

BEAVER CREEK SCHOOL DISTRICT #26

4810 E. BEAVER CREEK RD.

RIMROCK, AZ 8633

(928) 567-4631

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Karin Ward, Superintendent

Allie Wheeler, Principal

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 Principals 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

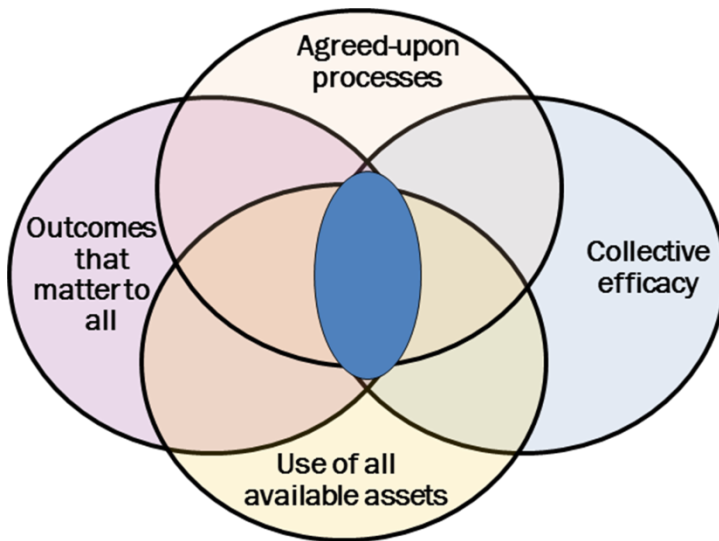
The operating principle of Integrity requires of us that we adhere to moral and ethical principles.

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. **Cloth Face Coverings-** Face covering will not be required however you may wear face covering if you so desire. Continue to follow mitigation strategies as a universal precaution.
4. **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 and custodial staff call or text Ori Womack. Food Service Staff call or text Karen Dufresne , Transportation staff contact the Jake Wheeler. All District staff contact **Karin Ward 928 (713-0484)** 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 polices GCCA GCCC 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.
5. **Sign in/out:** Should instructional staff need to leave early, **contact Allie (by email, text, or in person with a CC to Sharon).** 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 at the office with Sharon.

6. **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.
7. **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.
 - vii. Utilize the Manzanita Supply Tool Chest in the Staff Workroom.
8. **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. Calling from room to room without interruptions, press the extension and then 7. The call will then allow you to leave a voice mail.
 - ii. Currently the office has a black box that is connected to push buttons in classrooms. Often this is the quickest way to get a hold of office staff.
 - 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. Complete the Calendar Request form for adding an event to the calendar after checking the school calendar on-line from your outlook calendar. Give the form to Allie for approval and she will pass on for scheduling. 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 Purple Paper* that comes out weekly to keep people updated on weekly activities.
9. **Meetings.**
 - i. Flag Assemblies are the first Thursday of each month.
 - 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 weekly.
10. **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.

11. 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.

12. 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 the current mitigation plan and using the most current data on the Covid pandemic. If the mitigation plan and data permit, as long as funds are available through Tax Credit, 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 Principal 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.** (Press #7 after the extension to go to voice mail.)
- 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 when the systems are ready.
- 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.** 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).

13. Library Information-

- i. When the district is on a normal schedule, the library is open to students 11-3pm each 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 10:30am-6pm, Fri and Saturday 9am-3pm. Beth Franklin 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 Beth 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, Beth 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 Beth she is available to help in any way possible.

14. Maintenance Requests: Lane Hoggatt

- 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 too.) 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, take the time to talk it over with them. If the job still isn't getting done, 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.

15. 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 t Principal 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.

16. 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.

17. Transportation Change Notice

- i. We will be using wristbands for transportation changes. **If you receive a note 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.

18. 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.

19. Assessment Schedule

Principal 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.

20. 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, Destination Showcases, STEAM night, all concerts, Veteran's Day, Holiday and Spring and, Kindergarten and 8th grade Graduations.
- 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. 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 concerns and praise. All of these contacts will be documented through a log book and presented at the final evaluation, along with the DOJO reports of how many parents have signed up.
- iii. **Volunteers** will be allowed on approval by the Principal. 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.

