

### ***A Message from the Superintendent***

Welcome to Beaver Creek School! We are very pleased that you have chosen for your children to attend our school. We are very proud of our close knit community and our dedicated staff. Our families love our safe, secure small school that creates a positive educational environment to prepare our children and youth for the challenges of high school and beyond.

We have a very fine professional staff. Our teachers are highly qualified and committed to providing an excellent education to ensure all students meet or exceed all educational standards. Our support staff members are especially wonderful. They provide essential services and supervision for our students and school. We thank you for your respect of all the members of our educational team.

As a small one school district, it is cost prohibitive to have a designated principal at the school. The leadership team below seamlessly fills the responsibilities. Please feel free to contact the person most able to help you with any concerns or questions you might have.

#### **The Beaver Creek Leadership Team includes:**

**Mr. Ron Franklin- Social Studies Teacher and Student Success Coach (Discipline)**

**Mrs. Micca Martinez - Physical Education and Programs Coordinator**

**Mrs. Margee Cowan -Conflict Resolution Specialist/College and Career Readiness Counselor/Teacher**

**Mrs. Katrina Sacco - Curriculum, Instruction and Assessment Coordinator**

**Ms Horizon Worden - 21<sup>st</sup> Century Community Learning Center Coordinator**

**Mrs. Nancy McKeehan (4<sup>th</sup> - 8<sup>th</sup> Grade) and Mrs. Jessica Lux- Herrera (K-3<sup>rd</sup> grade) Special Education**

**Mrs. Karin Ward -Superintendent and Chief Financial Officer**

Please read the following pages for more information about our school, and refer to this handbook throughout the school year. We welcome each and every parent and want them involved in our school programs to help our students to be successful in achieving their learning goals. Contact us at 928-567-4631 with any questions you may have. We look forward to working with you please sign the "**Parent/Student/Teacher/Administrator PLEDGE**" to show your parental support.

*Sincerely, Mrs. Karin Ward, Superintendent*

## **HISTORY**

The Beaver Creek Elementary School District was established in late 1881. The school was moved to this site in 1932. The original two-room rock building sits in the middle of the campus. Beaver Creek School is a PreK-8 school. Community members have maintained a strong tradition of supporting their school to provide for the students. High school students in our district boundaries choose to attend nearby high schools. The district transports to Camp Verde High School and Mingus Union High School.

## **THE BEAVER CREEK SCHOOL GOVERNING BOARD**

The Beaver Creek School District Governing Board is elected by the voters in the district. School Board Members are: Jo Burke, Karen DuFresne, Jeannette Estes, Diana Foltz, and Jackie Harshman. Meetings take place the second Monday of the month at 6:00 PM in the Governing Board/Community Room. Agendas are posted by the Governing Board Room door. All agenda requests or concerns are to be filed in the Superintendent's office after working through the district personnel chain of command to resolve issues. A meeting with the superintendent will be required before items are placed on the Governing Board Agenda.

## **SCHOOL COMMITTEES**

Due to the size of Beaver Creek School, a Site Council is not required by State Statute. However, the school has an active Advisory Council to the Superintendent. Parents are welcome to attend the meetings. Please notify the Superintendent if you wish to attend. Meetings will be held Fridays at 11:30 AM on professional development days following the school calendar.

## THE PARENT TEACHER ORGANIZATION

The "BOBCAT PRIDE" PARENT TEACHER ORGANIZATION (P.T.O.) was re-established in the fall of 2005. Look for information on meeting times in the Bobcat Bulletin that is sent home with students at the beginning of each month. The school looks to the parents to help support the many programs.

### PARENTAL INVOLVEMENT

We understand that parents are the first educators for their children. We believe that parents are an important part of a child's success in school. We encourage each parent or caregiver to actively be a part of the team working to provide the best education for Beaver Creek children. Research shows that the following types of involvement increases academic success of the child:

**Communicating** - The agenda or daily folder for Kindergarteners, parent-teacher conferences, progress reports, on-line grades (Parent Vue), report cards, Class DOJO, and the Bobcat Newsletter and Calendar allow for frequent parent/teacher/school communication. The school web-site is [www.bcs.k12.az.us](http://www.bcs.k12.az.us) and staff e-mail addresses are located there. The school also sends out messages via phone calls, emails, and text messages. At the beginning of the year, information will be sent to families or talk to the office staff on how to update your profile as to the best way to reach you via, phone, text, or email.

**Decision Making** – Parents are active partners in the decision-making process of our school by attending School Board meetings, PTO meetings, and school improvement committees. All are welcome to attend!

**Volunteering** - We love our volunteers and welcome finding the right task to fit your talents through our Volunteer Coordinator, Lyndell Kelly. Please complete a volunteer application and fingerprinting, when needed.

**Learning at Home** – Through the assigned homework, parents are able to see what their child is learning and provide assistance when appropriate. Parents sign the student's agenda Monday through Thursday. Sign up for Class DOJO and Parent Vue for up to date information.

**Parenting**-From time to time programs for parents will be held at the school. Most importantly we ask that you provide home conditions that support your children as students.

### FLAG ASSEMBLY

Flag Assembly is the time for the Beaver Creek School Community to gather and celebrate special accomplishments/successes, birthdays, and build school spirit and pride. Honor Roll and "Students of the Month" are honored during this time. These assemblies will be held monthly. We invite our parents to participate! So that you can help us build our Bobcat pride, you should know: Our **School Colors** are Maroon and White; Our **School Mascot** is the Bobcat. ***We end the celebration with the Bobcat Song!***

### THE BOBCAT SONG

We are the Bobcats, Maroon and White  
We have the spirit that is right  
We have the pep and yell  
We have the school that's swell  
We cheer with all our might, RAH! RAH!

We have a staff that's really cool  
That makes it a terrific school  
With all our friends, we'll win in the end  
We're the Bobcats, Maroon and White, RAH! RAH!



### CLASS MEETINGS

In Class Meetings, students work with teachers on positive ways to make the school a better place. Curriculum is provided focused on character education. Beaver Creek School's goal is to help all students be safe, respectful, and responsible individuals in all they say and do.

## **THE MONTHLY Bobcat Newsletter and Calendar**

The school newsletter and calendar are sent home with students at the beginning of each month. The School Messenger system will be sent the day the newsletter is sent home. Community events will also be posted in the newsletter as space permits. Please check your child's backpack daily for other information from the school.

## **PARENT/TEACHER CONFERENCES AND COMMUNICATION**

Our students' success depends heavily on our ability to create and maintain strong partnerships with parents! Curriculum Nights will be held in August, Parent-Teacher conferences in September and late January. Teachers will contact you to schedule appointments on the days set aside by the school. The school encourages you to sign up for DOJO, a communicative application that is used to tell about individual student effort, share standards being taught, and reminders of class events. This tool can be a two-way communication between families and the teacher. If you need to talk with your child's teacher at another time, you may call the school office and leave a message for the teacher, e-mail the teacher, contact the teacher through DOJO or write a note in the agenda. Teachers will return your call or e-mail at their earliest convenience. If you are having trouble communicating with your child's teacher, we ask that you speak first with the Team Leader for that grade level. Our goal is to solve all issues at the lowest level first. If there is no resolution, then please make an appointment with the Superintendent. Everyone at the school wants to make sure we help your child have a strong and positive educational experience.

