of the meeting and sent out to all staff.

2. Attendance

- a. Member attendance-Regular attendance or notification of absence is required. ***The member should arrange for and send an alternate.***
- b. Non-member attendance-Non-members may attend any School Advisory meeting and express concerns on agenda items (when recognized by the chair), but may not vote.

3. Meetings

- a. Meetings shall be conducted according to the Golden Rules of Civil Life and/or Consensus, unless a vote is needed to go on.
- b. Meetings will be held monthly at 7:10 am on the Tuesday of Governing Board meetings (usually the 2nd Tuesday of the month) .Special meetings will be called as necessary. Meeting times, dates, and places will be determined by the consensus of the members. Meetings will be no more than one hour and fifteen minutes unless the members vote to lengthen the meeting time.

4. Vacancies Any unfilled term of a council member may be filled by appointment by the superintendent, if by the next regular meeting the group is unable to fill the position through their processes.

5. Duties of the Advisory Council

- a. Determine how Advisory Council duties will be shared among the members through volunteering or appointment by the superintendent.
- b. Create yearly goals and action plans.
- c. Evaluate yearly, the success of the goals.
- d. Provide a forum for school-related issues
- e. Advise the superintendent on issues in the following areas:

i. School Safety and Discipline Policies

ii. Public Relations

- Communication between staff and parents
- School Calendar
- Communication between school and community-
Department highlights

iii. Professional Development

- Data analyzed for Academic Improvement
- Textbook and Supplemental Review

v. Budget

- Resources and planning.

Ground Rules

- Each person will be given equal minutes to speak on an issue
- Listen to understand
- No "You" Statements (instead say; *I think, I feel, My interests*, etc.)
- Listen actively
- Focus on Interests, Not Positions
- Be soft on each other but hard on the concern
- Stay focused on the concerns
- Everyone Participates

School District Policies

Beaver Creek School District Policies are located in the District Office, or on the Beaver Creek Website and on-line at https://www.boardpolicyonline.com/bl/?b=beaver_creek. These are updated by the Governing Board after two readings based on recommendations and legal statutory requirements. Some of the policies are included in the following pages for reference. The policies listed below should be read for further guidance.

4-102 Staff Assignments
3-203 Visitors
1-202 Equal Opportunity and Non-Discrimination
1-203 Equal Opportunity Prohibited Sexual Discrimination (Title IX)
5-303-Student Records
5-102 Enrollment Requirements
3-103 Expense and Payroll
5-216 Promotion and Retention of Students; Passing Grades
4-206 Prohibition of Tobacco Use
4-302 Leave
4-205 Drug Free/Alcohol Free Workplace
4-301 Employee Health and Welfare

Policies and Procedures for Mandatory Reporting

All staff will annually complete the review and quiz on the following:

Accident Investigation
Blood borne Pathogen Exposure Prevention
Bullying: Recognition and Response
Child Abuse: Mandatory Reporting
Drug Free Workplace
Email and Messaging Safety
FERPA: Confidentiality of Records
First Aid
Hazing Prevention in K12 Environments
Playground Supervision
Students Experiencing Homelessness: Awareness and Understanding
Title IX Compliance Overview

The Safe Schools Training will need to be completed by August 8th. New Hires, substitutes, and volunteers will complete the tests before beginning work. (<http://www.bcsd.az.safeschools.com>)

Policy © 4-201 Employee Code of Conduct

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

1. Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
2. Maintain appropriate professional boundaries with students at all times.
3. Act in a professional, respectful, fair and dignified matter when interacting with students, parents, co-workers, supervisors and community members.
4. Act with the goal of furthering the growth and welfare of students as the primary objective.
5. Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.
6. Complete job duties with integrity and responsibility.
7. Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
8. Perform only District work during District working-time.
9. Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in Policy [4-204](#).
10. Provide honest, accurate and timely information to supervisors and administrators.
11. Maintain confidentiality with respect to student information and as directed or required by law.
12. Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
13. Honor all contractual commitments.
14. Protect and secure District property.
15. Account for all funds collected from pupils, parents, or school personnel.
16. Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
17. Promote the proper use of all District equipment and materials, including but not limited to District technology.
18. Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.

19. Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
20. Report to work on time and be prepared for duty.
21. Direct criticism regarding workplace concerns to the relevant District administrator.
22. Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
23. Dress according to professionally accepted standards and as directed.
24. Comply with applicable District policies, procedures, and lawful directives.
25. Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

1. Discriminate against any student, school employee or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, or age or any other protected category.
2. Engage in sexual harassment or harassment on the basis of a protected category.
3. Physically or verbally abuse any individual.
4. Make any sexual advance towards any student or minor, either verbal, written, or physical.
5. Engage in sexual activity, a romantic relationship, or dating of a student or minor.
6. Unlawfully threaten or intimidate any individual by word or conduct.
7. Use profanity or abusive language or gestures.
8. Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
9. Disrupt or assist with the disruption of any District activity.
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substance.
11. Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
12. Possess a weapon on District property without legal authority.
13. Use school equipment to access pornographic, obscene, or illegal materials.
14. Deliberately suppress or distort information or facts relevant to a student's academic progress.
15. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
16. Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
17. Use the employee's position for improper purpose, including but not limited to, personal gain through political, social, religious, economic, or other influences.
18. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.

19. Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
20. Accept gratuities or gifts that influence judgment in the exercise of professional duties.
21. Submit fraudulent requests for reimbursement of expenses or for pay.
22. Be absent without leave or fail to follow District procedures regarding absences.
23. Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
24. Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
25. Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy [3-202](#).
26. Remove District property from the District without prior authorization of the Superintendent.
27. Join or support organizations that advocate for the overthrow of the government.
28. Use school resources to influence the outcome of an election.
29. Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
30. Apply for a grant or other outside funding (including crowd funding) or solicit donations without the prior authorization of the Superintendent.
31. Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy [5-406](#).

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Adopted: July 1, 2024

Policy © 4-204 Mandatory Reporting

All school employees and Governing Board members are mandatory reporters under state law.

Child Abuse Reports

Any employee (including substitute teachers) or Board member who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment shall immediately report this information to a peace officer, the Department of Child Safety, or tribal law enforcement as applicable in accordance with this Policy.

Reportable offenses are defined in [A.R.S. § 13-3620](#) and include a reasonable belief that a minor has been the victim of a crime such as sexual offense, sexual assault, molestation, sexual exploitation of children, child sex trafficking, incest, child prostitution, surreptitious recording or viewing of a minor, and unlawful mutilation.

Employee and Board member obligations as mandatory reporters also extend to conduct between students or minors.

Mandatory reporters must report directly to the law enforcement agency with jurisdiction. Reporting to a school resource officer or school safety officer is insufficient. Mandatory reporters do not meet their statutory obligation by reporting to a District supervisor or another District employee. Reports to the Department of Child Safety are sufficient only when the report involves an allegation of abuse or neglect alleged to be inflicted by the minor's parent, legal guardian, or custodian.

Pursuant to [A.R.S. § 15-514](#), District employees and Board members must also file a report with the State Board of Education when the employee or Board member reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee or an individual providing services through a third party contractor has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law. The report shall be made in writing as soon as is reasonably practicable, but not later than three (3) business days after the person first suspects or receives an allegation of this conduct.

Vulnerable Adult Abuse or Neglect

An employee who, when acting in the scope of his or her employment, reasonably believes that a vulnerable adult (age 18 years or older) is or has been the victim of abuse or neglect must report or cause a report to be made of such information to a law enforcement officer or an Adult Protective Services worker of the Arizona Department of Economic Security (ADES). For the purpose of this reporting duty:

- "Vulnerable adult" means an adult who is unable to protect himself or herself from abuse, neglect, or exploitation by others because of a physical or mental impairment.
- "Abuse" means intentional infliction of physical harm, injury caused by negligent acts or omissions, unreasonable confinement, or sexual abuse or sexual assault.
- "Neglect" means a pattern of conduct without the person's informed consent, resulting in deprivation of food, water, medication, medical services, shelter, or other services necessary to maintain minimum physical or mental health.

