

CROSSLAKE COMMUNITY SCHOOLS

Minnesota Charter District 4059

PREK-8 IN-PERSON STUDENT AND FAMILY

HANDBOOK

School Year 2026–2027

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FOREWORD

Crosslake Community School In-Person Program is part of Crosslake Community Schools (CCS), District 4059. CCS has an online program for students in grades K-12 (age 21) located across the state of Minnesota. CCS is a free, public, charter school. Our staff hold appropriate licensures in the state of Minnesota, and our courses are aligned with Minnesota State Standards. Students and staff share responsibility for developing a school climate that fosters programs and provides an opportunity for the free expression of ideas. Students have certain rights and privileges. They also have certain responsibilities.

This publication explains students' rights and responsibilities, behavior expectations, the consequences of misbehavior, and due process requirements as defined in state and federal law, Board of Education (BOE) policy, and CCS regulations. We urge each parent/guardian and each student to review the materials carefully. Please sign and return the last page acknowledging an understanding of CCS's policies and procedures. Please refer any questions to CCS staff members.

The contents and policies found in this handbook are subject to change based upon board revisions and approval. The information in this handbook is not all-inclusive. Individual classroom procedures, based on the unique needs of each classroom, supplement these policies, regulations, and guidelines.

Crosslake Community School Mission

Growing environmentally literate, community impacting learners of excellence.

Crosslake Community School Vision

CCS strives to be a school where students build meaningful connections with each other, the community and the environment through exceptional and relevant learning experiences.

Crosslake Community School Authorizer

Osprey Wilds Environmental Learning Center – Minneapolis, MN

Core Values: RELIC

Respect, Excellence, Learning, Integrity, Community

DISTRICT LEADERSHIP & BOARD OF EDUCATION

Role	Contact
District Superintendent	Dr. Jenna Leadbetter – jennaleadbetter@crosslakekids.org – 218-537-3623
In-Person Principal (PreK-8)	Dan Fischer – danielfischer@crosslakekids.org – 218-692-5437

CCS Board of Education

The Board of Education (BOE) meets the fourth Monday of every month at 5 p.m.

Member	Office	Role	Term Ends
Jared Griffin	Chair †	In-Person Parent/Guardian	06/30/2028
Joe Garcia	Vice-Chair †	In-Person Parent/Guardian	06/30/2027
Colin Williams	Treasurer †	In-Person Teacher	06/30/2027
Melanie Donley	Secretary †	Online Teacher	06/30/2027
Rhiannon Paulson	Director	Online Teacher	06/30/2028
Aimee Tagtmeier	Director	Online Parent/Guardian	06/30/2028
Lance Swanson	Director	In-Person Teacher	06/30/2028
Steena Johnson	Director	Community Member	06/30/2027

† Officer positions updated to district records (July 2026 board organization)

Declaration of Purpose

1. **Improve student programming:** The 2026-2027 school year marks the twenty-fifth year of a continuous improvement process for the Crosslake Community School. This process requires

all stakeholders to be actively involved in activities designed to meet the goals for raising student achievement.

2. **Increase Program opportunities for pupils:** Students at CCS are given the opportunity to be in multi-age classrooms that allow them to work at their individual education level. Qualifying students are also able to access targeted Title 1 and special education services, which give assistance in the classroom or through pull-out activities.

Roles and Responsibilities Related to Student Program

Since cooperation between parents/guardians and CCS staff is essential in helping students work to the best of their abilities and have a good school experience, we must all work together to maintain positive and effective communication with one another.

CCS is responsible for

Providing the best possible education by creating and maintaining an atmosphere conducive to learning;

- Dealing with all students fairly and honestly;
- Treating all students and parents/guardians with courtesy and respect;
- Providing opportunities for communication with students, parents/guardians, and the community;
- Safeguarding the health and safety of each student and staff member;
- Making reasonable rules and regulations governing student behavior and conduct; and maintaining proper control and discipline.

All employees are expected to participate directly in the supervision and guidance of the learning of all students within their scope of authority and responsibility.

Students are responsible for

- Applying a conscientious effort in all school work and activities;
- Respecting the rights of other students, CCS staff, and CCS visitors;
- Sharing the responsibility with the administration and staff of establishing and maintaining a safe, stimulating, and productive learning environment;
- Attending CCS regularly;
- Completing class assignments on time and in accordance with the instructions given by their teachers;
- Respecting the property of others, including students, staff and the school, and for taking reasonable precautions for the protection of their personal property;
- Adhering to and cooperating in upholding local, state, and federal laws, and CCS's policies and regulations;

- Accepting the authority of teachers, other CCS personnel on school property, at CCS events, and CCS bus drivers;
- Acknowledging the consequences of their own behavior.