## **ENROLLMENT**

To register your child in Beaver Creek Elementary School District for the first time, you will need: a **certified copy of the child's birth certificate, current immunization records**, and proof of residency. Schools may not admit students without current immunizations (A.R.S. 15-843.) Our Preschool Program is free for children who turn 4 by September 1<sup>st</sup>. Other children may register for preschool with a cost of \$8 per day. A child must be 5 years of age before September 1<sup>st</sup> to enroll in Kindergarten, and 6 years old before September 1<sup>st</sup> to enter first grade. Child Custody papers must be brought to the school to keep on file if both parents DO NOT have equal rights. Otherwise equal rights must be provided to both parents.

## **OPEN ENROLLMENT**

In accordance with Open Enrollment Policy, if a classroom has 25 or more students, or if a special program is at capacity, no out-of-district students will be admitted. Names will be placed on a waiting list. Annual applications for open enrollment are required.

## **HOMELESS FAMILIES**

Students who fall in the homeless category will be admitted following State and Federal requirements. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or trailer, or are doubled-up with relatives or friends, you may qualify, and would be entitled to the rights established under the McKinney-Vento Act. Students awaiting placement in foster care can also qualify under the Homeless Act. The School's Homeless Liaison is Merryll Dones. Please contact her at 567-4631 Ext. 1006.

## **SCHOOL VISITS**

We want our parents involved in school! We invite you to come to school to visit your child's classroom and encourage you to take an active part in the education of your child. You may walk your child to class before 7:45 AM entering through the cafetorium. We do ask that you keep conversations short with staff in the morning as they have preparation and supervision duties. All parents and visitors are required to sign in at the school office before coming on campus (for field trips, special activities and parties too.) The office staff will issue a "visitor's badge" to help our staff members identify visitors and volunteers. This helps us keep our school safe! If you do not have on a badge, you will be asked to return to the office to get one. Younger brothers and sisters or non-Beaver Creek friends are not permitted to attend classes.

## ATTENDANCE

Regular attendance is essential for success in school! In the event that a student is absent from school, **please notify the school office by 8:30 AM** at 567-4631 the day the student is absent and give the reason for the absence. Please leave a voice message for calls after hours. If a parent does not have access to a phone, it will be necessary to give a note to the school office stating the reason for the absence. Absences shall be excused only for illness, bereavement, family emergencies and observance of major religious holidays of the family's faith. Arizona has a Compulsory Attendance Law (ARS 15-802). Students with unexcused absences are considered truant according to Arizona Revised Statute 15-803. Attendance letters are sent out after 7 and 14 days of absence. After a student is absent 10 percent of a school year, the superintendent will refer the case to the Yavapai County Sheriff's Department and or the County Attorney's office. A child will be withdrawn from the school after ten consecutive days absent per state law. ***If your child visits the doctor or dentist, please ask for a medical script excusing the child from school.***

## TARDINESS

Our school day for Kindergarten through Eighth Grade students begins **at 7:45 AM**. It is important that your child be ON TIME every day. Tardiness is disruptive to learning and has a negative impact on your child. Should your child arrive late to school, it is necessary for her/him to report to the office to pick up a tardy slip. In order for the tardy to be excused, a note or call from the parent is required. Once the third unexcused tardy is logged, the student will be referred for disciplinary action. If tardiness becomes a problem, the Superintendent or the Student Success Coach will contact the parents for a student plan for punctuality. Excessive absences or tardies could result in your child being assigned a Friday detention.

## INCLEMENT WEATHER POLICY

In the event of inclement weather conditions, the Superintendent may choose to close the school. Classes will not be held and busses will not run. However, unless the weather is severe, the multi-purpose room will be open in the morning for families who must work and have nowhere for their student to be taken care of safely. The Superintendent may choose to open the school on a shortened schedule, in which case, all classes would start and all busses would run one or two hours later than normal. Dismissal would be at the normal time. Announcements of either schedule can be heard on most local radio stations beginning at 6:30 A.M. The School Communication System School *Messenger* will also be used. Keep your phone number updated with the office staff. Anytime that there is an abundance of rain, ice, or snow, parents should monitor the radio stations and phones for an update.

## ABSENCES AND MAKE-UP WORK

The more your child attends school, the better chance he or she has to be successful in the academic program. When your child is absent from school, he or she is required to make up the written work missed. For a student who misses one to three days of school, make-up work will be given in the classroom upon return to school. Friday School may be assigned to a student in 4<sup>th</sup>-8<sup>th</sup> grade who is not passing. This gives the student opportunity to make up work with help provided. **Absences of three days or more** – work requests should be made by parents before 8:45 AM on the second day of the absence, and the parent may come to the office the next morning after 7:45 AM to pick up any class work. You may also contact the teachers by phone or email as in the contacts in handbook or on the website. In the middle school, the Homeroom teacher will coordinate homework collection. *Please note: if you request work but are unable to pick it up, please call the office to let us know.* **Extended absences** may require special accommodations by the staff to divide up and accept assignments over extended periods of time. The teacher will make all work available. He or she will send the work home with the student or parent. It is important to note that lessons taught in class cannot be replicated for the benefit of an absent student. But, our teachers will make a good faith effort to assist your child. *\* If a student is absent from school, he or she **may not** attend any after school extracurricular activity on that day. This includes music, drama, clubs, athletic events, practices and/or dances.*

## STUDENT DROP-OFF AND PICK-UP

The safety of the children is our number one priority! Upon entering the School Zone on Beaver Creek Road, it is important to remain within the posted speed limits. The school contacts YCSO (Yavapai County Sheriff Office) if there are drivers continually exceeding the posted speed limits. **The Drop-off and**

**Pick-up Zone is between the two crosswalks** by the front of the cafetorium. Please support the staff in directives of traffic flow before and after school. There is no supervision before 7:15 AM. Students are to sit on the bleachers outside the cafetorium until the school campus is opened. Parents picking up their children at 3:15 may wait along the curb to pick up students at the front pick-up area. If the parent parks in the parking lot, they are expected to come get the child to assist in walking through the crosswalk. If students are not picked up within ten minutes of dismissal, they will be waiting inside the office. Traffic needs to flow, so if your student is not at the pickup area when you arrive, please wait in the parking lot or wait to be directed to the front of the line. It is against Arizona State law to enter the bus road for drop off and pick up during times posted.

### **STUDENT SIGN OUT and BUS/TRANSPORTATION CHANGES**

Students leaving school early for any reason must be signed out in the school office by a parent, guardian, or emergency contact. For their protection, students are not allowed to leave campus on their own. All transportation changes are logged in the front office, and slips are given to the students to alert the teacher and bus driver. For the child's safety, students will not be allowed off the bus at a different stop without a transportation change notice. In order to get changes to the classroom teachers and transportation, it is important that you **send a note with your child or call the office as early in the day as possible (by noon)** when student transportation arrangements need to be changed. You can also call after hours and leave a message at extension 1000. If you know the bus stop or bus number change, please give that information too. We encourage families to make their plans *before school*. Students may not use the school phone to arrange for after school social events.

### **BICYCLISTS, SKATEBOARDERS, AND WALKERS**

We encourage parents to make sure that bicyclists, skateboarders, and walkers are aware of the rules on Beaver Creek Road, as there is no sidewalk. Students in 2<sup>nd</sup> through 8<sup>th</sup> grade may ride bikes to school. **We expect them to wear helmets as a safety precaution.** A parking rack is available to park bicycles. To prevent bicycle theft, parents should make sure children have and use bicycle locks. Skateboards need to be checked in to the office. Riding of bicycles and skateboards is not permitted on school campus, except on the path by the baseball field. Students are expected to leave the campus within fifteen minutes of dismissal, unless otherwise directed by school personnel. Walkers gather at an appointed location and are escorted to the crosswalks within five minutes of dismissal.