Such reports must be made immediately by telephone, in person, or by other means as prescribed by ADES or a local law enforcement agency.

Reporting of Suspected Crimes or Incidents

District employees must report when the employee has been arrested for or charged with a nonappealable offense as listed in [A.R.S. § 41-1758.03](#).

District employees have specific statutory obligations to report criminal activity on District property or using District equipment, including but not limited to:

1. any suspected crime against a person or property that is a serious offense as defined in [A.R.S. § 13-706](#);
2. any conduct that involves a deadly weapon, dangerous instrument, or serious physical injury, or any conduct that poses a threat of death or serious physical injury to an employee, student, or other person on District property.
3. anyone who possesses, uses, or intends to sell any marijuana, peyote, or dangerous, narcotic or prescription-only drugs in a drug free school zone. A drug free zone is defined as the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop, or on any school bus or bus contracted to transport pupils to any school.

Reports of suspected crimes or incidents shall be made to local law enforcement. Employees shall inform their supervisors when a report has been made.

Mandatory Posting

Each school shall post a sign in a clearly visible location in a public area of the school that is readily accessible to students that contains all of the following:

1. in boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children;
2. instructions to call 911 for emergencies; and
3. directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect, and the exploitation of children.

Reports to Arizona Department of Education

If the Superintendent reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has committed an immoral or unprofessional act that would constitute grounds for dismissal or criminal charges, the Superintendent is required to report that conduct to the State Board of Education. The District must make this report prior to accepting the individual's resignation.

Reports regarding Bullying, Harassment, Intimidation, or Hazing

District employees are responsible for reporting conduct that is considered to be bullying, harassing, intimidating, or hazing. Reports shall be made in conformance with Policy 5-408 or Policy 5-409.

Reports of Injury

District employees are required to immediately report any exposure, accident, or injury that occurs in the course and scope of the performance of their job duties to their supervisor immediately. Failure to do so may preclude a worker's compensation claim.

Reports of Communicable Diseases

District employees are required under administrative regulation to report suspected or confirmed communicable diseases contracted by a student or staff member to the local and state health authorities.

Reports to Parents

The parent or legal guardian of a student has the right be notified promptly if a District employee suspects that a criminal offense has been committed against the child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety investigation.

Training

The District shall conduct training regarding mandatory reporting responsibilities in compliance with [A.R.S. § 15-245](#).

Retaliation Prohibited

A District employee or public officer who has control over personnel decisions shall not take unlawful reprisal or retaliation against an employee because the employee reports, in good faith, information as required by this Policy or state law.

Immunity

A person who furnishes a report, information, or records required or authorized by law or a person who participates in a judicial or administrative proceeding or investigation resulting from

a report, information, or records required or authorized by law is immune from any civil or criminal liability, unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

District employees are expected to report conduct to assist with the orderly operation of District services. This Policy is not all inclusive.

Adopted: June 10, 2025

Procedure © 4-204.A Mandatory Reporting - Child Abuse Reporting

All District employees (including substitute teachers) and Board members who reasonably believe that a minor is or has been the victim of child abuse, neglect, sexual abuse or a reportable offense will immediately report to Department of Child Safety (DCS), the appropriate law enforcement agency, or tribal law enforcement.

A. Filing Reports

The person to whom the disclosure was made or who possesses the reasonable belief regarding a reportable offense should be the person to contact DCS and/or law enforcement. It is insufficient to report abuse to a supervisor; the employee or Board member who receives the information is the mandatory reporter.

If the suspected abuse is believed to have occurred within the family unit, the report should be made to DCS, using the state hotline number 1-888-767-2445 or online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

If the report concerns a parent, guardian or custodian of the minor and the allegations constitute criminal conduct (such as sex abuse), the report should be made to both DCS and law enforcement.

If the allegation of suspected abuse is directed at a person who does not have guardianship, custody, or control of the child, the report should be made to law enforcement only.

All reports where a child faces an immediate risk of abuse or neglect must be made immediately by calling 911 or 1-888-767-2445.

In the case of visible injury and imminent threat to the safety of a child, staff should contact local law enforcement or 911, and follow up with a call to DCS to file a report.

For non-emergency reports, employees or Board members can electronically submit reports online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

Once the report has been made to DCS or law enforcement, employees or Board members must submit written notification to the principal or supervisor by the next workday.

In making reports to law enforcement, the mandatory reporter must contact the law enforcement agency directly. It is insufficient to report to a school resource officer or a school safety officer.

A written report must be filed with the Arizona Department of Education as soon as practical but no later than three (3) business days after receipt of information that forms

the basis for a report if allegation of suspected abuse is directed at a person who is a public school employee, regardless of whether the individual is certificated, non-certificated, or provides services via a third party contractor.

B. Questioning Students

If the child has not spontaneously provided the following information about the alleged abuse, only these exact questions should be asked as needed to complete the information needed by law enforcement or the Department of Child Safety:

- (1) What happened?
- (2) Who did it?
- (3) Where were you when it happened?
- (4) When did it happen?

Employees and Board members should document verbatim the questions and the child's statements. Employees and Board members should not allow anyone else to question or examine the student other than law enforcement. Employees and Board members shall not contact a parent/legal guardian or provide information to a parent/legal guardian regarding a DCS report unless otherwise permitted by law. Employees and Board members should NOT make any promises to the child about next steps.

If photos are needed, law enforcement must take those photos. DCS does not take photos as they would not be admissible in a legal proceeding.

If DCS and/or law enforcement come to school to investigate, employees shall request their badge number and maintain a copy. If DCS removes a child from school, they will present a "Notice of Removal." Law enforcement may also remove a student to protective custody. District employees should request that law enforcement provide documentation of removal; if law enforcement does not, the District employee should create a record to document the removal.

Pursuant to [A.R.S. § 13-3620](#) and [A.R.S. § 15-514](#), a student who is alleged to be a potential victim of a mandatory reportable offense may only be interviewed as provided by local county protocol adopted pursuant to [A.R.S. § 8-817](#). This does not prevent a student from voluntarily reporting an allegation that the student is the victim of a mandatory reportable offense to a school resource officer, school safety officer or District employee.

C. Content of Reports

Reports made shall contain, if known:

1. the name, age and gender of the minor and other family members;

2. the names and addresses of the minor, the parents/legal guardians, or the person or persons having custody of such minor, if known;
3. parent's/legal guardian's place of employment;
4. a description of the suspected abuse or neglect;
5. current condition of the minor; and
6. any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

Copies of emails received following an online report should be provided to the building principal or supervisor. Employees or Board members who are reporting by phone shall obtain the confirmation number and the name of the individual who took the report.

School administrators shall submit all information regarding the mandatory report to the law enforcement agency investigating.

Procedure © 4-204.B Mandatory Reporting - Reporting Suspected Crimes or Incidents

District employees are required to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property.

Staff shall immediately report any of the following suspected crimes:

1. Any suspected crime involving a deadly weapon or dangerous instrument.
2. Any suspected crime involving serious physical injury.
3. Any suspected crime posing a threat of death or serious physical injury.
4. Arson.
5. Armed robbery.
6. Burglary.
7. Kidnapping.
8. A dangerous crime against children as defined in [A.R.S. § 13-705\(R\)\(1\)](#).

Employees shall make such reports to local law enforcement and also immediately report to their supervisor and/or the building administrator.

The District shall notify the parent or legal guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of state or federal law. The District shall observe privacy requirements as established under the Family Education Rights and Privacy Act (FERPA) when notifying parents/legal guardians.