Parents/Guardians are responsible for

- Ensuring that their student attends school regularly;
- Promoting the development of their student's educational process and self-discipline;
- Communicating with teachers/CCS personnel regarding questions or concerns about their student's education;
- Notifying CCS whenever their student will be absent.

Parents'/guardians' involvement and participation in their student's educational process is critical to their success in school. It is important that parents/guardians participate in CCS's community such as open houses and parent/guardian teacher conferences, support CCS's policies, and discourage their students from disrupting CCS's educational program. Parents/guardians are legally responsible for the behavior of their students.

General School Day Information

The following is the schedule of school hours for the In-Person Program:

Activity	Time
KIDS Care Program (morning)	7:00–8:00 a.m.
Teachers Arrive	7:30–7:45 a.m.
Office Opens	7:30 a.m.
Doors Open	8:00 a.m.
Breakfast Served	8:00–8:30 a.m.
Buses Arrive	8:00–8:15 a.m.
Pledge of Allegiance / Attendance	8:14 a.m.
Doors Lock	8:25 a.m.
School Begins	8:30 a.m.

Activity	Time
School Dismissed	3:05 p.m. PK/K · 3:10 p.m. Elementary · 3:10 p.m. Middle School
Buses Depart	3:20 p.m.
Teachers Leave	3:30–3:45 p.m.
Building Office Hours	7:30 a.m.–3:30 p.m.
KIDS Care Program (afternoon)	3:10–5:45 p.m.

Non-bussed students should not arrive at CCS before 8:00 a.m. as they will be subject to enrolling in our KIDS Care program. Non-bussed students must leave CCS before 3:20 p.m. or will be subject to enrolling in our KIDS Care after-school care program.

ATTENDANCE

Student attendance is very important. Every student is expected to attend school every day. We understand that students do get sick or there are situations that cause students to miss school. Having good attendance habits and being on time is vital for success in school and life after school.

The following absences are excused:

- Illness (*see note below on excessive illness)
- Doctor or dentist appointments
- Death or illness in the immediate family, close relative, or friend
- Circumstances beyond the student's control
- Observances of religious holidays
- School sponsored activities (upon return, the student will complete and submit all required assignments)
- Vacation days or extended absences with prior approval

The following absences are unexcused:

- No communication to CCS
- Out-of-school suspension

If the student will be absent, please:

- Email the school attendance address and leave a detailed message (24/7), or
- Call CCS at 218-692-5437 and listen for the voice prompt to leave your message (24/7).

Families need to communicate before 8:30 a.m. each morning. If you do not email or call CCS about your student's absence or if your student is not absent for a valid reason, this will be classified as an absence, unexcused (count against vacation days). Families will receive an automated call at 9 a.m. stating that their student is absent, unexcused.

*If a student has excessive illness absences (approximately 10% of school days), a doctor's note will be required upon return. Continual excessive absences may result in further action that could include written notification, meeting with CCS administration, implementation of an attendance contract and/or possible contact with County personnel.

The BOE and staff of CCS recognize the importance and value of family trips. We also must acknowledge that days spent away from CCS can have a negative impact on student learning. The following guidelines will be instituted for families taking their students on vacations that extend beyond typical school scheduled breaks such as those for Winter and Spring Break:

- Extended absences will be reviewed by staff on a per-case basis.

In cases where a family expects an extended absence of several school days or more, absences will be marked as unexcused until the following conditions have been met:

- First, the office has been informed at least 7 days in advance of the absence.
- Second, the family has communicated with the classroom teacher(s) and they have provided the student and family with expectations for the student during the time away from CCS.
- Third, upon return, the student will complete and submit all required assignments.

CCS students will be given a maximum of 12 excused absences for the school year. All absences beyond 12 absences will be considered unexcused. Exceptions to this include:

- Absences accompanied with a physician's note indicating the student couldn't attend school due to illness, injury or surgery. Notes from a physician for appointments will be considered parent/guardian excused and will not be an exception.
- Absence when a student is sent home from school by the health aide.
- Absence due to the funeral of a family member.

CCS has adopted the Crow Wing County Attendance Policy which states: The parents, school, and community are all partners in working toward the goal of school attendance and educational success. The law is designed to provide a continuum of intervention and services to support families and children in school and in combating truancy and educational neglect.

When a child has had one or two unexcused absences, the school will begin the initial interventions. This may include a contact with the parent, a school meeting, or detention.

At three unexcused absences, the school is legally required to notify the parent or guardian that the child is a “continuing truant.” A letter is usually sent outlining potential legal consequences as well as recommended actions for the parent.

If the child has seven unexcused absences, they are then considered “habitually truant.” The school is required to report that the student is in violation of the compulsory attendance laws to their local county agency. The school will then coordinate with the county social worker, parents and child to schedule a formal meeting. At this time, the county social worker will gather information and will make recommendations to provide further support for the child and family. This meeting occurs in lieu of court, in an effort to compel the child to attend school. A contract is established with the child and he or she is placed under supervision to attend class. Significant consequences can occur at this level and appropriate service referrals are made. At this time, it is also determined whether or not a referral to Lakes Area Restorative Justice would be appropriate in lieu of a court referral.