### **UNSUPERVISED USE OF OUTDOOR SCHOOL GROUNDS**

Unless the ball field and playground are being used for extracurricular activities such as 21<sup>st</sup> Century and track, the areas 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 afterschool 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.

District staff find that students are 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.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

It is important that all persons on or using District Property understands appropriate school conduct. This is expected of **ALL** persons using District Property. **No person on or using school property for any purpose shall engage in:**

- Smoking on the school grounds at any time/this includes the parking lot
- Conduct intended to obstruct, disrupt or interfere with teaching
- Physical abuse, verbal abuse, or written abuse, or threat of harm to any person or property
- Forceful or unauthorized entry to, or occupation of district facilities, including both building and grounds
- Carrying or possessing a weapon on school grounds, except peace officers
- Unlawful use, possession, distribution or sale of tobacco, alcohol, drugs or other illegal contraband
- Conduct or speech that violates commonly accepted standards of the District
- Failure to comply with lawful directions of District Officials, security officers or other law enforcement officers
- Deliberate violations of District rules and regulations
- Any conduct constituting an infraction of any federal, state or city law or policy or regulation of the Governing Board
- Drinking alcoholic beverages and gambling are prohibited
- Persons who engage in disorderly conduct may be subject to removal from the facility and/or arrest

## **LOST AND FOUND**

Our **Lost and Found** is located in the cafetorium. To decrease the chance of items being "lost", **please put your child's name on clothing and all other personal items brought to school.** During school events, all clothes are brought out for families to search. At the end of the year, or when the *Lost and Found* becomes too full, we donate everything to a charitable group. We do not accept responsibility for items lost at school.

## **INSTRUCTIONAL PROGRAMS**

All class instruction is aligned to the Arizona Academic Standards. Our teachers use curriculum calendars to guide daily instruction. Teachers write formative and benchmark assessments to help them track student learning progress throughout the year ensuring students are prepared to meet the academic expectations that are assessed in April during state mandated testing. **Attend the Curriculum Night August 16<sup>th</sup> for more information about school curriculum calendar, daily schedules, and use of DOJO and Parent Vue for easy communication between home and school.**

## **GRADES and REPORT CARDS**

All students receive a report card each nine weeks. These reports are based on how students are doing in meeting benchmark standards, completing assignments, and the effort put forth in the classroom every day.

The District uses a reporting system called Synergy. Parents have access to grades on **Parent Vue**. Passwords are given out at the beginning of the school year. Report cards are taken home by the students in special envelopes. We ask that parents sign on the line designating the "quarter", and return the envelope to the homeroom teacher within one week. The information on the report card includes grades reflecting student achievement in all subjects, as well as an evaluation of the child's behavior as shown in Effort. Communicate with the teacher if you have any questions about the information. Throughout each grading period an on-line parent portal will allow families to monitor student progress. Percentages are used based on assignments, homework, and assessments aligned to the Arizona College and Career Readiness Standards

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60% is a failing grade

Students receive a percent grade, unless they have special grading modifications or accommodations.

### **EFFORT GRADE**

All students are given a percentage grade based on effort. This is measured in classes school-wide using DOJO. You can sign up with your child's teacher to monitor this grade. Posters are in classrooms reminding our students of the expectation of EFFORT!

<p style="text-align: center;"><b>BEAVER CREEK SCHOOL STUDENTS</b> <b>Strive to Show</b> <b>EFFORT</b> <b>As</b> <b>Great Bobcats!</b></p> <p><i>Effort- a serious attempt of hard work of mind and body</i></p> <ul style="list-style-type: none"><li>✓ <b>Prepared with materials</b></li><li>✓ <b>On task behavior</b></li><li>✓ <b>High quality work</b></li><li>✓ <b>Positive attitude</b></li><li>✓ <b>Assignments completed on time</b></li></ul> <p style="text-align: center;"><i>Effort = Success</i></p>
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### **HONOR ROLL**

Students in grades 5-8 are eligible for the Honor Roll at the end of each grading period. See the monthly calendar for end of quarter dates. Criteria for Honor Roll include:

- A cumulative grade average of 84%
- No more than one grade may be below 79%.
- Any student with a 69% or lower in any one subject is not considered.

### **EIGHTH GRADE VALEDICTORIAN AND SALUTATORIAN**

These students are selected by the eighth grade teachers reviewing grades and calculating the highest and second highest cumulative grades in seventh and eighth grade. They are awarded medals and speak at the eighth grade promotion ceremony.

### **NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP**

Beaver Creek teachers, parents, and staff celebrate the outstanding abilities and accomplishments of our students. Starting in 2012 a banner is hung each year in the cafetorium with the names of NJHS members. Students in 7<sup>th</sup> and 8<sup>th</sup> grade who meet the following criteria are invited to apply for membership in National Junior Honor Society:

**Scholarship:** An 87% grade point average is required for application into NJHS

**Subject grades used:** English Language arts, Math, Science, and Social Studies

**Time frame:** Nominees for NJHS are chosen after the second or third quarter

**Grades:** Checked from the last semester (3<sup>rd</sup> and 4<sup>th</sup> quarters) of 6<sup>th</sup> grade through date of application.

One overall average is calculated (must be 87%+)

1. Students who have 87%+ automatically receive an application for NJHS
2. When all applications are in, a 5-person faculty committee, made up of 7<sup>th</sup> and 8<sup>th</sup> grade teachers and staff members who know the students, meets.
3. The faculty committee looks at each application and votes to accept members.

**The Faculty uses the following guidelines for reviewing applications:**

***Character:*** Do they exhibit the positive aspects of character, including honesty, responsibility, fairness, courtesy, tolerance, and cooperation?

***Leadership:*** Do they show POSITIVE leadership with their peers and younger students?

***Citizenship:*** Do they participate willingly? Do they volunteer to help out? Do they have respect for the school?

***Service:*** What contributions have they made to school (sports, clubs, student council, etc.) or to the community?

## 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. Special activities will also be planned for these students.

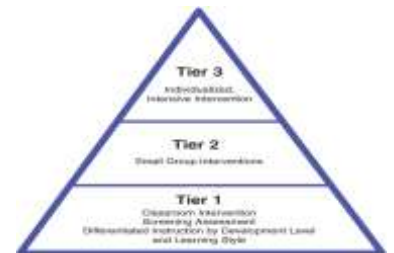
### RETENTION IN A GRADE LEVEL

Moving automatically from one grade to the next is not always in the best interest of a child. Some children have a better chance for success if they remain at a grade level for an extra year. The Beaver Creek School Governing Board has policies in place that are consistent with state guidelines for promotion from grade to grade. These policies are available at the school office. If the teacher thinks your child will benefit by staying in his or her current grade, you will be involved in meetings with the teacher and other staff members involved with your child's education. However, state law provides that the final promotion/retention decision is for the classroom teacher. If you choose not to accept the teacher's decision, you may request in writing to the superintendent that the Governing Board review the decision. The retention notification process begins during the 1<sup>st</sup> Quarter Conferences with a contract spelling out requirements for success. In midwinter there is another conference scheduled with the contract updated if needed. In February preliminary retention letters are sent home if there has been no parent response. If retention notification is received, then parents need to stay in communication with teachers to make sure the student has every opportunity to meet criteria for promotion.

A mandated retention policy in Arizona is called **Move on When Reading**. Parents are given graphs of benchmark assessment data beginning in kindergarten and up showing reading progress. If a student is below the standardized targets, students receive additional support in reading intervention at school and are invited to summer school. **However, if the student is not reading at grade level by the end of third grade, the state may require the child to be retained.** Please work with your child's teacher and read with your child so that he or she becomes a strong reader!