A. Documentation

All involved staff shall promptly document the incident in writing and provide their written documentation to their supervisor or the building administrator before leaving for the day, or by the next work day if same day documentation is not viable.

The District shall maintain a record of any persons disciplined for violating this requirement, pursuant to applicable law.

B. Parents and Students

Parents/legal guardians and students are encouraged to immediately report to staff any suspected criminal or unsafe activity on or near campus. The District's policy and this procedure are not intended to discourage anyone from reporting any such matters to local law enforcement as they deem appropriate.

C. Website

The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website.

Policy © 5-303 Student Records

General Information

Student records will be created, managed, and disclosed in a manner consistent with state and federal laws, including the Family Educational Rights and Privacy Act (FERPA); the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), the Every Student Succeeds Act of 2015 (ESSA), the requirements of the Arizona Uniform System of Financial Records (USFR), and the Arizona Department of Libraries, Archives and Public Records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents/legal guardians, students, and the public of the procedures. The Superintendent will implement procedures as required by law and will establish procedures for addressing violations.

Annual Notification

The District shall annually notify parents/legal guardians of students currently in attendance, or eligible students currently in attendance, of their rights under FERPA. The notice must inform parents/legal guardians or eligible students that they have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that the parent/legal guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that state or federal regulations authorize disclosure without consent; and
- file a complaint with the United States Department of Education under [34 C.F.R §§ 99.63](#) and [99.64](#) concerning alleged failure by the District to comply with the requirements of FERPA and its implementing regulations.

The District shall also provide parents/legal guardians with access to:

- The procedure for exercising the right to inspect and review education records;
- The procedure for requesting amendment of records under [34 C.F.R. § 99.20](#); and
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

The Superintendent may provide the notice by any means reasonably likely to inform the parents/legal guardians and eligible students of their rights. The Superintendent shall ensure effective notification for parents/legal guardians of students with disabilities and those whose primary or home language is other than English.

Access to Educational Records by Parents and Guardians

In addition to the rights granted by federal law, state law mandates that a parent/legal guardian shall have access to all written and electronic records of the District or District employees concerning the parent's/legal guardian's child and to the electronic accounts of the parent's/legal guardian's child, including the following:

- Attendance records
- Test scores of school-administered tests and statewide assessments
- Grades
- Extracurricular activities or club participation
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the District or located on District property
- Teacher and counselor evaluations
- Reports of behavior patterns
- Email accounts
- Online or virtual accounts or data

All parents/legal guardians are entitled to have equal access to District records pertaining to their student, unless otherwise provided by court order or law.

Access to Directory Information

Federal and state law permit the District to disclose directory information to third parties without parental consent, provided that the District first provides notice and an opportunity to opt out. “Directory information” means information contained in the education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed.

The District shall notify parents, legal guardians or eligible students (over 18 or emancipated) of the following on an annual basis:

1. the information the District has designated as directory information;
2. the right of the parent/legal guardian/eligible student to refuse to permit the designation of information about the student as directory information; and
3. the time period in which the parent/legal guardian/eligible student has to opt out of the disclosure of directory information by notifying the District in writing.

Pursuant to [A.R.S. § 15-142](#), the District may disclose a student’s address, telephone number or email address only if: 1) disclosure is required by state or federal law; 2) the District has obtained affirmative written consent from the parent/legal guardian/eligible student; or 3) the parent/legal guardian/eligible student has not opted out of the disclosure of directory information

and the disclosure is to enrolled students for an educational purpose or to school employees for school business.

The Board permits the release of student directory information to persons who inform students of educational or occupational opportunities subject to the opt out provisions and constraints discussed above.

Because the Board permits the release of directory information as indicated above, the Board shall also provide the same access to directory information and District property to official recruiting representatives of the militia of this state and the armed services of the United States for the purpose of informing students of educational and occupational opportunities available in the militia and the armed services.

Notwithstanding the release of directory information as indicated above, student transcripts shall not be released to representatives of postsecondary institutions, the militia of this state, or the armed services of the United States unless the student consents in writing to the release of the student's transcript. The District shall provide the student with a transcript release form that allows the student to designate in separate check boxes whether the transcript is to be released to postsecondary institutions, the militia of this state, the armed services of the United States, or to any combination of these entities.

The Superintendent shall develop procedures to communicate to students and their parents/legal guardians in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act of 2015 (ESSA). The Superintendent shall also develop forms to notify parents/legal guardians of their right to opt-out of the disclosure of directory information pursuant to FERPA and of opt-out procedures.

The District shall comply with the requirements of [A.R.S. § 15-701.04](#)(C) in transferring records as a school of origin if a foster care student is transferred in grades nine (9) through twelve (12) pursuant to best interest educational placement determination.

Complaints

If a parent/legal guardian or eligible student believes that the District is violating FERPA, that person has a right to file a complaint directly with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

Any person who suspects that a school or the District has knowingly violated FERPA may also notify the principal or the Superintendent.

If the matter is not satisfactorily resolved by the principal or the Superintendent within sixty (60) days after the notice, the person may file a complaint with the Superintendent of Public Instruction.

Retention and Destruction of Student Records

The retention and destruction of student records shall be as specified by the USFR, the Arizona Department of Library Archives and Public Records, and relevant federal statutes and regulations.

Adopted: June 10, 2025

INVENTORY AND ORDERING

To help the beginning and end of the year to run smoothly, please be aware of the timelines and required information. When dates are not met, it causes stress for everyone. We try to order classroom and student supplies at the beginning of the year, however if additional needs arise throughout the year, you may order supplies using the checklists by the supply room door across from the bathrooms in the office. If you need Science/STEM products, please see Allie with needs. These orders are usually filled within a 24 hour window.

At the beginning of the year update classroom inventory on google. Before you leave for the summer you will verify your inventory via googledocs. Please comply, as it is a State mandate. If you wish to move school property from one room to another, **you must** complete the **complete an FMX**.

All ordering for the next school year will need to be completed by the end of April. This is so the budget can be set for the Board. **No orders will be accepted after that time!** Any classroom supply lists for parents need to be in by the last day of school also. These lists will be included in the registration materials.

If you need something else during the school year, you will need to complete a requisition and have it approved by the superintendent. She will give it to the Business Manager for approval and coding. **YOU MAY NOT** expend money before this process creates a Purchase order. Once you get a copy of the purchase order, you may now order the product. Failing to compile with this process might may you personally liable for the expenditure.

Procedure © 3-103.B Expenses and Payroll - Reimbursements

The Superintendent may authorize staff to submit for reimbursement for travel expenditures or other pre-approved expenditures. The District shall meet all guidelines established in the Uniform System of Financial Records (USFR) with respect to reimbursement for expenditures, including the Arizona Department of Administration's (ADOA) travel policy and the State of Arizona Accounting Manual (SAAM).

The District shall implement adequate internal controls in compliance with the above referenced standards. All employee and Governing Board member travel shall be approved in advance.

Reimbursement shall be at applicable rates and thresholds established by ADOA and as permitted by SAAM. Travel claims shall be submitted in a timely manner and in the proper fiscal year.

Staff and Board members submitting a request for reimbursement shall include detailed receipts. The total reimbursement will not exceed the allowable daily rates as defined by ADOA.

BEAVER CREEK SCHOOL DISTRICT #26
4810 BEAVER CREEK RD.
RIMROCK, AZ 86335
928-567-4631
FAX 928-567-5347

This form is for staff members to request funding approval for conferences, workshops, etc. for school business. Requests must be submitted a **minimum of 20 days (Policy 3-103.B) in advance** of the leave. **LEAVE REQUESTS WILL NOT BE PROCESSED UNTIL THIS FORM HAS BEEN APPROVED.**

Form must be fully completed, or it will be considered ineligible and returned. Attach a copy of the agenda, flyer, or announcement for the workshop/conference. Once notified of approval, the employee is responsible for making their own travel arrangements, following District procedures. Please make sure completed form is legible. Meal and lodging reimbursement are only eligible if meals are not provided at the conference and you are over 50 miles from the district.