BEHAVIOR/DISCIPLINE OF STUDENTS

Discipline is viewed as a learning experience, which:

- Sets behavioral limits and guidelines to lead students to and through adulthood;
- Develops individual respect for law, authority, property, and the rights of others and self;
- Develops a mature individual capable of self-control and direction. Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior.

Every student and employee at CCS is entitled to learn and work in a safe school environment. Therefore, CCS is responsible for making reasonable rules and regulations governing student behavior and conduct, and maintaining proper control and discipline. To ensure this, it is important that CCS establish and communicate clear student behavior expectations, and support these expectations with appropriate consequences that are applied consistently.

CARES – as adopted from the Responsive Classroom Model

- **Cooperation** – work with others
- **Assertion** – speak up for self and others
- **Responsibility** – make smart choices
- **Empathy** – understand others’ feelings
- **Self-Control** – thinking before speaking and acting

Behavior expectations for all students and staff at CCS’s In-Person and Online Schools

- Listen.
- Do what is right.

- Do your best.
- Integrity.
- Treat others the way you want to be treated.

Discipline Due to Behavior – Definitions of Consequences for Student Misbehavior

Listed below are the responses most commonly used toward students who violate CCS's behavior standards:

Office-level behaviors. For the behaviors below, any of the following responses may be appropriate regardless of past history: Office Referral Form, Coaching Slip, Phone Call Home, Apology of Action, Loss of Privilege (based on environment), In-School or Out-of-School Suspension, or referral as required by policy and law.

- Fight/Altercation (assault toward another student or adult on school property or on the bus)
- Threats (school, peers, or teachers/staff) or possession of a weapon
- Bullying
- Harassment
- Theft
- Inappropriate touch
- Leaving campus

Crosslake Community School Behavior Response Chart

Behavior	First Offense	Second Offense	Third Offense
Swearing/obscene language (to staff or students; abusive language)	Coaching Slip, Apology of Action, note or phone call home	Coaching Slip, Apology of Action, note or phone call home	Level Red Response
Vandalism/property damage (peer or school items broken)	Coaching Slip, Apology of Action, note or phone call home	Coaching Slip, Apology of Action, note or phone call home	Level Red Response
Physical aggression/contact (harmful pushing, shoving, hitting, kicking, etc.)	Coaching Slip, Apology of Action, note or phone call home	Coaching Slip, Apology of Action, note or phone call home	Level Red Response

Behavior	First Offense	Second Offense	Third Offense
Major disruption (yelling, screaming, throwing objects, horseplay interrupting class work or instruction)	Coaching Slip, Apology of Action to offended party, phone call home	Coaching Slip, Apology of Action to offended party, phone call home	Level Red Response
Major defiance/non-comp liance (technology violation; refusal despite redirection/support lasting 10+ minutes)	Coaching Slip, Apology of Action, phone call home, finish work (homework at home; test in office or designated area)	Same as 1st offense	Level Red Response
Leaving classroom or assigned area	Coaching Slip, Apology of Action, phone call home	Same, possible Office Referral Form	Level Red Response
Chronic minor behaviors	Coaching Slip, Apology of Action, phone call home	Same as 1st offense	Level Red Response
Minor disrespect (cheating, plagiarism, teasing, talking back, making fun of others, not following redirection, property misuse); minor defiance (refusal, off-task, not finishing/beginning work); minor disruption	Take-A-Break; Social Conference; Problem-Solving Meeting; You Break It, You Fix It; Apology of Action; Loss of Privilege; Logical Consequence; Job Contract; phone call home	Same as 1st offense	Buddy Classroom; Job Contract; phone call home; Office Referral Form (3 or more Coaching Slips for the same infraction = Office Referral)
Disruption/blurting; inability to focus	Verbal reminder or Take-A-Break	Verbal reminder or Take-A-Break	Job Contract, Coaching Slip

Behavior	First Offense	Second Offense	Third Offense
Demonstrating Cooperation, Assertion, Responsibility, Empathy, and/or Self-Control	Positive praise, Caught Caring Ticket, school or classroom privilege	—	—

****If a student has an IEP or a 504 Plan, please refer to the case manager. Refer to the Behavior Reporting Process document for steps and responsibilities. **All Coaching Slips require a conversation with the student to maintain and restore the relationship with the student.*

Consequences – Overview

The consequences for misbehavior are intended to be fair, firm, and consistent for all students. They apply to students in CCS, on CCS property, in CCS vehicles, and at CCS events. Because it is not possible to list every misbehavior that occurs, misbehavior not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, classroom teachers, chaperones, and other appropriate CCS staff.