21. 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 *Information for Staff* on the school website

In addition to the Medical, Dental, Vision and Life Insurance plan, (100% paid for all full-time employees) 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 Principal 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 11 members per the following formula:

- a. Teacher Leader Team: One teacher elected from each grade band team
- b. Two classified staff members-one from food service, custodial and bus; and one from office 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 3:30 pm on the Monday of Governing Board meetings (usually the 2nd Monday 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.

The Golden Rules of Civil Life

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
- Use the Bin. If something else comes up off the topic, write it on a paper to be discussed at another time

School District Policies

Beaver Creek School District Policies are located in Karin Ward's Office, or the District Office, or on the Beaver Creek Website and on-line at <https://azsba.org/policybridge>. 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.

GCK-Professional Staff Assignments and Transfers
KFA-Public Conduct on School Property
KFAA -Smoking on School Premises at Public Functions
ACA-Sexual Harassment
ACAA-Title IX Sexual Harassment
JR-Student Records
JFABD-Admission of Homeless Students
DKC-Expense Authorization/Reimbursement
IKE-Promotion and Retention of Students
BED-Smoking by Staff Members
GCCB-Professional/Support Staff Personal/Emergency/Religious Leave
GBEC-Drug-Free Workplace
GBECA-Nonmedical Use or Abuse of Drugs or Alcohol
GBCCA-Wellness Program

Policies and Procedures for Mandatory Reporting

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

Harassment
Hazing Awareness and Prevention
Bullying Recognition and Response
Blood Born Pathogen
Title IX Compliance Overview
Child Abuse Mandatory Reporting
Drug Free Workplace
Email and Messaging Safety
FERPA Confidentiality of Records
Playground Supervision
Students Experiencing Homelessness Awareness and Understanding

The Safe Schools Training will need to be completed by August 3rd. New Hires, substitutes, and volunteers will complete the tests before beginning work. (<http://www.bcsd.az.safeschools.com>)

GBEA © STAFF ETHICS

(Statement of Ethics for School Employees)

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- A. Makes the well-being of students the fundamental value of all decision making and actions.
- B. Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- C. Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- D. Fulfills job responsibilities with honesty and integrity.
- E. Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- F. Supports the principle of due process and protects the civil and human rights of all individuals.
- G. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- H. Implements the Governing Board's policies and administrative rules and regulations.
- I. Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.
- J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- K. Avoids using position for personal gain through political, social, religious, economic, or other influence.

L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

M. Stresses the proper use and protection of all school properties, equipment, and materials.

N. Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Adopted: September 09, 2019

**JLF ©
REPORTING CHILD ABUSE /
CHILD PROTECTION**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and 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 upon 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 with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, must be reported, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Submitting non-emergency concerns via the Online Reporting Service at <https://dcs.az.gov/about/contacts>.

Pursuant to A.R.S. [13-3620](#), such reports shall contain, if known:

- A. The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- B. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- C. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action 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.

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education 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 the conduct.

Any person who is employed as the immediate or next higher-level supervisor to or administrator of a person who is statutorily required to report is not required to report if the supervisor or administrator reasonably believes that the report has been made by the person who is required to report.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

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

- A. In boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children that is established pursuant to A.R.S. [8-455](#).

B. Instructions to call 911 for emergencies.

C. 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.

Adopted: September 13, 2021

JLF-R ©

REGULATION

REPORTING CHILD ABUSE / CHILD PROTECTION

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. [8-821](#), and which is caused by the acts or omissions of an individual having care, custody, and control of a child. *Abuse* shall include inflicting or allowing sexual abuse pursuant to A.R.S. [13-1404](#), sexual conduct with a minor pursuant to A.R.S. [13-1405](#), sexual assault pursuant to A.R.S. [13-1406](#), molestation of a child pursuant to A.R.S. [13-1410](#), commercial sexual exploitation of a minor pursuant to A.R.S. [13-3552](#), sexual exploitation of a minor pursuant to A.R.S. [13-3553](#), incest pursuant to A.R.S. [13-3608](#), or child prostitution pursuant to A.R.S. [13-3212](#).

Child, youth, or juvenile means an individual who is under the age of eighteen (18) years.