### GENERAL CURRICULUM INFORMATION

**ASSESSMENTS:** All students in grades K-8 are assessed 3 times a year in reading and math using AIMS-Web or Galileo. Individual K-3 reports go home in report cards. Other periodic assessments are given to monitor student progress in mastering academic learning skills and goals. Arizona Merit the state mandated testing will take place in the spring for students in grades three-eight. From assessments, students are ranked according to three Tiers: Tier One students at or above grade level, Tier Two students are just below grade level, and Tier Three students are far below grade level.



### SPECIAL PROGRAMS

**ACCELERATED READER:** Students in grades 1-8 at Beaver Creek School are involved in the Accelerated Reader Program (AR). The purpose of the program is to encourage students to read more often, increase their reading comprehension skills, develop their vocabulary, and to challenge all students. At the beginning of the year, all students take a computerized test to determine their reading level (STAR test). All students work at their individual reading levels to reach an individualized goal that is set by the teacher and student together. Students work towards their goals by taking tests on the computer for the books they have read. Students are monitored by their teachers and adjustments are made for each student as needed. Each 9 weeks, students receive incentives as they reach every 20% milestone on their way to their goal. Each quarter students who reach 100% of their goal have a reward activity.

**EDUCATIONAL INTERVENTION TEAM:** When requested by the teacher or parent, an Education Intervention Team of specialists will meet with at-risk students (academically or behaviorally), teachers and family members to discuss how we can better address the individual needs of students.

**SHELTERED ENGLISH INSTRUCTION:** All teachers have SEI (Sheltered English Instruction) endorsements. Students who indicate a home language other than English will be assessed using the State required AZELLA. If, according to the test, the student is not proficient in English, an Individualized



Language Learner plan will be written and followed, providing four hours of language instruction each day in the classroom and in a special grammar and writing class for English Language Learners.

**SPECIAL EDUCATION:** Beaver Creek School provides special education services for preschool through 8<sup>th</sup> grade students identified with disabilities who need specialized instruction or related services (such as speech language support). A full range of educational services are provided to ensure students receive a free and appropriate public education in the least restrictive educational environment. All assessments to determine eligibility for special education services are done with team recommendation and parental permission. All students who enter the Beaver Creek Preschool will be screened under Child Find to check on their developmental progress.

**GIFTED AND TALENTED:** Services for gifted students are provided to those qualified in many ways, including individualized instruction, differentiated instruction, pull-out and/or advanced classes as possible.

**ALTERNATIVE EDUCATION:** The Alternative Education Program (AEP) at Beaver Creek School is a self-contained classroom designed to meet the special needs of sixth, seventh and eighth grade students within the Beaver Creek School District. AEP is primarily for students who have not succeeded, academically or behaviorally, in the general education classroom. The curriculum is Arizona State Standards driven; utilizing the same resources as the middle school classes. The program utilizes a small student to teacher ratio, 10 students to two adults, one certified teacher and one paraprofessional.

**TITLE I:** Beaver Creek School runs a Schoolwide Title One Program offering interventions to every child below grade level targets. Reteach/Enrich provides at least thirty minutes of additional instruction for students. The smaller groups provide all levels of students more intense academic instruction. Students are ranked according to several tests and then placed in the appropriate reteach/enrich time. As the student improves in skills, he or she is moved to a higher group. If the child begins to struggle, he or she will move to a more intensive group. Specially qualified educators, including reading specialists, interventionists and Special Education teachers provide targeted assistance to the lowest ranking students. Tier 2 K-8 students will be invited to the **21<sup>st</sup> Century Community Learning Centers** (CCLC) for afterschool tutoring for additional academic support. Every "Title I" school district must notify parents and guardians annually that they may request information on the professional qualifications of their student's teacher. To fulfill this requirement, Beaver Creek School has a short resume on each teacher and paraprofessional in the office. You may request to see the resumes. Also, the School District must provide parents with timely notice if their child has been taught for four or more consecutive weeks by a teacher of core academic subjects, who is not highly qualified. All state and district testing results are shared with parents during the fall parent/teacher conferences.

### **HOMWORK POLICY**

Homework is important to our students at Beaver Creek School. It serves three major purposes:

- To teach personal responsibility and time management skills.
- To keep parents informed about what their children are studying.
- To provide additional review and reinforcement of skills and concepts taught at school.

Parent responsibilities concerning homework are as follows:

- Listen to your child read for 1 minute, 3 nights a week. Fill in words read in the student's agenda. (1 for 3 Works for Me!). ( K-3)
- To provide a time and a place free from distraction for homework.
- To sign the daily homework agendas or papers, **whether completed or not**, review the child's work and provide encouragement. If homework is not complete, please provide a short written explanation with the signature.
- To communicate with the teacher if a problem occurs.

All students, K-8, will receive homework/class work weekly according to the classroom procedures. Homework, incomplete daily work, and or make-up work are all considered homework. Students should be taught that they are responsible for their homework. ***Parents should insist that the students dedicate at least 15 to 30 minutes to some academic study at home. Reading, math facts, and spelling review are the recommended activities if the homework from school is not enough to take up the minimum amount of time.***

**LIBRARY:** The school side of the library is open throughout the school day from Monday – Thursday, 8:15 AM – 3:15 PM. We ask that all students enter the library quietly. While looking for a book and standing in line to check books out, voices should be “library voices”. When entering as a class, students are asked to put books on the librarian’s desk and quietly take a seat, ready for story time. 2<sup>nd</sup>-8<sup>th</sup> graders may check out two books for two weeks. 1<sup>st</sup> grade may check out one book for one week. You are responsible for the book(s) that you check out. If a book is lost or damaged you are responsible to pay for that book before your library privileges will resume. Once a lost book is found, your funds will be returned to you at that time. Reading is an important part of every student’s education and grade. We ask students to be responsible to take care of our books while they are enjoying them.

**The Beaver Creek Yavapai County Library** is available at our school with many options to help your student be successful. The library provides on-line research and homework assistance. They will need a library card and you will need to go in with a utility bill showing residency to get a library card and sign for them to use the internet. The hours currently are Tuesday 9-1, Wednesday 2-6, Thursday 2-6, and Saturday from 9-1. This is a great resource for our community!

### **CAFETERIA**

It is our pleasure to offer breakfast and lunch service daily in the cafeteria beginning at 7:15 AM. The cafeteria goal at Beaver Creek School is to meet the criteria of the Food Services Program while providing nutritious and flavorful meals that promote children’s health, and general well-being. We use the freshest ingredients available for our menu planning while remaining in compliance with laws and policies that are related to student wellness.

Free and Reduced Lunch applications will go home in the school packet and need to be sent back promptly. Reduced Costs for Breakfast is .30 and Lunch is .40 Full pay for students is \$1.20 for breakfast and \$2.30 for lunch. Parents and Guardians are welcome to eat in the cafeteria with their children by paying adult cost of \$3.00.

Please let the school health office know if your child has any allergies or special dietary needs that can be supported by a recognized medical authority (e.g., nurse or physician’s assistant). The school authorities must have a written signed statement indicating what foods should be substituted. If there is a disability, the school must have on file a written statement **signed by a licensed physician** indicating the child’s disability, along with what foods must be omitted from the child’s diet, and what foods must be substituted.

### **MEAL TIME RULES**

We want to maintain a healthy calm environment for our students to have their meals. Students will enter the cafetorium in an orderly fashion, wash and dry their hands, and enter the serving line calmly and respectfully. During lunch, students are expected to follow all general school rules and...