Corporal Punishment

The use of corporal punishment is not permitted by any staff or volunteers. Corporal punishment is defined as inflicting physical hurt upon a student in order to punish her or him for misconduct.

Victims

When an incident occurs in which one or more students have been physically or emotionally harmed by the misbehavior of another student(s), CCS staff shall be sensitive to the need to provide support to the victim(s) and to inform their parents/guardians about the incident.

Physical Interventions

In certain instances, it may become necessary for trained staff members to use physical interventions to provide a safe environment for students. Reasonable force may be used on a student without his or her consent when used by a trained CCS staff member in the exercise of lawful authority to restrain or correct such a student. Special care will be taken with students with disabilities to follow any guidelines for physical restraint (Handle with Care) which may be written into their IEP.

Physical interventions may be used by trained staff members:

- To quell a disturbance threatening injury to others;

- To obtain possession of weapons or other dangerous objects upon the person or within the control of the student;
- For self-defense;
- To protect other persons and/or property;
- To direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom or other parts of CCS; and
- To protect an individual from his or her own actions. Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

Special Education Students

The policies above will be adjusted for special education students, as required by federal and state laws and regulations, and by the student's individual education plan (IEP).

Resolving Concerns

Students who are concerned about a specific disciplinary action or student conduct violation may consult with their parents/guardians and teachers to informally resolve the concern. If the concern cannot be resolved, students and parents/guardians may appeal their concerns through the channels listed in the appeals process listed below. (Students and parents/guardians are expected to appeal concerns in the order indicated.)

Appeals Process

1. Teacher
2. Principal of In-Person Learning and Behavior Interventionist
3. Board of Education – if you feel a policy has been violated, you may reach out to the BOE Chair. Please reference the full Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations.

BEVERAGES

During school hours, students are encouraged to drink water and milk provided during lunch as determined by CCS staff. Students will be allowed to bring clear, covered water bottles with them to class. Occasionally, optional beverages may be allowed for a special occasion. Please do not send energy drinks, highly caffeinated soda like Mountain Dew, coffee drinks, etc. These types of drinks will not be allowed during the school day, and will be taken away if seen by staff.

BULLYING

The Minnesota Department of Education, Minnesota School Boards Association, and CCS prohibit bullying behaviors of any kind and have placed specific guidelines and expectations into school policy language. For a full description of this policy, please reference the full Policy 514, Bullying Prohibition.

“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student;
- Damaging a student’s property;
- Placing a student in reasonable fear of harm to his or her person or property;
- Creating a hostile educational environment for a student;
- Targeting specific individuals.

BUS MATTERS AND STUDENT DROP OFF

CCS contracts with Crosby-Ironton Transportation for bus services. The company has their own set of rules that we will assist in upholding; we may not have all of the needed information. We do our best to work in partnership to assist and follow through with bus issues.

Removal From Bus

C-I Transportation has their own set of rules/guidelines. “Any disciplinary actions that need to be taken due to an incident on C-I Transportation vehicles will be enforced by them. All communication will be directly from C-I Transportation.”

Continued infractions of any of the bus regulations may be cause for removal from the bus. The law clearly establishes that riding CCS’s bus is a privilege and not a right. Such removal may occur if the bus driver decides that a disruptive student is interfering with their ability to safely manage their bus. CCS is not required to follow laws governing suspension and expulsion and is not required to provide transportation for a student whose riding privileges have been revoked. If a student is removed from the bus, parents/guardians will be notified by the Bus Company Director.

Suspension from riding the bus may be for as long as 20 days following a due process hearing between parents/guardians, bus driver, transportation provider and the Principal of In-Person Learning. Continued violation of bus regulations by the student may result in suspension from CCS. Bus riding privileges may not be reinstated after suspension.

The following bus transportation rules have been adopted:

1. Students should wait for the bus off the roadway.
2. Students are expected to be at the appropriate bus stop on time.
3. Students shall cross the road in front of the bus.
4. Students shall obey the bus driver at all times.
5. Students entering the bus will select a seat and remain in that seat while the bus is in motion.
6. Students are expected to conduct themselves in a manner which will ensure the safety of other students on the bus. Fighting, wrestling, or placing arms and other parts (or any other object) out of the window is prohibited.
7. Conduct on the bus which distracts the driver's attention from the road is also prohibited. The student is to listen to the driver at all times.
8. Refrain from loud talking, singing, and unnecessary conversation with the driver while the bus is in motion.
9. Keep the bus aisle clear. Objects in the aisle may trip or injure others.
10. Students are asked to assist in keeping the bus clean and free from unnecessary mess.
11. Students or parents/guardians may be required to pay for any damages to CCS's buses for which the student is responsible.
12. Students not regularly assigned to the bus route should have written permission from their parents/guardians or Principal of In-Person Learning before entering the bus for riding on a regular route.
13. The bus driver has the same disciplinary authority on the bus as a teacher in the classroom.
14. The student shall not have in possession or use tobacco, alcohol, drugs or narcotics.
15. All other "common sense," in-school conduct expectations shall be observed on the bus as well.
16. Stay in seats – no climbing over or under seats.