Name: _____ Date Submitted: _____

Department: _____ Position: _____

Destination (City): _____

Date leaving: _____ Date Returning: _____

Description of class/workshop/conference: _____

How will this enhance your classroom/department? _____

Sub Needed: Yes or No

District Vehicle Requested: Yes or No

Expenses Requested:

- | | | |
|--|-----------|---|
| 1. Registration Fee: | | Cost: \$ _____ |
| 2. Meal Reimbursement: | Yes or No | Quantity Breakfast _____ Lunch _____ Dinner _____ |
| 3. Lodging: | Yes or No | Cost if known: \$ _____ |
| 4. Mileage Reimbursement: | Yes or No | Number of Miles: _____ |
| 5. District Credit Card for Incidentals at Hotel | Yes or No | |
- ~~~~~

Supervisor/Principal Approval: _____ Date: _____

Business Manager Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

See reverse for process if/when approved.

Following is a list of the forms that will need to be submitted **AFTER** the request has been approved. **Again, no arrangements will be made until this form has been completed and approved.**

- Once approved this form will generate a purchase order for the conference/workshop registration as well as lodging, meal, and mileage reimbursement if applicable.
- Be sure to provide adequate back-up for the purchase order. For instance:
 - a. Registration fee amount and name of vendor.
 - b. Conference schedule showing meals provided, group hotel rates, dates, and location.
- **If the conference provides meals no reimbursement will be allowed.**
- If a school vehicle is not available, Mileage will be paid at the current approved Arizona rate which is **0.67** cents per mile as of January 27, 2025. Please keep track of your miles traveled. Use of a personal vehicle must be approved by the Superintendent. Proof of personal insurance is required.
- For lodging we will only pay for the room, tax, and parking if required by hotel. If the hotel has a group rate for conference/workshop, you must provide documentation showing the rate. If the hotel is not offering a group rate it must meet the per diem amount for lodging in the State of Arizona Accounting Manual. **Always ask for the Government rate.** Please check with the Business Manager or Operations Specialist for specific information on the lodging rates.
- Hotel reservations can be made using the district credit card. Prior to leaving a credit card authorization form must be submitted to the hotel so payment will be charged to the district credit card.
- Upon return, please complete the Travel Expense Claim Form and turn it into the Business Office with all your signed receipts. If travel includes a hotel stay, the hotel receipt must be provided. Also be sure to include proof you attended the conference such as CPE credits, certificate of attendance or other documentation of attendance. Please submit this form within 2 weeks of travel.
- A Purchase Order issued to you **prior** to the travel is **required** for reimbursement to be processed.
- If you have any questions or need help with any of the forms, please see the Business Office.

Policy © 4-302 Leave

The Governing Board shall permit employees to take a leave of absence as required by federal or state law.

The Board may approve a leave of absence for up to one (1) year in its discretion. The Board shall not approve any leave of absence that extends over one year of time beyond the employee's initial date of absence unless otherwise required by law.

All leaves of absences shall be unpaid unless the employee has available accrued leave.

The District shall require employees to use accrued leave for any leave of absence requested as permitted by law.

Family and Medical Leave

The District shall comply with all components of the Family and Medical Leave Act (FMLA). Eligible employees are entitled up to twelve (12) or twenty-six (26) weeks of leave as designated in the FMLA. Any employee seeking to understand rights under FMLA may inquire with the benefits department in Human Resources or may review posted materials.

Discretionary Leave/Earned Paid Sick Time

The Board may grant employees annual general leave in accordance with adopted benefits as delineated in policy, employment contracts and/or agreements with employee groups. Discretionary leave may be used at the discretion of the employee (subject to their supervisor's approval) for personal illness, family illness, religious observance, emergency situations, personal business and/or vacation.

Each staff member shall be credited with an earned discretionary leave allowance at the rate of one (1) hour per every thirty (30) hours worked up to a maximum accrual of forty (40) hours per year to be used as earned paid sick time according to state law. Each staff member shall be allowed to use up to forty (40) hours per year if accrued. Earned discretionary leave may be used in quarter (1/4) hour increments.

Certificated staff must work over thirty (30) hours per week to be eligible for the additional discretionary leave. Certificated staff will start accruing discretionary leave the first month following their hire date.

The additional discretionary leave for all employees will be prorated based on the number of hours specified in their work agreement.

Twelve (12) month employment

up-to ninety-six (96) hours

Eleven (11) month employment	up-to eighty-eight (88) hours
Ten (10) month employment	up-to eighty (80) hours

The unused portion of such allowance shall accumulate to a maximum of four hundred eighty (480) hours, at which time no more discretionary leave can be accumulated. As accumulated discretionary leave days are used and drop below four hundred eighty (480) hours, an eligible employee may again accumulate discretionary leave up to the maximum limit.

Discretionary Leave Buyback

Accumulated discretionary leave for employees working thirty (30) or more hours per week will be reimbursed to staff members who leave the District after completing at least (7) consecutive years of service. Compensation shall be based on the rate of one-tenth percent (0.1%) of the contracted salary that is earned in the last full year of employment. Notice must be given to the District office prior to April 1 for each calendar year. Reimbursement for discretionary leave, subject to normal withholding, will be included by the last payroll warrant of the fiscal year.

Restricted Leave Days

Discretionary leave for personal business will not be granted, unless prior approval has been granted by the Superintendent for extenuating circumstances during the following periods:

- a. On the day immediately preceding or following a holiday or vacation.
- b. During the staff in-service at the beginning of school.
- c. During the first two (2) weeks of school or the last two (2) weeks of school.

Vacation Leave

All regular twelve (12) month support staff, or professional employees, who work thirty (30) hours or more a week, will begin accruing (1) week of vacation at the end of the first (1st) year of employment. At the end of the second (2nd) year of employment, two (2) weeks of vacation time shall be accrued. At the end of the third (3rd) year, and succeeding years of employment, three (3) weeks of vacation will be accrued. All vacation shall be prorated based on the number of hours worked per week (if an employee works thirty-five (35) hours per week they shall have thirty-five (35) hours of vacation).

Vacation shall accrue on a prorated basis throughout the year. For instance, a full-time employee eligible for two weeks vacation a year shall accumulate vacation at the rate of point eight three (0.83) day per month. Employees are encouraged to use vacation days in the year they are accrued; however, forty (40) hours can be carried over each year. Any unused vacation in excess of forty (40) hours will be forfeited on June 30th of that year. Employees are not entitled to be paid vacation upon termination.

Vacations shall be taken as approved by the Superintendent.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the school calendar.

No more than a maximum of forty (40) vacation hours may be carried over into the next fiscal year.

The Board will compensate any employee who has accrued but unused vacation leave upon separation of employment at the employee's hourly rate of pay. The hourly rate of pay shall be calculated by dividing the employee's base salary by the number of work hours in the employee's approved work calendar.

Sabbatical Leave

The Board may grant sabbatical leave to certificated teaching and administrative personnel for a maximum of one (1) year in accordance with state law.

Jury Duty

The Board shall grant leave for an employee to respond to a summons for jury duty, participate in the jury selection process or actually serve on a jury.

Employees shall reimburse the District for jury duty pay received. Failure to reimburse the District at the completion of the jury duty service will result in a deduction of pay equal to the number of contract days missed.

Voting

The District shall permit employees to be absent for the purpose of voting at a primary or general election if there are less than three (3) consecutive hours between the opening of the polls and the beginning of the employee's regular workshift or between the end of the employee's regular workshift and the closing of the polls. In that event, the District shall pay for the hours the employee must be absent to vote.

Military Leave

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training.

Any employee who voluntarily or involuntarily enters uniformed service in any branch of the Armed Forces of the United States will be placed on a military leave of absence for the duration of the service up to a period of five (5) years. The District will also grant a leave of absence for purposes for training duty or to attend camps, maneuvers, formations, or drills under order with any branch, reserve, or auxiliary of the federal or state armed services. Such leave is unpaid unless the employee uses accrued leave to provide compensation. Employees serving in the armed forces shall have the right to be re-employed by the District as provided under federal law.