Abuses classified by statute as "reportable offenses" are:

- A. Indecent exposure [A.R.S. [13-1402](#)]
- B. Public sexual indecency to a minor [A.R.S. [13-1403](#)]
- C. Sexual abuse [A.R.S. [13-1404](#)]
- D. Sexual conduct with a minor [A.R.S. [13-1405](#)]
- E. Sexual assault [A.R.S. [13-1406](#)]
- F. Molestation of a child [A.R.S. [13-1410](#)]
- G. Furnishing items that are harmful to a minor via the Internet [A.R.S. [13-3506.01](#)]
- H. Surreptitious photographing, videotaping, filming, or digitally recording or viewing of a minor [A.R.S. [13-3019](#)]
- I. Incest [A.R.S. [13-3608](#)]
- J. Child prostitution [A.R.S. [13-3212](#)]
- K. Commercial sexual exploitation of a minor [A.R.S. [13-3552](#)]

L. Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. [13-3553](#)]

M. Luring a minor for sexual exploitation [A.R.S. [13-3554](#)]

N. Admitting a minor to public displays of sexual conduct [A.R.S. [13-3558](#)]

EXHIBIT

REPORTING CHILD ABUSE /
CHILD PROTECTION

SUSPECTED ABUSE, PHYSICAL INJURY, CHILD ABUSE,
REPORTABLE OFFENSE OR NEGLECT

To: Department of Child Safety, D.E.S. (or law enforcement agency)

Student's name _____ Birth date _____ Sex _____

Address _____

Names of parents/guardians _____

E-mail address _____

School _____ Grade _____ Teacher _____

Description of suspected present or prior abuse, child abuse, physical injury, or neglect (use additional page if necessary) _____

Symbols:

- A = Abrasion
- Bl = Blister
- Bu = Burn
- Br = Bruise
- La = Laceration
- Le = Lesions
- S = Scar
- R = Rash
- V = Vermin
- O = Other (describe)

Severity:

- (1) = Mild
- (2) = Moderate
- (3) = Severe

Signature and Title of Person Making the Report Date _____

Oral Report to: Name _____

Agency _____ Position _____

Date _____ Time _____

Written report to _____ Date _____

Copy filed in school nurse's office

Confidentiality/FERPA

JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and 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), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint 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

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

A. The right of the parent or an eligible student to inspect and review the student's education records.

B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.

C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.

D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

A. The procedure for exercising the right to inspect and review education records.

B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.

C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents 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).

Adopted: June 12, 2017

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. Throughout the year, you may order supplies using the checklists by the supply room door across from the bathrooms in the office. STEAM materials can be ordered from Allie Wheeler. These orders are usually filled within a 24 hour window.

This year district staff will be updating Room inventories. Before you leave for the summer you will verify your inventory and give it to Karen. Please comply, as it is a State mandate. If you wish to move school property from one room to another, **you must** complete the **“Request for Transfer of School Property”**, found on the shelves by the mailboxes.

All ordering for the next school year will need to be completed by the last day of the school year. 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 principal. 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.

Form in Front Office REQUEST FOR TRANSFER OF SCHOOL PROPERTY

DATE _____ PERSON MAKING REQUEST _____

ITEM	SERIAL #	BC TAG #	TRANSFERRED TO WHOM	TRANSFERRED TO ROOM #	TRANSFERRED FROM ROOM #

Signature of Principal

Date

Signature of Inventory Designee (DuFresne)

Date

EEB ©
BUSINESS AND PERSONNEL
TRANSPORTATION SERVICES
(District Travel Policy -
Employees and Governing Board Members)

Administrative Requirements

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee or Governing Board member using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: June 12, 2017

**GCCA
PROFESSIONAL / SUPPORT STAFF
DISCRETIONARY LEAVE**

Discretionary leave for District certificated and support staff is a designated amount of compensated leave that is to be granted to an employee member for personal business reasons or for personal or family illness as outlined in A.R.S. [23-373A](#). Family, for purposes for earned paid discretionary leave shall include all relationships as defined in A.R.S. [23-371H](#).

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. 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.

Support staff members hired after July 1, 2017, are required to wait ninety (90) calendar days after commencing employment before using accrued earned discretionary leave.

Support staff members who work at least thirty (30) hours per week will earn additional discretionary leave and it will accrue after their ninety (90) day probationary period.

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.

Upon a staff member's separation from employment with the District, unused earned discretionary leave will be forfeited if less than seven (7) years of employment with the District.

When a staff member exhausts all days of accumulated discretionary leave, an unpaid leave of absence must be requested, pursuant to District Policy GCCC for any additional time requested.

When the use of earned discretionary leave is foreseeable, the staff member shall

provide written notice of the need for such time to the District in advance of the use of the earned discretionary leave and shall make a reasonable effort to schedule the use of earned discretionary leave in a manner that does not unduly disrupt the operations of the District.