- Be courteous, respectful, and responsible throughout the meal.
- Talk quietly among the people seated nearby so that everyone may enjoy their conversations.
- When excused, students will throw away all trash and walk to the playground or designated area.

### **HEALTH SERVICES**

Yavapai County school nurses support the campus throughout the year by providing immunization review, vision and hearing screening, flu shots, and referrals as needed. Office staff is CPR and First Aid trained. All student medications are locked up and dispensed from the office. The Annual Student Yellow Emergency Card indicates what over the counter medication can be dispensed. The following guidelines apply to all situations involving dispensing of medications:

#### **Prescription medication:**

- The medicine **MUST** be delivered by the parents to the office in the **original prescription container**. We recommend that the parent obtain a “School prescription bottle” from the pharmacist with all labeling in place.
- The prescription must have a written order from the physician stating the name of the medicine, the dosage to be dispensed, and the time it is to be given. Parents must provide the doctor with the district form .Upon request, this form can be faxed to the doctor’s office.

- Prescription medications **may not be transported on school buses**. All medications are to be given to the school office for administering, with the exception of prescription rescue inhalers for asthma, such as Albuterol. Students may carry their inhalers, if the office has written annual permission from the parent.

**Over-the-counter medication:**

- Must be in its original container.
- There must be written permission from the parent to allow the school to administer the medicine.

The District may disallow the use or administration of any medication on the school premises if the threat or misuse of the medicine poses a risk of harm to any member(s) of the student population. **ANY STUDENT VIOLATING THE ABOVE PROCEDURE IS SUBJECT TO IMMEDIATE SUSPENSION FROM SCHOOL.**

**PROCEDURES REGARDING HEAD LICE**

In order to help students miss fewer days of school due to lice, the district researched head lice from the CDC website: <http://www.cdc.gov/parasites/lice/head/schools.html>. From that research, the following procedures are established regarding head lice:

When the health office is notified that a student may have head lice, the student will discreetly be called into the health office for evaluation.

*If a student has living lice, the health office staff will...*

- Contact the parent or guardian to provide treatment. If there is a major infestation, the student will be required to go home immediately for shampoo treatment.
- After the treatment, the student must return to the health office for a head check. If there are still living lice, the parent will be notified, and asked what treatment was used. The child will be sent home for retreatment. (Shampoo is available if needed.)
- The student may return to school the same day of the treatment.

*If the student has nits (lice eggs) only, the health office will...*

- Inform the parent that there are still nits. If the parent/guardian is present he/she will be shown the nits.
- The student may attend school with daily, at home, head checks and combing out of nits. In the Health Office, students are checked every 10 days until they are free of nits. Parents/guardians are kept up to date on the progress by the health aide.

**INSURANCE AND EMERGENCY TREATMENT**

The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance. Information about optional school day or 24-hour accident insurance is available at school through a private agency. Parents may pick up additional forms and purchase the insurance at any time throughout the school year. In an emergency, the school may need to call paramedics, who may decide to transport to the Verde Valley Medical Center. Insurance is required for all student athletes.

**EXTRA-CURRICULAR ACTIVITIES**

There are many activities that a student may participate in throughout the year. In all cases, if student behavior or grades are poor, the Student Success Coach or the Superintendent will notify the family that the student may not participate in the activity until the behavior and grades improve. Fees will be charged for all extra-curricular activities.

**21<sup>st</sup> Century Community Learning Centers**

***21<sup>st</sup> Century After-School Program***

An exciting, after-school program is happening at Beaver Creek Elementary School. It is called the **21<sup>st</sup> Century Community Learning Centers**. **21<sup>st</sup> CCLC** will offer many opportunities for students to improve their academic skills while participating in fun, positive and enriching after school activities!

**Academic Achievement Enrichment Opportunities Family Engagement**

21<sup>st</sup> CCLC is a state funded program, under No Child Left Behind, designed to provide extended learning and enrichment opportunities to students and parents. On Monday through Wednesday from 3:15 PM-4:30 PM students from Tier 2 will be invited for additional tutoring to improve academic achievement. Fridays the program is open to all students. It will run from 8 AM-3:30 PM. 21<sup>st</sup> CCLC activities will be held throughout the school year and in the summer.

**COST:** The Program is offered to all students *free* of cost. There may be a small materials and supply fee for certain activities and/or field trips.

**SNACKS and MEALS:** A free after school snack will be provided for all registered participants in accordance with USDA guidelines. Free breakfast and lunch will be served on Fridays.

**TRANSPORTATION:** The district provides a **4:30 PM** bus Monday-Wednesday and two bus runs on Friday, one in the morning and one in the afternoon at 3:30.

**HOLIDAYS:** There will be *no* programming on school holidays.

**REGISTRATION:** *Students MAY NOT begin the program until all of their registration materials are received.*

**GENERAL RULES FOR PARTICIPANTS:** All school rules will be enforced.

### **K-KIDS AND BUILDERS CLUB**

**K-Kids** is supported by Kiwanis and is an extracurricular program that meets on Fridays during CCLC for first through fifth grade students. It provides them opportunities for working together in service to school and community. Members learn to live the core values of character building, caring and leadership.

**Builders Club** is a Kiwanis based program that meets on Fridays during CCLC and focuses on students in grades 6-8. It is based on community activities that build trust, friendships and self-esteem while teaching life skills.

### **5<sup>TH</sup>-8<sup>TH</sup> GRADE SPORTS**

School sponsored athletics include volleyball, basketball, track, cross country, softball and baseball. Student athletic involvement is voluntary. Participation is contingent on:

- Acceptable academic achievement as mandated by school policy and State law
- Acceptable student behavior during school hours and during extracurricular activities
- Parent permission and completion of an athletic packet (one per year)
- Proof of insurance, and results of physical exam
- Provision of a base fee of \$10.00 per sport. This fee is subject to change according to individual sport requirements
- Parent's acceptance of responsibility for transportation to and from practices and from the school after games. If you wish to take your child home after an away game, you must sign them out with the coach before leaving a location.

Beaver Creek School District, its employees and agents are held harmless of any injury or sickness caused by the negligence of person other than employees or agents of Beaver Creek School. It is understood that the student will be supervised by a responsible adult during practices, activities and while away from school for games or activities. Any student who is not in good standing or quits an activity before their season has ended forfeits all rights to awards or honors.

### **EIGHTH GRADE**

Although not extracurricular, the 8<sup>th</sup> graders have special privileges and activities that they work for throughout the year. More information will come home throughout the year through DOJO. Parents of eighth graders will be asked to help make the end of the year activities and dance a success. It is important that as an 8<sup>th</sup> grade parent you know the voted on requirements for the 8<sup>th</sup> Grade Class trip. Attendance, behavior and academics are all decided on by the class at the beginning of the school year.

### **FIELD TRIPS**

Depending on available funds, each grade level will have the option for academic field trips. Tax Credit funds are used to support field trips, with funds going to driver expenses, gasoline, and entrance fees. We appreciate parents' support as we work to provide learning experiences for our students through these special trips. Only students within the class may attend field trips. No younger or older siblings may attend. Anyone interested in chaperoning on a field trip please check the Volunteer Information section of this handbook Page 23.

### **DANCES**

Students in 6<sup>th</sup> through 8<sup>th</sup> will be allowed to participate in the dances throughout the year as long as

their behavior has been appropriate and they have passing grades in all subjects. The Student Success Coach has discretion and will notify students with a level three or higher behavior violation, if ineligible to attend a dance. *If a student is absent from school, he or she **may not** attend any after school extracurricular activity on that day. This includes music, drama, clubs, athletic events, practices and/or dances.*

## **TRANSPORTATION**

We want to help our students get to school! For this reason, our school provides bus transportation for our students within our district boundaries. We require parents and students to sign a transportation agreement. Students are expected to follow the bus safety rules, or they may lose the privilege of having this transportation. If a student is suspended from the bus, he or she will not have access to transportation for extracurricular activities.