Victim Leave

The District shall permit an employee leave to attend a criminal proceeding if the employee is the victim of a crime and is exercising a right to be present at a proceeding as defined in state law. Such leave is unpaid unless the employee uses accrued leave to provide compensation. The District may require the employee to provide documentation as issued by law enforcement.

Bereavement Leave

An employee may be granted, upon request to the Superintendent, up to forty (40) hours of leave per year, with pay, to be used in the event of death of an employee's family member as defined in the Family and Medical Leave Act.

Authority to Grant Leave

An employee may be granted, upon request to the Superintendent, up to forty (40) hours based on their full time equivalent status of bereavement leave per year for an in-state death or up to five (5) work days of bereavement leave per year for an out-of-state death, with pay, for immediate family.

Absence without Leave

An employee who fails to request leave, report an absence, and report to work is absent without leave and may be subject to discipline, up to and including termination. An employee will be deemed to have abandoned the employee's job if the employee fails to report to work and report the absence for three (3) consecutive work days.

Voluntary General Leave Bank

The Governing Board authorizes the establishment of a voluntary sick leave bank for potential use by employees who do not have accrued discretionary leave available.

Adopted: July 1, 2024

Policy © 4-105 Employee Termination

A. Certificated Employees

The termination of a certificated employee who is under contract for the major portion of the school year is governed by state law, including but not limited to [A.R.S. § 15-538.01](#); [A.R.S. § 15-538.02](#), [A.R.S. § 15-539](#), [A.R.S. § 15-541](#) and [A.R.S. § 15-550](#).

B. Support Staff and Non-Certificated Employees: At-Will Employees

Unless the employee and the Governing Board sign a written agreement to the contrary, support staff and other non-certificated employees are employed at the will of the employee and the Board. This means that support staff and other non-certificated employees may resign without prior notice at any time for any reason or no reason. It also means that support staff and other non-certificated employees may be dismissed by the Board without prior notice at any time for any reason or no reason. No employee shall be dismissed for a legally impermissible reason (including but not limited to protected First Amendment expression, race, color, sex, religion, national origin, or disability).

The Superintendent is authorized to place support staff and other non-certificated employees on administrative leave with pay until the Board decides whether or not to dismiss the employee.

Nothing in this or any other District policy or document is intended to create any property or contract right to employment for any support staff or other non-certificated employee for any specific period of time. Except as set forth in a written agreement for employment for a specific time period, signed by the employee and the Board, any references in any District document or policy that includes specific time periods (such as "hourly," or "weekly," or "annual") or specific benchmarks are intended to be descriptive only, and do not constitute or evidence any agreement to employ any support staff or other non-certificated employee for such time.

No supervisor or other employee may modify any employee's at-will status, and any attempt to do so is void and of no effect. No employee should rely on any statement made by any person that is contrary to this Policy.

C. Support Staff and Non-Certificated Employees: Term Employees

A "term employee" is a support staff employee or non-certificated employee who is a party to a written employment agreement or contract signed by the employee and the Board that sets forth a specific term of employment ("Term Employee"). The term of a written employment agreement or contract of a Term Employee's employment may not exceed one fiscal year.

A Term Employee may be terminated during the term of the employment agreement for good cause.

If the Superintendent determines that a Term Employee should be terminated during the term of the employment agreement, the Superintendent shall prepare a "Notice of Recommended Termination" ("Notice") and shall send it to the employee. The Notice may be hand-delivered, sent certified or first-class mail, or by electronic means. The Notice shall include at least the following:

1. That the Superintendent is recommending that the Term Employee's employment be terminated.
2. A statement of the reasons for the recommendation.
3. That no later than five (5) work days after the date of the Notice, the employee may request a meeting with the Superintendent to discuss the recommendation.
4. That no later than five (5) work days after the meeting described above, or ten (10) work days after the date of the Notice, whichever is longer, the employee may request a hearing on the recommended termination. The request must be made in writing directed to the Superintendent.
5. If the Term Employee does not request a hearing, the Superintendent's recommendation for termination shall be placed on a Board agenda and the Board may terminate the Term Employee, with no further process.

D. Hearing Process for Term Employees

If the Term Employee requests a hearing, the matter will be assigned to an independent (non-District-employee) hearing officer, appointed by the Board. The hearing officer shall hold the hearing no later than ten (10) work days after the hearing officer is appointed and shall provide the employee at least (5) work days' notice of the hearing date. The hearing shall be recorded.

At the hearing, the Superintendent bears the burden of proof to show that the Term Employee engaged in conduct that constitutes "good cause" for termination. The hearing shall be informal, without strict adherence to the rules of evidence. At the hearing, both the Superintendent and the Term Employee may call witnesses, may cross-examine the other's witnesses, and may introduce other relevant evidence. The Superintendent and the Term Employee may be represented by legal counsel. The Term Employee's legal counsel, if any, shall be at the employee's expense. If the Term Employee intends to be represented by legal counsel, the Term Employee must provide notice to the hearing officer and the Superintendent of such representation no less than three (3) work days prior to the date of the hearing.

Within ten (10) work days after the conclusion of the hearing, the hearing officer shall issue a written report to the Board. The report shall include findings of fact, conclusions (if warranted), and a recommendation. At the next available Board meeting, the Board shall consider the hearing officer's report and recommendations. The Board's review shall be

based on the record before the hearing officer with no new evidence or argument being permitted.

The review shall occur in executive session unless the Term Employee demands that it occur in public session.

The Board shall either affirm, modify or reject the Superintendent's recommendation regarding the employee's dismissal. The decision of the Board shall occur in public meeting. The Board's decision is final.

Adopted: July 1, 2024

Volunteer Information and Policies

Who is a school volunteer? Any person who contributes her or his time without compensation in order to enrich and enhance the school program or to better meet the individual needs of the students is a school volunteer. Volunteers assist the school under the direction and guidance of certified school teachers and staff members. **Annual Volunteer Applications Are Mandatory:** Every parent and community member must be registered to help out at any Beaver Creek School event. Applications are available in the front office. Any school volunteer, parent or non-parent (even if helping only occasionally), must complete and return the volunteer application each year.

Beaver Creek School is required to do a background check on all volunteers. Volunteers who are not parents of Beaver Creek School students must be fingerprinted. The school covers the cost and Ori Womack has all the information you will need to help you get started with an IVP Fingerprint Clearance Card.

Remember: All Volunteers need to sign in with the office and get a visitor's badge before going on campus.

We welcome you as you assist us in the important work of educating our students! If you have any questions or concerns, please call Beaver Creek School's Principal/Superintendent, Mrs. Allie Wheeler.

Phishing

As a district employee, it is our job to assist in maintaining the safety and security of our campus, including our digital world. Be aware of increasing phishing attempts that allow people access to our network.

Throughout the year with the support of The Trust, we will host several phishing campaigns. If you "click" on the link in the phishing campaign email, you will be directed to a video training that you must complete. Failure to complete the video training will result in formal documentation being placed in your employee file. After three situations where you have "clicked" on the campaign or in an actual phishing email, you will have formal disciplinary action taken. This is a high risk to student and staff secure documents, and it is our duty as an organization to protect student and staff data and personally identifiable information.

Policy © 3-403 Technology

Appropriate Use of Technology

The District may provide technology devices and Internet access to District students and staff. The use of technology shall be in support of the District's educational goals and mission. To ensure that the technology is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses its technology to follow District guidelines for appropriate use. Anyone who misuses, abuses, or chooses not to follow the technology guidelines and procedures may be denied access to the District's technology and may be subject to disciplinary and/or legal action.