CALENDAR

A Google calendar is accessible by families through our website which announces general activities at CCS. Parents/guardians and members of the public will be able to link the calendar to their own. These may include BOE accepted dates for CCS closings or in-service days, announcing a field trip, or any other event that can be shared publicly about CCS. Events that are educational in nature will include only generic information such as where/when students are going on a field trip.

CAMERAS (INCLUDING CELL PHONE CAMERAS)

Use of any camera or picture taking device must have prior permission from the Principal or classroom teacher. Students are not allowed to take pictures or film of another student unless under the direct supervision of a teacher for educational purposes. Students that violate the rights of others will be subject to the maximum consequence(s) allowable under CCS's Harassment Policy.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)

A student may possess a cellular telephone or other electronic communication device (ECD) at CCS, on CCS property, at after-school activities, and at CCS-related functions, provided that during CCS hours and on a CCS vehicle the cell phone or other ECD remains off and in the student's locker. Exceptions to this rule will be at the discretion of the classroom teacher or administration for educational purposes only.

Possession of a cellular telephone or other ECD by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may include confiscation of the cellular telephone or ECD. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall CCS be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

Consequences for use of phones during school hours

If students do not abide by rules set by the classroom teacher or administration, the following consequences will be enforced. First offense – the student's ECD will be held by the student's teacher or the office until the end of the day and a note or email will be sent home letting the parent/guardian know. Second offense – the ECD will be brought to the office and a phone call will be made home; the ECD will not be allowed to return to school for up to one week or will be held in the office for up to one week.

Primary students (PK-4) must turn their ECD off once they enter the school grounds and it must remain in the backpack for the entire school day.

Middle school students (5-8) are allowed on their ECD ONLY in the Middle School locker bay, at teachers' discretion, between 8:15-8:25 a.m. (before the first bell) and during passing times (as long as it does not prevent them from arriving at their next class on time).

CHILD ABUSE/NEGLECT

In keeping with state law, CCS employees are required to report evidence of student physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports student neglect, physical or sexual abuse, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

CLASS PLACEMENT

The staff will confer with each other on proper class placement. The following are taken into consideration when making class placements: gender ratio, multi-level configuration, academics, student socialization, and parent/guardian input. The staff will make the final determination of placement.

CLOSURES DUE TO WEATHER/SCHEDULE CHANGES

E-Learning Days: In the event of inclement weather, an e-learning (emergency learning) day will be announced. See the E-Learning (Emergency Learning) Days section of this handbook for additional information.

CCS closure information will be broadcast via the following media:

Channel	Outlets
TV Stations	WCCO 4, KARE-11, KSTP 5/KSAX 5, KMSP 9
Radio Stations	WJJY Brainerd 106.7 FM · KUAL Brainerd 103.5 FM · KLIZ Walker/Brainerd 107.5 FM · KLKS Breezy Point 104.3 FM · KBLB Nisswa 93.3 · KTIG Pequot Lakes 102.7
Office Opens	7:30 a.m.

Channel	Outlets
Text Message/Phone	ParentSquare
Internet	Facebook, CCS website

It is important that you communicate to your student what to do in case CCS should dismiss early in an emergency. Tell your student where to go if you are not home.

CCS uses our Infinite Campus software to communicate to families by phone calls or text messages when there are weather related announcements and other important or emergency type situations. If you wish to add other contacts who would need to know of these announcements, you will need to notify the office for those changes.

COMMUNICATIONS

Communications to families are issued through our online student management system called Infinite Campus. Communications may go out via email, phone call, and/or text. Please make sure CCS has accurate and updated contact information for your student, parent/guardian, and emergency contacts at all times. The Principal communicates weekly through an email to the families.

Office Communication

You must provide a written, dated, signed note to the teacher, or email your student's teacher and the CCS office, for the following reasons. Phone calls may be allowed in last-minute situations.

- Your student is going to someone else's home after school.
- Your student has a transportation change.
- Your student will leave CCS early, or will leave and return during the day. The responsible person must come to the office to sign out the student. Once students get to CCS, they cannot leave CCS's grounds without written permission from a parent/guardian and/or CCS staff member.