### **TRANSPORTATION REGULATIONS/BUS SAFETY RULES**

The following guidelines have been developed as a conscientious effort to ensure the safety of all individuals being transported by our school buses. Please note: **ALL BUS RIDING STUDENTS ARE UNDER THE AUTHORITY OF THE BUS DRIVER. STUDENTS BEING TRANSPORTED ARE TO OBEY THE DRIVER'S INSTRUCTIONS AND REGULATIONS AT ALL TIMES.**

#### GENERAL RULES:

1. The driver is charged with the safety of all passengers. Promptly obey the directions of the bus driver.
2. Students are to board and leave the bus only at their designated bus stops. Students are to ride only the bus to which they are assigned. Any requests for an exception must be made in writing to the school. If approved, the school will provide a bus pass for the student to give to the driver before boarding the bus.
3. It is the responsibility of the parent to provide transportation to school for a child who misses his/her bus.
4. Students may not bring food or beverages onto the bus (other than lunches to be eaten at school).

#### WAITING FOR THE BUS AT YOUR BUS STOP:

1. Please plan to be at your bus stop at least five (5) minutes, but not more than ten (10) minutes, **before** the bus is scheduled to arrive. Students are to wait at least ten (10) minutes beyond the scheduled arrival time in the case of an unforeseen delay.
2. Always stay a safe distance from the roadway on the sidewalk or shoulder area.
  - A. Do not wander into carports or onto lawns. Do not sit on fences.
  - B. Do not play games in the street.
  - C. Do not litter or damage private property.
  - D. Do not fight or create any disturbances.
  - E. Do not throw objects of any type.
  - F. Do not bring pets to the bus stop.
  - G. Do not shout or make excessive noise.
3. When the bus approaches, get in line immediately. Line up parallel to the street away from the curb, ten (10) feet away from the bus.
4. Stand clear of the bus until it has come to a complete stop. Do not push or shove while waiting. Allow younger children to board first.
5. Remember, your bus driver has a schedule to keep: and if you are not at the bus stop, he/she cannot wait for you. If you miss the bus, go straight home. Parents should instruct their children on what to do if the bus is unable to pick them up including where to go and wait (back home or a friend's house?) and who to telephone (parents, school or friend?).

#### BOARDING THE BUS

1. Students are to clean feet before boarding.
2. Students shall walk on board using one stairwell step at a time in an orderly fashion.
3. Students should use the hand rail as they enter.
4. Students may not push or shove as they board the bus.
5. During inclement weather, steps and aisles get wet or slippery. Students should walk with caution.
6. In the case of a turn around, students should board the bus prior to the driver making the turn around.
7. Drivers are authorized to assign seats to students to ensure the safety of all passengers.

#### CONDUCT ON THE BUS

1. Passengers are to remain seated while the bus is in motion.
2. Place books, parcels and musical instruments on your lap. The bus aisle must be kept clear.
3. Normal conversation is permitted, but loud talking, screaming, vulgar and/or profane language is not.
4. When stopped for railroad tracks, keep quiet so the driver may listen for the sound of approaching trains.
5. Remain in the seat assigned; do not change seats without permission or make unnecessary movements..

6. Keep your arms, head, other parts of the body and objects inside the bus; throwing objects inside or out of the bus is not acceptable.
7. Chewing gum, drinking liquids, or eating (food or candy) is not permitted. This is a choking hazard.
8. Show respect for the school bus. Do not mark, cut or scratch any part of the bus. Vandalism costs everyone.
9. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.

**GETTING OFF THE BUS**

1. Stay seated until the bus is completely stopped.
2. Use the hand rail and take one step at a time when leaving the bus.
3. Students will leave the bus in an orderly fashion. Pushing or crowding could cause an accident or injury.
4. Once off the bus, move away from the side of the bus immediately. Then, go directly to the playground, cafeteria (or home.)
5. Parents are required to write a note explaining any desired transportation change. Students must have a pass signed by the office to get off at a bus stop other than the regular stop.
6. If an object rolls near or under the bus, **do not** crawl or reach under the bus. Go to the door of the bus and tell the driver. He/she will help you retrieve the article.
7. Do not chase or hang onto the bus as it is starting up.

**CROSSING THE HIGHWAY**

1. If you must cross the road, walk ten (10) feet in front of the bus; wait for the driver to signal that it is safe to cross.
2. Look continuously to the left and right as you cross the road. Walk directly across the road; do not run.
3. Never cross the road behind the bus.
4. Caution: Be alert for vehicles that do not stop when the bus is loading or discharging passengers.
5. When crossing at an intersection, check traffic in all directions. Be sure to obey traffic signals and signs. Stay in the designated crosswalk. Cross only when it is safe.

**PROHIBITED ITEMS**

All school rules apply regarding prohibited items on the bus (including, use of phones, mp3 players, tobacco, alcoholic beverages, skate boards illegal substances, chemicals, weapons or explosive devices). Animals or live insects are not to be brought onto the bus. Glass containers are not permitted on the bus. Any object (science project, etc) too large to be held in the student's lap will not be transported in the school bus. Items small enough to be held in student's lap are subject to the driver's directions.

**BUS VIOLATION REPORT (Exhibit)**

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

Violation (s) Check appropriate boxes

- Improper conduct at bus stop
- Excessive noise
- Eating, drinking or chewing gum on the bus
- Will not follow directions
- Bothering others
- Failure to remain seated
- Profanity
- \*\*Fighting/Assault/Bullying
- \*\*Possession and/or use of tobacco, drugs or alcohol
- \*\*Vandalism or defacing of school property
- \*\*Abusive/disrespectful language or actions toward driver
- Other \_\_\_\_\_

Comments \_\_\_\_\_

\*\* Automatic 3-day suspension from riding the bus.

Bus violations may also result in school disciplinary action.

- FIRST REPORT. A warning
- SECOND REPORT. One-day suspension from riding the bus
- THIRD REPORT. Three-day suspension from riding the bus
- FOURTH REPORT. Two-week suspension from riding the bus
- FIFTH REPORT. Off the bus for the rest of the school year

Bus Driver's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## **STUDENT CONDUCT**

In order for the students of Beaver Creek School to gain the benefits of daily instruction, the Governing Board has established guidelines for student conduct. Our teachers and staff promote the positive behaviors necessary to maintain a safe and secure school environment. We believe in Character Education. The Six Pillars of Good Character are **respect, responsibility, caring, fairness, trustworthiness, and citizenship**. To ensure all students develop positive character traits, teachers establish classroom rules and teach school expectations. Beaver Creek School teachers and staff members believe that **no one has the right to disrupt the educational process**. Consequences for inappropriate behavior are clearly spelled out and enforced in accordance with district policies and procedures. Each child is expected to be truthful, and take responsibility for his or her actions as "a person of character" from Beaver Creek School.

## **CHEATING POLICY**

Cheating is considered a serious breach of teacher-student trust at Beaver Creek School. A student caught cheating will receive an automatic zero on that test or assignment, with no possibility of a make-up. The student will also be written up on a Level II Offense. The teacher will inform the parent by phone and ask for parent input on permanently resolving the situation.