The District shall restrict student use of District provided and personal wireless communication devices during the school day. Students shall be permitted to use wireless communication devices during the school day only as specifically authorized by the District and in accordance with [A.R.S. § 15-120.05](#).

District employees are prohibited from using District or personal devices to communicate with students or minors in violation of Board policies governing staff-student communications or boundaries.

Internet Safety (Child Internet Protection Act)

The District shall take measures to protect against:

1. Internet access by staff or students to child pornography or visual depictions that are obscene or harmful to minors;
2. Risk to the safety and security of students when using District technology to access electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by students online; and
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.

The District shall restrict student access to social media platforms other than as authorized by a staff member for approved educational purposes. The District shall monitor the online activities of students and shall provide education regarding appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and regarding cyberbullying awareness and response.

Parental Notification

Parents shall be notified annually and upon revision of the policies and procedures regarding the use of technology while at school. Parents will also be notified of their right to prohibit the student from the use of technology and the internet while at school in which covered information may be shared with an operator as defined in [A.R.S. § 15-1046](#). This does not apply to

technology that is used for the daily operations or administration of online instructional programs authorized by law.

Posting Requirements

The District may satisfy any statutory requirement to post, prominently display, make accessible or otherwise include information on its website by making a link to the information available on the District's or the school's home page. The information may be consolidated on a single webpage as permitted by [A.R.S. § 15-120.04](#).

Access

The District shall maintain its technology and its website so as to be accessible to persons with disabilities.

The District shall take precautionary measures to safeguard the content of data and to prevent unauthorized releases and cybersecurity attacks.

Adopted: June 10, 2025

Procedure © 3-403.A Technology - Use Requirements

The Superintendent shall put systems in place to encourage appropriate use of District technology and may require all users to execute an agreement regarding the applicable requirements.

A. Internet Safety and Filtering

The District shall provide for measures that protect against Internet access by both adults and minors to visual depictions that are pornographic. The protective measures shall also include monitoring the online activities of students while using District technology.

B. Monitoring and Education

The District may provide training to staff regarding their individual responsibility to monitor student use of District technology. District staff will supervise, monitor and educate students as to appropriate usage of the online computer network and access to the Internet.

The Superintendent is responsible for creating, implementing and enforcing the District's electronic information use guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

The District shall educate students on becoming digital citizens so that students learn the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world.

C. Transmission of Harmful Items to Minors

No person, with knowledge of the character of the item involved, may intentionally or knowingly transmit or send to a minor by means of technology an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item. Violation of this provision is a criminal felony and any violation will be submitted to law enforcement for investigation.

D. Data Management/Security

The Superintendent shall implement and maintain data management and security controls that ensure maximum availability and effective use of accurate, timely, and reliable data and information while protecting the privacy, confidentiality, security, and safety of data regarding staff, students, and their families. The District shall strive to meet the following objectives:

1. Encourage and support effective use of data and information resources in academic and operational performance management and decision making.
2. Ensure confidentiality, privacy, and security of data and communications pertaining to staff, students, and their families.
3. Comply with federal, state, and local laws and regulations regarding information privacy and security, as well as records retention and disposal.
4. Implement prudent and reasonable measures to protect the District's data and information resources and technology infrastructure from unauthorized use, theft, exploitation, modification, destruction, and denial of use.
5. Create plans and procedures for responding to cyber attacks and, in the event of a successful attack, for effectively and fully recovering data in an ethical and lawful manner.
6. Ensure that authorized access to District data and information resources and technology infrastructure by third parties is monitored and protected to the fullest extent.
7. Train staff regarding data management, security policies and procedures.
8. Periodically conduct data governance and security risk assessments.

E. Communication with Students/Minors

District employees shall abide by all District requirements pertaining to the use of District technology or personal devices when communicating with students or minors.

Procedure © 3-301.E Food Services - Wellness Program

The purpose of this Procedure is to outline the parameters of the District's wellness policy as required by [7 C.F.R. § 245.10](#).

A. Written Plan

The District shall create a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal nutrition standards.

The written plan shall contain:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the District must review and consider evidence-based strategies and techniques;
2. Standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus;
3. Standards and nutrition guidelines for all foods and beverages sold to students during the school day on each participating school campus;
4. Goals that promote student health and reduce childhood obesity;
5. The method by which parents, students, physical education teachers, school health professionals, school administrators and the general public will be involved in the creation of the written plan;
6. A description of the plan for measuring the implementation of the wellness policy and plan; and
7. How the District will report on content and implementation of the wellness policy and plan to the public.

The Food Service Director and Wellness Coordinator are responsible for the implementation and oversight of the wellness policy and the written plan.

At least once every three (3) years, the District shall assess compliance, which shall include local school compliance, a comparison to other wellness policies and written plans, a review of progress toward goals, and proposed updates or modifications.

B. Notification

The District shall:

1. Permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general

- public to participate in the development, implementation, and periodic review and update of the local school wellness policy and written plan;
2. Inform the public about the content and implementation of the local school wellness policy and written plan, and make the policy, written plan and any updates to the written plan available to the public on an annual basis; and
 3. Inform the public about progress toward meeting the goals of the local school wellness policy and compliance with the wellness policy and written plan by making the triennial assessment available to the public.

C. Record Keeping

The District shall retain records to document compliance with the applicable federal regulations related to a wellness policy and written plan, including maintain the policy and plan, the compliance with community involvement requirements, and the triennial evaluation.

School Wide Wellness Goals

The wellness policy will focus on promoting healthy eating habits and physical activity among students in order to prevent childhood obesity. Childhood obesity is a growing concern and addressing it through a wellness policy in schools will not only promote better health among students but also improve their academic performance and overall well-being.

By the end of the school year, the wellness policy aims to increase the consumption of fruits and vegetables by 20% among students and increase the number of minutes of physical activity during school hours by 15%.

This wellness policy in collaboration with school staff, Yavapai County Health Department and Mat Force will provide nutrition education and health programs several times per school year and during School Wellness Week. It will also work with teachers to incorporate physical activity breaks into the daily schedule.

The wellness policy will be fully implemented within the next school year, with progress and outcomes evaluated regularly throughout the year to ensure that the goals are being met.

Goals for Nutrition Promotion

Promotion of Meal Program Participation

Participating in the district meal programs will be actively promoted and encouraged to families while monitoring engagement with promotional materials and events. School meal program menus will be posted on the district website as well as posting National School Breakfast Week & National School Lunch Week events on Class Dojo. Collaborating with school staff and community partners for program outreach and increasing the awareness of the benefits of school meal programs through active involvement and participation in annual targeted promotion campaigns.

Goals for Nutrition Education

Promotion of water consumption & understanding of USDA food labels

Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health. To reinforce and support nutrition education efforts promoting water consumption and understanding USDA nutrition labels. Educational materials and workshops will be provided by district instructors, Yavapai County Health Department and MatForce throughout the year. Integrating water consumption into daily routines and scheduling food label reading workshops within the current semester.

Goals for Physical Activity/Recess

Encouragement of After-School Sports Programs and Regular Physical Activity

Offering opportunities for students to participate in classroom based physical activities, outdoor recess, and sports programs. Track student enrollment and participation in sports programs using lesson plans & class schedules reflecting physical activity at least 2 times per week. Students will be provided with formal age appropriate physical education weekly for 90-149 minutes consistent with national & state standards. Collaborate with community organizations and coaches to expand sports and physical activity program offerings by the end of the school year, encouraging lifelong fitness habits & teamwork skills.

Arizona Revised Statute 15-118. Recess; requirements; exceptions; definition

A. Each school district and charter school shall provide at least two recess periods during the school day for pupils in kindergarten programs and grades one through three. From and after August 1, 2019 each school district and charter school shall provide at least two recess periods during the school day for pupils in kindergarten programs and grades one through five.

B. Notwithstanding subsection A of this section, a school that offers a half-day kindergarten program is required to provide at least one recess period during the school day for pupils in that kindergarten program. A school district or a charter school may count a pupil's participation in a physical education course during a school day as one of that day's recess periods required by subsection A of this section.

C. A school district or charter school is not required to extend the school day as part of meeting the requirements of subsection A of this section.

D. This section does not apply to middle schools, junior high schools, high schools, Arizona online instruction or schools in which the lowest grade of instruction offered is grade five.

E. For the purposes of this section, "recess" means a period of time during the regular school day, including time during a scheduled lunch period, during which a pupil is able to engage in physical activity or social interaction with other pupils.

Goals for Other School-Based Activities that Promote Student Wellness

Ensuring Safe and Active Environments

Maintaining safe school grounds and facilities conducive to physical activity for all students by conducting regular safety assessments and addressing identified safety issues. Allocating resources for equipment maintenance and safety enhancements by completing weekly playground safety checklists and reporting unsafe conditions through the district FMX System. Designating safe or preferred routes to school using crosswalks on streets and crossing guards. Safety assessments and improvements to be implemented before the start of the next academic year.

Availability of Free Potable Water during Meal Periods

Providing free access to drinking water for all students during meal periods which promote hydration and healthy beverage choices. Ensuring potable water is available and accessible from bottle filling stations and drinking fountains not only in the meal area but throughout campus.

School Meal Standards, Nutrition Guidelines, & Food Service Operations

The school participates in the National School Lunch Program, School Breakfast Program and the Afterschool Care Snack Program. All school meals are accessible to all students and served meeting or exceeding the current nutrition requirements established by local, state, and federal statutes and regulations.

All foods and beverages made available on a school campus serving PK-8th grade during the normal school day are to be consistent with the Arizona Nutrition Standards. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The District will create procedures that address all foods including foods of minimal nutritional value and competitive food sales available to students throughout the school day. Foods and beverages served outside of the school meal programs will meet the USDA Smart Snacks in School Nutrition Standards at a minimum.

In keeping with the District's nutrition program, only food prepared or obtained by the District's food services program should be served during the regular school day. This includes classroom reward or incentive programs involving food items such as the Accelerated Reader Program, or food sold at school-sponsored events during the regular school day. Approval is required to ensure that the foods served meet the requirements of the District's nutrition policy and regulation.

The district will submit the exemption request form to ADE for all food related fundraisers when the foods do not meet the USDA's Smart Snacks in Schools Standards.

AR reward party-four times per year

20%=pencil

40%= homework pass

60%= baked chips

80%=low sugar snack

100%=classroom party

Classroom parties-2 per year

Birthday parties will be allowed. Foods are to be store purchased and individually wrapped when possible. Some alternatives for healthy classroom snacks include:

Pretzels

Raisins

String cheese
Carrots
Celery
Popcorn
Yogurt
Granola
Peanut butter
Crackers-whole wheat
Hummus
Nuts
Trail mix
Fruits- apples, bananas, oranges, grapes, melon, plums, berries
Raw vegetables-carrots, celery, sweet peppers, snow & snap peas
Applesauce
Fruit cups
Deli meat & cheese roll up

BEAVER CREEK SCHOOL DISTRICT UNSUPERVISED USE OF OUTDOOR SCHOOL GROUNDS

After school hours the ball field and playground are open to the public for recreational use. These areas will not be supervised by school staff and the public uses at their own risk. Students on campus during a sanctioned activity must be supervised. All registered students of Beaver Creek School must leave campus via parent approved transportation. Staying on school grounds after school is not allowed because it is the school's responsibility to make sure students get home safely. If a child returns to the ball field or playground after school hours, it is not a school sanctioned activity and there will be no supervision. The public restrooms will also be closed.

When students return for after school extra-curricular activities, parents need to be aware that the public accessed playground (school grounds) and ball fields are unsupervised. If the student is on the school campus, he or she will be subject to discipline unless in the room or gym during the time of the activity.

We are finding students not going home and being on campus or on the playground. These students are NOT supervised and this does not follow school procedures.

Only the ball field and playground outside the fenced area are open to the public. Any student found wandering around campus will be subject to disciplinary action. Any student not leaving campus as per directive from parent on where to transport will be subject to disciplinary action.

Policy © 4-202 Staff/Student Boundaries

District staff are expected to maintain appropriate boundaries with students consistent with professional, ethical, and legal standards. District staff shall **not** engage in any of the following behaviors with a student:

1. Flirtatious communication, including commenting on a student's attractiveness, appearance, or dress.
2. Banter, allusions, jokes, or innuendos of a sexual nature.
3. Confiding in a student on a personal and private matter.
4. Except in the case of counselors, inviting a student to confide in a staff member on a personal and private matter.
5. Socializing with a student outside of school or a school activity.
6. Giving or receiving a personal gift.
7. Asking a student to keep a secret.
8. Peer-like language and behavior.
9. Having personal private contact with a student.
10. Being alone with a student behind a closed door or in a confined space.
11. Physical contact that lacks a legitimate educational purpose.
12. Sending a student on a personal errand.
13. Providing tobacco, alcohol, or drugs to a student or failing to report a student's use of such substances.
14. Transporting a student in a private vehicle without administrative approval.
15. Sharing a room with a student on an overnight trip.
16. Visiting a student's home or allowing a student to visit a staff member's home without approval from the student's parent/legal guardian and the staff member's supervisor.
17. Sharing intimate or revealing photos or images or asking a student to share intimate or revealing photos or images.
18. Favoring a student with special treatment or privileges.
19. Addressing a student by a personalized term of endearment or pet name or allowing a student to address a staff member by a personalized term of endearment or pet name.

District staff should only use District approved technologies and programs when communicating electronically with students and/or parents/legal guardians.

Any District staff member that violates this Policy is subject to disciplinary action, including suspension without pay and termination of employment.

Adopted: July 1, 2024

Procedure © 4-202.A Staff/Student Boundaries - Social Media and Cell Phone Use

All District employees are encouraged to adhere to the Arizona State Board of Education best practices for social media and cellular telephone use between school personnel and students.

Policy © 1-203 Equal Opportunity - Prohibited Sex Discrimination (Title IX)

Non-discrimination Policy

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates as required by Title IX of the Education Amendments of 1972 (Title IX), including in admission and employment.

Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX coordinator or to any employee of a District elementary and secondary school if the allegations of sexual harassment occurred in a District education program or activity and the alleged sexual harassment occurred within the United States.