COMPUTER/EQUIPMENT REPAIR/REPLACEMENT

1. In-Person Program students will be issued a Chromebook for in-school use only unless circumstances change. The devices are not authorized to be used for any other purpose other than schoolwork.
2. If a computing device is damaged, a minimal fee of \$50 will be charged. If the cost of repair exceeds this amount, the family will also be charged the difference between the cost and \$50.
3. If an item is lost, the family will be charged to replace the item according to the chart below.
4. Crosslake Community School reserves the right to change these fees in the event that repair or replacement costs exceed the fees below. Families will be notified if this occurs.
5. Families will be expected to sign out computers for rare use at home.
6. If damage occurs or the item is lost or stolen, it is imperative that you inform a staff member immediately.
7. Crosslake Community School may decide that a computer is damaged if there has been unauthorized software downloaded, or the item has been “hacked” or broken into by someone. If the student has used an inappropriate password, for example, this may constitute a breach of the Student and Family Handbook.

Item	Repair Cost	Replacement Cost
Chromebook	\$50 minimum	\$400
Mouse	\$10 minimum	\$15
Charging Cord	\$10 minimum	\$15

COMPUTER – IMMINENT THREAT TO LIFE OR SAFETY

CCS is required by Minn. Stat. § 13.32, subd. 14, to notify students and parents/guardians within 72 hours of the access that the school-issued device was accessed, and to provide a written description of the interaction, including which features of the device were accessed and a description of the threat.

CONFERENCES

At least one formal conference will be held each year, typically in the fall. Informal conferences are held throughout the year, but typically in the winter, in January or February. At the fall conference, goals for the coming year will be determined and developed for each student. Changes can be made at any time due to the progress of your student, or if goals are not being met, they may be expanded. Conferences, open houses, report cards, visiting CCS's website, and other correspondence are some of the formal ways you learn about CCS experiences. Equally important is talking to your student about the day's happenings, friendships, and how they are feeling about CCS. Please always feel free to call the teacher or Principal if you have any questions or concerns.

CURRICULUM

CCS's In-Person Program curriculum is aligned with MN state standards and state testing. Each year, a subject may undergo a major examination and is revised as needed. The subjects are reviewed according to the recommended and required standards and curriculum implementation cycle for math, language arts, science, social studies, music, art, PE, and health education. As a result, CCS is continually updating the curriculum to provide a rigorous and relevant educational program for all students.

CCS provides learning experiences for all students focused on meeting students at their level and accelerating learning through differentiated activities. Students receive instruction of a standards-based curriculum in grades PreK-8 in all subject areas. The Board of Education Approved Curriculum is listed below. Supplemental material is used to bridge gaps in curriculum to ensure MN state standards and state testing materials are taught.

CCS's In-Person Board Approved Curriculum

- Math – GreatMinds, SpringMath, IXL
- Science – FOSS, Open SciEd, Amplify, Generation Genius
- Social Studies – Discovery Education, Northern Lights, Scholastic News, IXL
- English Language Arts – Heggerty PA, UFLI, IXL, FishTank Learning
- PreKindergarten – World of Wonders, GreatMinds, Heggerty PA

DATA PRIVACY

A Student Data Privacy Law was taken up and passed in Spring 2022.

- This law puts the majority of requirements on technology vendors to ensure privacy and security.
- CCS has a responsibility to provide notice of what digital tools are used in its system that contain student data within 30 days of the start of the school year annually. This only applies to curriculum, testing, or assessment tools.
- CCS has a requirement to notify within 72 hours if a student's digital device/information was accessed to "respond to an imminent threat to life or safety."

For additional information, please visit our website under Student Data Privacy Law.

DISCIPLINE

Please refer to the Behavior/Discipline of Students section of this handbook.

DISCRIMINATION

Anti-Discrimination

CCS complies with state and federal laws prohibiting discrimination, including the Minnesota Human Rights Act (Minn. Stat. ch. 363A), Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991. No person protected by these laws shall, on the grounds of race, color, national origin, creed, religion, sex, sexual orientation, gender identity, marital status, age, disability or status with regard to public assistance, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity operated by the school.

Every student is responsible for reporting to their teacher or a staff member any evidence of discrimination in the school. Reports will be followed up and dealt with.

Section 504 of the Rehabilitation Act of 1973

This Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. It is the policy of CCS not to discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. For further information about Section 504 Accommodation Programming, please call CCS's Behavior Interventionist at 218-692-5437.

DRESS CODE

The policy of the Crosslake Community School is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parents/guardians. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane, and do not advocate violence or harassment against others.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom). If attire modifications are deemed necessary by staff, the student will be asked to make said modifications.
- Footwear that does not present a safety hazard. Shoes must be worn at all times except for special occasions.
- Headwear, including hats or head coverings, is allowed provided it does not cover the student's face to the extent that the student is not identifiable and does not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff, including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

Coverage standards:

- Clothing must cover areas from one armpit across to the other armpit. No revealing midriff; total torso covered. Tops must have wide shoulder straps. Undergarments cannot show through clothing or above, below or alongside clothing. See-through or mesh garments must not be worn without appropriate coverage.
- Shorts must be long enough to be seen. Shirts, tops or sweatshirts cannot cover shorts or skirts completely.
- Students are encouraged to keep a sweater, sweatshirt and shorts/pants in their locker in case they get cold or are asked to modify clothing due to dress code violations.
- Apparel distracting to the learning environment (or a potential danger to the student or others) is prohibited. Dress for school should be modest, respectful, clean, and in good condition. It should also allow for safe movement in the hallways, stairwells, and in all classes.