## **BULLYING**

Beaver Creek School staff strives to make sure all students are safe in their environment. Student Complaint and Bullying Forms are in the office, Intervention, and classrooms. The forms are shared in class meetings. When students feel that there is a problem with another student, students need to complete the form confidentially. The school wants to make sure the issue is addressed right away. Staff will deal with the complaint. It is important for staff to know if the student concern continues, as that is a sign of possible bullying. Please make sure complaint forms are continually filled out when issues arise.

## **BULLYING**

**JICK-EB ©**

The Governing Board of the Beaver Creek Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,

- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

## **HAZING**

### ***ASBA Policy JICFA-EB***

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to the District/School within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

**Definitions:** "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.



“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Directions:** It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the policy.

#### **REPORTING/COMPLAINT PROCEDURE**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the Superintendent, in writing, with such details as may have been provided. A failure by a staff member to timely inform the Superintendent of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the Superintendent as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the Superintendent or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the Superintendent not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the Superintendent. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

#### **DISCIPLINE AND STUDENTS' RIGHTS**

Students at Beaver Creek School have the responsibility to conduct themselves appropriately. If a student fails to fulfill this responsibility, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. These include:

- They must be informed of the accusations against them,
- They must have an opportunity to accept or deny the accusations,
- They must have explained to them the factual basis for the accusation, and
- They must have a chance to present an alternative factual position if the accusations are denied.

## DRESS CODE

Beaver Creek students are expected to dress in a neat, attractive fashion reflecting pride in themselves and their school. The dress code has been established to help ensure an atmosphere conducive to study. It is both the child and parents' responsibility to ensure compliance with the dress code.

Students may not have hair dye, piercings, or clothing that cause annoyance, disrupts, agitates, interrupts or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public school education. The following guidelines must be followed:

- "Immodest" or "revealing" clothing is considered inappropriate at school as it may cause a disruption or distraction to the education process. Therefore, it will not be allowed. This includes shorts and skirts that are too short (As a guide, the length must be at least at the tip of fingers). Underclothing (straps, etc...) must not be visible. No pajamas, halter tops, tube tops, "spaghetti straps", razorback shirts, or see-through clothing.
- Shoes or sandals must be worn at all times. Shoes that cannot be kept on the foot are not allowed. There must be at least a strap around the back of the heel. Older students may wear clog-type shoes or heels but should have appropriate shoes available for physical education classes or if they are physically active at recess. Bedroom slippers, flip flops, and roller skate shoes are not acceptable.
- Blankets are not substitutes for coats or jackets, and should not be brought to school as such.
- Sunglasses and hats must be removed upon entering buildings.
- Shirts or other clothing painted or written upon with inappropriate or objectionable lettering or designs are not permissible.
- Clothing, jewelry and/or buttons condoning or promoting violence, sex, tobacco, drugs or alcohol, are not permissible.
- Any object that represents membership in a gang is not allowed (including bandanas and large qz earrings).
- Items that present a safety hazard, such as straps, chains, belts, elastic bands, large metal jewelry, piercings, etc. are not permitted.
- Ear gauges with a plug are not included in the piercing ban as long as there are no issues with safety or interference with the educational process. Ear gauges with pointed spikes are a safety concern as are large earrings and will not be allowed.
- Unnatural hair coloring that may be disruptive to the educational process will be addressed at the discretion of administration with input from the classroom teacher.

If a student violates the dress code, the teacher or staff member will send the student to the Student Success Coach, with a Level 1 referral, to call home for a change in wearing apparel. If a parent is not able to bring appropriate clothes, attempts will be made to loan clothing to the student, so the student may attend classes. Continual infractions will result in further disciplinary action. A loan of school owned, student clothing will be provided to the student, and should be returned to the school. ***THE SCHOOL DRESS CODE WILL BE IN EFFECT FOR ALL SCHOOL ACTIVITIES.***

## BASIC CAMPUS RULES

Each student has the right to safety and respect from others regarding his/her person or property. The students must also respect the person and property of staff members, substitute teachers, volunteers, visitors and other students. These rules apply at school, on the buses and at all District-sponsored events, whether on or off campus. Please refer to the discipline matrix guide.

## DISCIPLINE REFERRALS

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. 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 Center. 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.*

Any behavior starting with **Level 2** is automatically a "long form" **Referral** and the student is sent to the office to speak with the *Student Success Coach, or Superintendent*. 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.

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 3<sup>rd</sup> offense, the consequences will move to Level Two and a REFERRAL will be given.

\*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.**

**Level One**

1. **Discourtesy:** A behavior that shows lack of respect.
2. **Disruptive behavior:** Any minor behavior that directly or indirectly interferes with the normal operations of the school.
3. **Dress code violation:** Please see the Governing Board approved dress code.
4. **Excessive horseplay:** Engaging in teasing, wrestling, running, pushing, shoving or any behavior deemed inappropriate in the classroom or outside.
5. **Food/drink/gum/candy:** Eating at inappropriate times and at inappropriate locations. Gum chewing is not allowed.
6. **Improper care of equipment/property:** (Also see Level 3) Failure to use items in their proper intended ways or being abusive or destructive.
7. **Littering:** Leaving or depositing trash in places other than appropriate receptacles.
8. **Pass violation:** Being out of class or other designated area without proper documentation/permission.
9. **Public Display of Affection:** Inappropriate public displays of affection.
10. **Untruthfulness:** (Also see Level 5, False Reporting) Being dishonest.
11. **Tardy:** Students with 3 unexcused tardies will be given a referral.

Number of Offenses	Warning	Warning Level 1 Form completed and sent home Conference w/ student	Referral and Lunch Detention 25-30 min. 1-5 day	Referral and 1-5 Lunch Detention/or 1-2 day in-school suspension
1	*	*		
2	*	*		
3*	*	*	*	*
4*			*	*

Following Arizona State Statute, School Administration has the right to move consequences, as appropriate.

## Level Two

12. **Cheating/Plagiarizing:** Taking someone else's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities. ( See page 15 in handbook)
13. **Missed detention/referral not submitted and/or multiple Level Is in a quarter:** Not attending detention assigned by any school official, failure to return a referral form or 3+ Level I referrals in a quarter.
14. **Prohibited Items:** Being in possession of restricted items such as electronics, trading cards, and toys. Cell phones, cameras, and music players may be on campus *as long as they are off and stored away upon arriving on campus* for the school day. Unless directed by a staff member, cell phones ***are not to be used*** in a crisis situation as it may endanger the students and staff. If used inappropriately, cell phones will be confiscated sent to the office and must be picked up by the parent/guardian. Personal sports equipment may be brought as long as marked with the student's name, shared with others, and used appropriately.
15. **Manipulation:** Falsifying a situation for personal gain.
16. **Profanity, vulgarity, and indecent conduct:** (Also see Level 4) Cursing, blasphemy, and offensive language, or the use of verbal and/or non-verbal words, phrases or hand/ bodily gestures that are demeaning or offensively made for any purpose to any person, as interpreted by the principal or dean of students.

Number of Offenses	Warning:	Warning: Level 2 Form completed and sent home; Conference w/ student	Referral: Lunch Detention	1-5 days Lunch Detention or Friday Detention	1-5 days In-School Suspension, Friday Detention or assignment in Alternative Educational Setting
1		*	*	*	
2				*	
3				*	*
4				*	*

**Levels 2-5 Offenses are documented yearly.** Following Arizona State Statute, School Administration has the right to move consequences, as appropriate.