In the event of unforeseeable use of earned discretionary leave, the staff member must contact their supervisor or designee by the beginning of the regularly scheduled work day. Exception to this rule will be made in sole discretion of the Superintendent based on a showing of good cause.

For earned paid discretionary leave of three (3) or more consecutive work days, the staff member is required to provide reasonable documentation that the earned discretionary leave has been used for purposes covered by this policy.

Use of Discretionary Leave for Personal Business

Requests for discretionary leave for personal business must be received at least two (2) working days prior to the first day of leave and must be approved by the supervisor.

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.

No more than ten percent (10%) of the staff may take discretionary leave at any one time.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

The employee shall inform the Superintendent or the Superintendent's representative of the following:

- A. Expected date of return from the discretionary leave.
- B. Where the employee may be contacted during the discretionary leave.

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.

Adopted: January 13, 2020

GCQC RESIGNATION OF PROFESSIONAL STAFF MEMBERS

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

Adopted: date of Manual adoption

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 Superintendent, Mrs. Karin Ward.

**IJNDB-E ©
USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION
ELECTRONIC INFORMATION SERVICES
USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

A. Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.

B. Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.

C. Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.

D. Observe the following considerations:

1. Be brief.

2. Strive to use correct spelling and make messages easy to understand.

3. Use short and descriptive titles for articles.

4. Post only to known groups or persons.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

**EGAD
COPYRIGHT COMPLIANCE**

Unless approved by the Superintendent, school equipment and personnel cannot be used for any printing work for P.T.O. or for professional, charitable, or character-building organizations. The only exception to this policy is when an individual school duplicates notices of the parent group meetings directly connected with a specific activity in the school.

The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

Adopted: date of Manual adoption

**JL ©
STUDENT WELLNESS**

The School District strives to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

A. *Nutrition Guidelines*: All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.

B. *Nutrition Education*: The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

C. *Physical Activity/Recess*: The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.

"*Recess*," as defined in statute, 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.

1. The District shall provide at least two (2) recess periods during the school day for pupils in kindergarten programs and grades one (1) through three (3). From and after August 1, 2019, the District shall provide at least two (2) recess periods during the school day for pupils in kindergarten programs and grades one (1) through five (5).

2. A school that offers a half-day kindergarten program is required to provide at least one (1) recess period during the school day for pupils in that kindergarten program.

3. The school District may count a pupil's participation in a physical education course during a school day as one (1) of that day's recess periods.

4. The District is not required to extend the school day to meet this recess requirement.

5. This recess requirement 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 (5).

D. *Sunscreen*: The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.

E. *Other School-Based Activities*: The goal is to create a total school environment that is conducive to healthy eating and physical activity.

F. *Evaluation/Implementation*: A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measureable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.

G. *Parent, Community and Staff Involvement*: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: September 10, 2018

JL-E ©

EXHIBIT

STUDENT WELLNESS

Beaver Creek School strives to meet the expectations laid out in our Student Wellness policy and regulation. The following will outline the practical aspects of those expectations.

Evaluation: A wellness committee will meet yearly for the purpose of revising and refining practice in order to meet the expectations of the Student Wellness policy.

The Wellness Meeting in May 2023 review verified the following:

Nutrition Guidelines:

- ✓ The Food Service Director is meeting the nutritional guidelines and requirements.
- ✓ Healthy snacks are given during state testing.
- ✓ A copy of students' list is given to cafeteria to show the names of students who were fed in intervention daily. Also in in-school suspension, a daily list contains student names and students are recorded as fed even though they do not eat in the cafeteria.

Nutrition Education:

- ✓ The Programs coordinator works with local agencies to organize nutritional guest speakers.
- ✓ Health Instruction is given by teachers throughout the year.
- Physical Activity:
- ✓ All students have a recess or activity break two (2) times daily.
- ✓ Physical education is offered to all grade levels twice a week.
- ✓ Fitness breaks are encouraged in the classrooms.
- ✓ Physical activity – The schedule have added additional activity break times for grades 3rd-8th.
- Other School-Based Activities:
- ✓ Families in need of food are referred to the weekly food bank in our community.
- ✓ Four (4) water bottle filling stations are located around campus.
- ✓ Classroom Parties - two (2) per year (teacher choice)
- ✓ Birthdays will be allowed at parent request. (not included in classroom party) Foods are to be store purchased and individually wrapped when possible.
- ✓ AR Reward Party - four (4) times per year.
- ✓ AR snacks - one hundred (100)-calorie snack packs, low sugar, baked chips, etc.
 - Twenty percent (20%) = pencil
 - Forty percent (40%) = Homework Pass
 - Sixty percent (60%) = Salty
 - Eighty percent (80%) = Sweet
 - One hundred percent (100%) = Classroom Party
- ✓ Teachers are given a list of students with food allergies each year.
- ✓ The school encourages parents and staff to bring store bought items unless they bring a detailed list of ingredients with the item.
- ✓

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.