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or accessories communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
- Any apparel, footwear, or accessories that would damage school property.

“Gang,” as used in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Repeated violation of this policy may be subject to disciplinary action. Please reference the full Policy 504, Student Dress and Appearance.

E-LEARNING (EMERGENCY LEARNING) DAYS

CCS’s Policy 550, E-Learning Days, offers full access to online instruction or out-of-school learning provided by students’ individual teachers due to inclement weather. Families will be notified when an E-Learning Day is taking place.

Snow/cold day/cancellation packets covering core content standards will be sent home by October 3, 2026, and will contain 5 days of work. Students will be given assignments in the packets to work on during e-learning days. Please keep these packets in a safe and accessible area, so they can be easily used when or if the day occurs. Completion of the assignments is expected and students will turn in the assignments on the next school day attended. If snow/cold day/cancellation packets are not completed and returned, students will be marked absent, unexcused for that day. Some students may be required to contact teachers via the school email system accessible through any computer or tablet. Because weather closures can occur last minute, CCS may not have the opportunity for school computers to be sent home. Please reference the full Policy 550, E-Learning Days.

We will make every effort for families to be notified by 9:30 p.m. the night before the e-learning day. If we are not able to do so the night before, we will do so between 5:30–6:00 a.m.

Late Start

In the event that the weather looks poor in the early morning but clearing later, we will have a 2-hour late start. We know this can be inconvenient for families, and we will try our best to be very definitive about this decision. When a late start is called: school will begin at 10:15 a.m. No breakfast will be served. The day will proceed as normal with dismissal at the regular time.

EMERGENCY NUMBERS

The office keeps emergency information for each student with parent/guardian phone numbers and the number(s) of a friend or neighbor. Please let the office know if there are any changes or additions during the year. Please ensure that you fill out all registration materials so we have the most current information.

EMPLOYEES

CCS employees are highly trained, educated, and screened individuals who complete an extensive background check when hired. All employees sign agreements to uphold the integrity of the school, students and education processes. Staff are required to have proper education, licensures and mandatory training for the areas in which they work. Teachers ensure that MN state standards for education are taught.

FIELD TRIPS

Field trips will occur periodically throughout the school year. These fun-filled learning experiences outside of the classroom are based on Minnesota standards and are important for student attendance. Upon registration into the Infinite Campus system, parents/guardians will be asked to fill in and sign an all-inclusive field trip permission form. Reminders and other details for individual trips will be sent home one week to ten days prior to the event.

Students choosing not to participate in a field trip are not to come to school on that day. Other arrangements will need to be made. As most field trips are considered instruction days, students not attending will be marked absent.

FOOD SERVICE

ALL families, regardless of income level, are asked to complete the Application for Education Benefits (formerly known as Free and Reduced) application. This application determines benefits for families that qualify as well as generates funding dollars to CCS. We ask all families to do this whether they believe they qualify for this or not.

Meal counting and claiming procedures

Each morning, students report to classroom teachers their order for hot lunch or a sandwich. Classroom teachers enter into the Infinite Campus system and report the number of students eating hot lunch, sandwich, cold lunch, and any adults choosing to eat hot lunch daily. Food Service staff pulls data and prepares the meal.

At the end of each month, the reimbursable report is generated. This information is used to do the CLICS report mandated by the MN Department of Education and USDA. Food service fees are collected from families either by cash, check, or online. Once fees are paid, this information is entered into the family lunch account using the Infinite Campus system. Fees are collected by the Food Service staff. The Coordinator of Food Service records the payment into the family's account. The Human Resources/Business Manager receives all money to be deposited on a regular basis by the school administration.

There is no charge for meals in the 2026-2027 school year, but they still must be counted and claimed to the Minnesota Department of Education. CCS utilizes the "Offer versus Serve" method for meal service. This provision allows children to choose food items that are offered rather than requiring them to take all foods listed on the menu. Students must choose at least three of the five food components offered at lunch. Students are required to select a minimum of a 1/2 cup fruit or vegetable with each meal. Using this method reduces unnecessary food waste, acknowledges students' independent nature and ability to choose, and allows students to try new food items without having to take the entire portion.

All students are provided a PIN number that is entered into the keypad to purchase or track their meals or milk. Menus are posted on CCS's website crosslakekids.org, the school bulletin board, Facebook, on the menu board in the serving line, and emailed to families. It has been proven that parents who discuss food choices and encourage children to eat a variety of foods have a positive impact on the student's nutrient intake.