## Level Three

17. **Forgery:** Writing and /or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance
18. **Defiance:** Refusing to follow directions or to comply with the reasonable request of school officials.
19. **Disrespect:** Behavior that shows lack of respect to students, staff, substitutes, volunteers, visitors, and property
20. **Disruptive behavior:** (See Level 4 or 5) Behavior that directly or indirectly interferes with the normal operations of the school.
21. **Bullying/harassment/intimidation/extortion:** Actions of threats or intimidation, either verbal or nonverbal towards a person or group of people to cause worry or trouble. Any language that is demeaning or offensive. \*Students may request a student complaint form from the office to report bullying behavior.
22. **Improper use or care of equipment/property:** Failure to use items in a proper or intended way, or being abusive or destructive.
23. **Insubordination:** "A disobedient act." Failure to cooperate, or follow a teacher, administrator, or any other school staff directive.
24. **Truancy:** Being absent from school or individual classes without knowledge of parents or without permission from the school
25. **Trading, Buying or Selling on Campus:** Being involved in trading, buying or selling items on school property. No items are to be sold unless they are part of a school-approved fundraiser.
26. **Dangerous Item:** Any item that can be used to potentially cause bodily harm.

Number of Offenses	Warning:	Warning: Level 3 Form completed and sent home; Conference w/ student	Level 3 Referral: 1-5 days Lunch Detention Or Friday Detention	1-3 days In or Out of School Suspension, or Friday Detention; Yavapai County Deputy referral	3-5 days Alternative Educational Setting/ Out of School Suspension; YCSO Referral	5-10 Days Out of School Suspension; YCSO Referral
1			*	*	*	*
2			*	*	*	*
3				*	*	*
4				*	*	*

**Levels 2-5 Offenses are documented yearly.** Following Arizona State Statute, School Administration has the right to move consequences, as appropriate. For Level 3 and above offenses- students will be immediately report to the Dean of Student's Office.

## Level Four

27. **Assault:** Intentional or reckless physical attack by one or more persons on other persons who do not wish to engage in conflict or who have not provoked the attack, causing physical injury or apprehension of physical harm.
28. **Disorderly conduct:** Use of profanity, obscene behavior, unsafe behavior, or any conduct, which is in anyway disruptive to the educational process of the school.
29. **Fighting/major:** ) Any intentional, mutual, violent, verbal or physical engagement, involving two or more individuals.
30. **Gambling/Trading/Selling:** Participating in games of chance for the purpose of exchanging money or something of value.
31. **Gang association/related behavior:** Any grouping or individual that intentionally causes emotional or physical harm to another or other individuals, as well as theft or vandalism, and disruption of the school environment. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or any other attribute that indicates or implies membership or affiliation with such a group.
32. **Hazing:** Any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student. (see Board Policy).
33. **Incitement of a fight:** Any words, actions or behaviors that rouse or motivate another individual into a physical altercation.
34. **Invasion of privacy:** Violation or unwanted intrusion of another individual's personal belongings or information.
35. **Libel/slander:** A false or malicious statement or picture that is injurious to a person's character/reputation. This includes defamatory writing or picture.
36. **Profanity, vulgarity, and indecent conduct:** (see Level 2) Pornography (photos, pictures or drawings), cursing, blasphemy, and offensive language, the use of verbal and/or non-verbal words, phrases or hand or bodily gestures that are demeaning or offensively made for any purpose to any person. NOTE: depending on the severity of the offense a higher level of consequence may be imposed by the principal.
37. **Sexual harassment:** Unwelcome sexual advances, use of language, requests for sexual and other verbal, written, or physical conduct of a sexual nature when made by any individual to any other individual(s). (See Board Policy.)
38. **Theft/stolen property:** "Larceny," taking someone else's property (or school property) which does not belong to the student.
39. **Unauthorized entry:** Accessing buildings, rooms, or property of the District, School, or the property of a school official, without proper permission.
40. **Verbal abuse of staff:** Improper use of gestures or words spoken to threat, violate, corrupt, malign, intimidate, berate or insult any staff member , substitute, or volunteer.
41. **Vandalism:** Blatantly destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons.

Number of Offenses	Warning	Warning; Level 4 Form completed and sent home	Level 4 Referral: Lunch Detention	1-3 day In School or Friday Detention; YCSO Referral	1-3 Days Alternative Ed. Setting;/ Out of School Suspension; YCSO Referral	3-5 Days Out of School Suspension; YCSO Referral	5-10 Days Out of School Suspension; YCSO Referral School Board Notification (Possible Board Action: Long term Suspension)	5-10 Days Out of School Suspension; YCSO Referral School Board Notification (Possible Board Action: Expulsion)
1				*	*	*		
2					*	*	*	*
3						*	*	*
4						*	*	*

**Levels 2-5 Offenses are documented yearly.** Following Arizona State Statute, School Administration has the right to move consequences, as appropriate. As the school does not have a School Resource Officer, all referrals are sent to the Yavapai County Sheriff's Office (YCSO). There is a Law Education and Enforcement Officer Assigned to this area of the county. He will be notified first.

## Level Five

- 42. **Drug/alcohol:** Possession and/or use of any “over the counter” or prescription drugs, illegal substances, alcoholic substances or any related paraphernalia.
- 43. **Smoking/tobacco:** The use, sale, possession, or knowledge of tobacco products of any kind or any related paraphernalia on school property or at school events.
- 44. **False reporting:** Untrue, inaccurate, deceptive or artificial information given about another.
- 45. **Incorrigible behavior:** Any behavior that does not improve or change for the better after consequences have been given. Any level offenses that are repeated. Beyond any hope of reform or improvement in conduct at designated site.
- 46. **Interference with disciplinary proceedings:** To take part in the concerns of others in an attempt to intervene or stop/delay the process of changing or improving others behavior.
- 47. **Physical harm to staff:** Any action taken or made by a student to cause bodily harm to any staff member.
- 48. **Threatening the class/school:** Any verbal, nonverbal, or written comment made by any person at anytime declaring harm to Beaver Creek School District or anyone who attends there.
- 49. **Use or possession of a weapon:** Using or having in one’s possession any dangerous instrument, destructive device, weapon or simulated weapon, such as a knife, firearm, explosive device or destructive device, regardless of intent to use or cause bodily harm, anywhere on school property, including on the person, in a locker or backpack, classroom, restroom, gymnasium, office, automobile, or school bus.
- 50. **Any violation of local or state law**

Number of Offenses	Warning Level 5 Form completed and sent home; Conference w/ student	Referral Lunch Detention	In- School Suspension; YCSO Referral	Alternative Educational Setting/Out of School Suspension; YCSO Referral /Notification	5-10 Days Out of School Suspension; YCSO Referral; School Board Notification (Possible Board Action: Long term Suspension or Expulsion)	9+ days Out of School Suspension; YCSO Referral; School Board Notification (Possible Board Action: Long term Suspension or Expulsion)
1					*	*
2					*	*

### **STUDENT RECORDS (FERPA)**

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 No Child Left Behind Act of 2001 (NCLB) 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 Principal/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 Ave. SW, Washington, DC 20202-4605, Telephone number (202) 260-3887.

### **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, section 1232g and 1232H, the USA PATRIOT ACT, NCLB, 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 the 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:

- The right of the parent or an eligible student to inspect and review the student's education records.
- 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 FERPA, the USA PATRIOT ACT, or the NCLB Act.
- 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 the student's 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 parents' or eligible student's request.
- 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:

- The procedure for exercising the right to inspect and review education records.
- The procedure for requesting amendments of education records that the parent or eligible student believes to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- 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 parent 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 No Child Left Behind (NCLB) Act of 2001.

## 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 Lyndel Kelley has all the information you will need to help you get started.

### **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 someone from Beaver Creek School's Leadership Team as listed on the first page of this handbook.



***We are looking forward to an awesome year!***

***Go Bobcats!***