© **GBEB STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who

has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents

Staff members are 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. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. [15-341](#)(A)(36).

The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the department of education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. [15-341](#) and notwithstanding A.R.S. [15-341](#), may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the

School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any nonappealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: September 09, 2019

GBEB-R ©

REGULATION

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- A. Physical or verbal abuse of, or threat of harm to, anyone.
- B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.

- D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- E. Use of profane or abusive language, symbols, or conduct.
- F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- G. The carrying or possession of a weapon on school grounds without authorization from the Superintendent.
- H. A violation of District policies and regulations.
- I. Any conduct violating federal, state, or applicable municipal law or regulation.
- J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- K. The use of District resources, as defined in A.R.S. [15-511](#) and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.

In addition to the foregoing, all staff members are expected to:

- A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- C. Maintain order in a manner consistent with District policies and regulations.
- D. Comply promptly with all orders of the Superintendent and their immediate supervisor.
- E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- F. Comply with the requirement of A.R.S. [15-153](#) and [15-515](#) by immediately reporting to the Superintendent or their immediate supervisor:
 - 1. A violation of A.R.S. [13-3102](#) [possession of a deadly weapon on school grounds].
 - 2. A violation of A.R.S. [13-3111](#) [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
 - 3. A violation of A.R.S. [13-3411](#) [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. [13-3102](#), [13-3111](#), or [13-3411](#) shall immediately report such violation to a peace officer in compliance with A.R.S. [15-153](#) and [15-515](#).

Employees of the District who violate these rules are subject to disciplinary action.

GBEB-E ©
EXHIBIT

STAFF CONDUCT

**NOTIFICATION CONCERNING
NONAPPEALABLE OFFENSES**

Notice is herein provided, in accordance with A.R.S. [15-550](#), that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection F.

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section [13-3212](#).
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section [13-705](#).
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in

section [13-3206](#).

18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section [13-3502](#).
22. Furnishing harmful items to minors as prescribed in section [13-3506](#).
23. Furnishing harmful items to minors by internet activity as prescribed in section [13-3506.01](#).
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section [13-3512](#).
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section [13-3555](#).
36. Admitting minors to public displays of sexual conduct as prescribed in section [13-3558](#).
37. Unlawful sale or purchase of children.
38. Child bigamy.

Further, an employee who is convicted of one (1) or more of the above listed offenses shall

immediately:

- A. Surrender any certificates issued by the department of education.
- B. Notify the person's employer or potential employer of the conviction.
- C. Notify the department of public safety of the conviction.
- D. Surrender the person's fingerprint clearance card.

By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.

_____ Date

Employee signature

**ACAA ©
TITLE IX SEXUAL HARASSMENT**

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) 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 conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that 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).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. [§13-3620](#). Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: September 14, 2020

REGULATION

TITLE IX SEXUAL HARASSMENT

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

Name/Title: Heather McCallum, Student Support Specialist

Address: 4810 E Beaver Creek Rd
Rimrock, AZ 86335

E-mail: hmccallum@bcs.k12.az.us

Telephone: 928-567-4631

Response to Sexual Harassment

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The District's initial response to any report of sexual harassment must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

A. Contact the complainant to discuss the availability of supportive measures;

B. Consider the complainant's wishes with respect to supportive measures;

C. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

D. Explain to the complainant the process for filing a formal complaint.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX

Coordinator is responsible for coordinating the effective implementation of supportive measures.