“Formal complaint” means a document filed by a complainant or signed by the Title IX coordinator against a respondent and requesting that the District investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX coordinator by mail, email, through an online portal, or by contacting the Title IX coordinator as directed on the District website or other communications to students, staff, and parents.

“Complainant” means any person who is alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment under Title IX which occurred in a District education program or activity.

“Respondent” means a person who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Education program or activity” means locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

“Sexual harassment” means conduct based on sex that is one or more of the following:

- a. an employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
- b. unwelcome sex-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive it effectively denies a person equal access to the District’s education program or activity; or
- c. “sexual assault” as defined in [20 U.S.C. § 1092\(f\)\(6\)\(A\)\(v\)](#), “dating violence” as defined in [34 U.S.C. § 12291\(a\)\(10\)](#), “domestic violence” as defined in [34 U.S.C. § 12291\(a\)\(8\)](#), or “stalking” as defined in [34 U.S.C. § 12291\(a\)\(30\)](#).

“Supportive measures” means non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge before or after the filing of a formal complaint, or where no formal complaint has been filed, designed to restore or preserve equal access to the District’s education program or activity.

“Deliberately indifferent” means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Title IX Coordinator

The District must identify at least one employee to serve as the Title IX coordinator and authorize that individual to coordinate and facilitate the District’s compliance efforts regarding its responsibilities under Title IX, including inquiries about the application of Title IX or formal complaints. The District’s Title IX coordinator is:

Heather McCallum
Student Support Specialist
4810 E Beaver Creek Rd
Rimrock AZ, 86335
928-567-4631 ext. 1003
hmccallum@bcs.k12.az.us

Notices

The contact information for the Title IX coordinator and the District’s nondiscrimination notice will be prominently posted on the District’s website and in any student or employee handbooks.

Any documents used to train the Title IX coordinator, investigators, decision makers, and others involved in the Title IX grievance process will be posted on the District’s website and available upon request.

Supportive Measures

The District will provide supportive measures as appropriate and available.

District’s Response to Sexual Harassment

When the District receives actual knowledge of sexual harassment in a District education program or activity, the District will respond promptly in a manner that is not deliberately indifferent.

Adopted: April 8, 2025

Policy © 3-109 Procurement

The District shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. In connection with the District's procurement of goods, services, or construction, the District shall comply with the Arizona Constitution, [A.R.S. § 38-501 et seq.](#), [A.R.S. § 15-213 et seq.](#), the State Board of Education's procurement code for school districts (School Procurement Code), and the Auditor General's Uniform System of Financial Records (USFR).

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests in accordance with state and federal law. Competitive procurement is required for every expenditure of public monies in excess of the limits specified in [A.R.S. § 41-2535](#).

Governing Board Approval

The Governing Board shall approve all procurements of \$20,000 or more. The Board delegates authority to the Superintendent to approve all procurements under the \$20,000 threshold.

Delegation of Procurement Authority

Pursuant to Arizona [Administrative Code R7-2-1007](#), the Board delegates procurement authority to the Superintendent, who shall serve as the District representative in procurement matters. The Board may separately delegate procurement responsibilities to other employees and permits the Superintendent to delegate authority to other employees according to the process outlined in the School Procurement Code.

Multi-Year Purchases

Subject to Board approval, the District may enter into purchase contracts for up to five (5) years if a multiyear agreement is in the District's best interest. The District shall include requisite findings in the procurement file regarding availability of funding and benefit to the District.

Public Inspection

The District shall make available for public inspection all information, bids, proposals, and qualifications submitted, findings and other information considered in issuing procurement.

Conflict of Interest

In connection with the District's purchase of goods, services, or construction, Board members and District employees shall annually disclose conflicts of interest as required by state and federal law.

Board members and District staff shall file the disclosure of any conflict of interest. If a Board member or District employees or their relatives have a conflict of interest in any procurement of services, equipment, or construction, the Board member or District employee shall refrain from participating in any way in the procurement, including but not limited to making recommendations, giving advice or communicating with anyone involved in the procurement process.

Vendor Relations

District employees who supervise or participate in contracts, purchases, payments, claims, or other financial transactions or who supervise or participate in the planning, recommending, selecting, or contracting for materials, services, goods, construction, or construction services for the District shall not solicit or accept any personal gift or benefit, except as permitted below and by law.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this Policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen, food or beverage, or expenses or sponsorships relating to a special event or function to which individuals involved in procurement are invited. Board members and District employees may accept gifts or benefits of nominal value from a vendor as permitted by statute.

Purchase from District Employees or Board Members

The District must use competitive bidding when purchasing any equipment, material, supplies, or services from District employees regardless of dollar amount. This applies to any purchase using District monies, including extracurricular activities fees tax credit, student activities monies, gifts and/or donations.

The Board authorizes purchases from Board members as authorized pursuant to [A.R.S. § 15-323](#). The District must follow all procurement requirements with respect to any purchase from a Board member. Each purchase must be specifically approved by the Board after the appropriate procurement process. The minutes of the Board meeting shall reflect the amount of the purchase. Unless otherwise permitted by statute, the District shall not exceed \$300 for any single transaction with a Board member and the total purchases from any Board member within any twelve (12) month period shall not exceed \$1000.

Job Order Contracting

The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be \$1,000,000 unless otherwise specifically authorized by the Board.

Adopted: July 1, 2024

BEAVER CREEK SCHOOL DISTRICT #26

4810 E. Beaver Creek Rd.

Rimrock AZ 86335

(928) 567-4631

Fax (928) 567-5347

Mrs. Allie Wheeler, Principal/Superintendent



**BEAVER CREEK SCHOOL
STUDENT ACCIDENT REPORT**

School _____ Date of report _____

School address _____

Name _____

Sex: ☐ Male ☐ Female Grade _____ Date of Birth _____

Home address _____

Phone _____ Teacher _____

E-mail address _____

Time of accident: Hour _____ ☐ a.m. ☐ p.m. Date _____

Place of accident: ☐ School building ☐ School grounds ☐ To or from school

☐ Interscholastic athletics

Witness name _____ Address _____

Phone number _____ Title/Position _____

Description of Accident:

What occurred and how did it occur? Using quotation marks appropriately, what did the student state? Where was the student?

Signature of person reporting

Was the parent or other individual notified? ☐ No ☐ Yes When? _____

Name of individual notified _____ How? _____

By whom? _____

First aid treatment _____ By whom? _____

☐ Called 911; Sent to: ☐ Home ☐ Physician ☐ Class ☐ _____ Hospital

How was student transported? _____

☐ District office notified. Time _____ By whom? _____

Location of accident: ☐ Athletic field ☐ Playground ☐ Classroom ☐ Corridor
☐ Cafeteria ☐ Dressing room ☐ Gymnasium ☐ Home Ec.
☐ Bus ☐ Science lab ☐ Rest room ☐ School grounds
☐ Shop ☐ Showers ☐ Stairs ☐ Bus stop ☐ Other: _____

Follow-up:

Report to law enforcement agency or fire department? ☐ Yes ☐ No

Agency/Dept. _____ Date of Report: _____

Officer ID Number _____ D.R/I.R. # _____

Agency/Dept. Response _____

Other _____

Total number of days absent: _____ Nature of injury: ☐ Abrasion
☐ Amputation ☐ Animal bite ☐ Avulsed tooth ☐ Fracture
☐ Human bite ☐ Laceration ☐ Puncture ☐ Scratches ☐ Sprain
☐ Strain ☐ Other: _____

Part of body injured: ☐ Ankle ☐ Arm ☐ Back ☐ Clavicle ☐ Elbow
☐ Eye ☐ Face ☐ Finger ☐ Foot ☐ Hand ☐ Head ☐ Knee ☐ Leg
☐ Nose ☐ Scalp ☐ Toe ☐ Tooth ☐ Wrist ☐ Other: _____

Superintendent's signature Date

H/A or Nurse's signature Date

BEAVER CREEK SCHOOL
STUDENT COMPLAINT FORM

Student Section

Your Name: _____

Date: _____ Time of incident: _____

Students involved (Include last names and grade)

What happened? _____

+++++

Teacher Section

Name: _____

Date: _____ Time: _____

Action taken:

Parent Notification: Date: _____ Form: email, phone, text, Dojo

+++++

2nd Incident: _____

Date Reported to Conflict Resolution Specialist: _____

Action Taken: _____

3rd Incident: _____

Date Reported to Student Support Specialist:

Action Taken: _____