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Response to a Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint. The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;
2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

B. Treat complainants and respondents equitably;

C. Require an objective evaluation of all relevant evidence;

D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be

- properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
- E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
- F. Include reasonably prompt timeframes for the conclusion of the grievance process;
- G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
- H. State that the District uses a preponderance of evidence standard to determine responsibility;
- I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
- J. Describe the range of supportive measures available to complainants and respondents; and
- K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

If the conduct alleged in a formal complaint does not meet the Title IX definition of sexual harassment as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - B. The respondent is no longer enrolled or employed by the District; or
 - C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

- F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

- A. Provides to the parties a written notice disclosing:
 - 1. The allegations;
 - 2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

The District shall maintain for a period of seven (7) years records of:

- A. Each sexual harassment investigation including:
 - 1. Any determination regarding responsibility;
 - 2. Any disciplinary sanctions imposed on the respondent; and
 - 3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public. The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

**GBEAA
STAFF CONFLICT OF INTEREST**

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy).

District

Purchases

from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. [38-503](#); A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Employee Training and Acknowledgement of Understanding

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, GBEAA-E, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Adopted: September 10, 2018

GBEBB STAFF CONDUCT WITH STUDENTS

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process. Violations of the above shall be considered serious and may result in severe disciplinary action.

Adopted: June 13, 2016 of Manual adoption

**GBEBC
GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS**

Gifts

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Solicitations

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

Adopted: date of Manual adoption

**DJ ©
PURCHASING**

(Purchasing Ethics Policy)

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution and policies of the Department of Education.

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

For the purpose of this policy 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.

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: September 13, 2021

**G-5150 © GCMF
PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES**

**(Duties of Teachers; Failure to Comply
is Unprofessional Conduct; Penalty)**

Every teacher shall:

- Make student learning the primary focus of the teacher's professional time.
- Hold students to strict account for disorderly conduct.
- Exercise supervision over students on the playgrounds and during recess if assigned to such duty.
- Take and maintain daily classroom attendance.
- Make the decision to promote or retain a student in grade in a common school or to pass or fail a student in a course in high school. Such decisions may be overturned only as provided in A.R.S. [15-342](#).
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.

A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.

A teacher who instructs a course offered under Policy IHAL, Teaching About Religion, in its appropriate

historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to section A.R.S. [15-535](#).

A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education.

A teacher who is arrested for or charged with any nonappealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the teacher's supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.

Adopted: September 10, 2012

BEAVER CREEK SCHOOL DISTRICT #26

4810 E. Beaver Creek Rd.

Rimrock AZ 86335

(928) 567-4631

Fax (928) 567-5347

Mrs. Karin Ward, 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 Athletic field Playground Classroom Corridor
of Cafeteria Dressing room Gymnasium Home Ec.
accident: 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

Policy EBBB-E Adopted 3/7/2016

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: _____

White Copy (Teacher data folder)

Yellow Copy (Conflict Resolution Specialist)

Pink Copy (Student Support Specialist)



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

Community

Elected Governing Board

<i>Governing Board including Goal setting, Policy, Review budgets and grants, SFB support, Chief Treasure Hunter, District Team, Leadership Support and Evaluation</i>			
Superintendent			
District Administrative TEAM			
Operations Specialist	Business Manager	Principal	
IT Coordinator			
Procurement	Budgets/Reconciliation	All School related Coordination	Assigns FMX as needed.
School Facilities Projects	HR New Hire/Fingerprint	Teachers and Paras	Coordinates with ETC and other projects for internet software and hardware needs
Food Service Director	Facilities Usage	Front Office	
Accounts Payable	Transportation Support	Athletics	
Fixed Assets/ Inventory	Maint/Custodial Supervisor	Special Programs	Coordinates and plans for school needs and district needs.
Disposal of Property/Storage/	Governing Board Policy Minutes	Special Education	
FMX 2 nd for Maint and Tech	Medicaid Billing	Testing/Curriculum /Grants Goals	
Supervisor of Food Service staff	Payroll	Preschool Coordination	Supports IT Assistant as needed
Food Service Billing	New Hire Training Safeschools	School Calendar	
Caterer Coordinator	FMX 3 rd for Maint and Tech	Library	
	Grants	Schedules	
	Records Retention and Disposal	SAIS Integrity	
		Emergency Response Planning	

Advisory Council: Meets the same day as Governing Board Meetings at 3:20 and discusses district wide issues. Membership includes the leader Team, the Principal, the Business Manager, The Lead Maint. Staff (as a classified representative), the student support specialist, the Special Programs Coordinator, the Operations Specialist, IT Coordinator, and the Superintendent
I-Team meets Tuesdays at 7 am and includes school leadership teachers, counselor, principal, and special programs coordinator
DAM district leadership and discuss issues that relate to the strategic planning for the district meets weekly

July 2023