Students charging meals and negative balances

Not in effect during the 2026-2027 school year (meals are provided at no charge). When student lunch accounts show a negative balance, families are contacted electronically through an automated email indicating a low balance as a reminder to the family to remedy the situation. Even though student accounts may run in the negative, CCS will still serve the individual their meal. Repeat efforts to

communicate the negative balance to families will be made until the balance is corrected. Families will receive weekly lunch account balance reminders when their account falls below \$10. Please also refer to Policy 534, Unpaid Debt, for more information.

Policy on lost, stolen, or misused PIN numbers

In order to prevent any misuse of lost or stolen PIN numbers, CCS food service staff will maintain an up-to-date list of all student PIN numbers both in hard copy and on computer. Students will go through the serving line and choose their meal. As they go through the line, they will enter their PIN number to charge their family meal account for their purchase. Once entered, the system will question any further activity on that account for the day.

FUNDRAISING

CCS attempts to keep fundraising efforts to a minimum. Any fundraising efforts or requests must be approved by the Principal of In-Person Learning. Most fundraising efforts are spear-headed by the P.T.O. (Parent Teacher Organization).

HARASSMENT, SEXUAL

Students' Rights and Responsibilities

Sexual harassment is a form of sexual discrimination which violates the United States Civil Rights Act and the Minnesota Human Rights Act.

It is the policy of CCS to maintain a learning and working environment free from sexual harassment. It is a violation of this policy for any CCS employee or student to harass an employee, student, visitor, or other person through conduct or communication of a sexual nature.

CCS has procedures for reporting and investigating all complaints of sexual harassment, provides for appropriate disciplinary action based on results of the investigation, and communicates these procedures to CCS employees and students.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Under certain circumstances, sexual harassment may constitute sexual abuse under Minnesota Statutes 609.341, subd. 10 through 609.345; 609.321 through 609.324; or chapter 260E, Reporting of Maltreatment of Minors. Nothing in this policy prohibits CCS from taking immediate action to protect victims of alleged sexual abuse.

HEALTH/INJURY

If your student has an injury that prevents them from participating in phy-ed for more than 2 days, a doctor's note is required.

HEALTH/MEDICAL/SAFETY

A student who becomes ill during the school day should report to the office. If it becomes necessary for the student to go home, the parent/guardian will be called by the office or CCS personnel.

When a student becomes ill, the office will take their temperature. If the student is running a fever of 100.4°F or above, parents/guardians will be notified and the student MUST be picked up. Any student who is running a fever must be fever-free (without medication) for 24 hours before returning to CCS.

Should I send my child to school?

Many students and parents are concerned about when students should stay home or attend school. If your child is absent due to illness, please call the school attendance line. The following information is intended to help with this decision. If the student:

- Has a fever of 100.4 degrees or more – the student should stay home for 24 hours after the temperature returns to normal without medication.
- Has vomited or had diarrhea – the student should stay home until 24 hours after the last episode without medication.
- Has any rash for which you do not know the cause – check with your family physician/clinic before sending the student to school.
- Has an illness – keep the student at home and call the school daily to report the illness. If a child becomes ill at school, parents or the designated emergency contact will be notified.

First aid is provided to students with minor injuries. If the injury is serious, 911 will be called and parents will be notified. Any injury to a student's head will result in parents/guardians being called immediately.

All student injuries that occur at school or school-sponsored activities are to be reported to the school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

Immunizations

In accordance with the School Immunization Law (Minnesota Statutes, section 121A.15), students must be up to date on their vaccinations as per MN state statutes. Certain legal exemptions are allowed. All students are expected to be in compliance on the first day of their entry into school in the fall, with the exception of students transferring into the school, who are granted up to 30 days to provide immunization information, or those students exempt due to medical contraindications and/or conscientiously held beliefs. (Minnesota School Health Guide, Minnesota Dept. of Health.) Please reference the full Policy 530, Immunization Requirements, and Policy 530FRM addendum 4 for student exemptions.

Medications

Any prescribed medication to be administered during school hours must have a prescription and must be in its original container labeled with the student's name, medication name, route, frequency, and physician/prescriber's name. Medication must be brought in by a parent/guardian and must be accompanied by a completed CCS medication administration form.

Over-the-counter medications must also have a parent/guardian permission note. In accordance with standard nursing practice, designated CCS personnel may refuse to administer or allow to be administered any medication which, based on their individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by CCS personnel and the reason for refusal explained.

An over-the-counter medications form needs to be completed and returned to the office along with the medicine indicated on the form. Staff will administer the medicine a total of five times. After five doses, a new form needs to be completed and returned. After the form is complete, no more medicine will be administered until a new over-the-counter form is returned. Please reference the full Policy 516, Student Medications. Middle school students may carry their own medication if parents sign a form.

Infectious and communicable illness

When a student or staff member is a carrier of an infectious/contagious illness or condition, that person will be required to return home. The student will be separated from the rest of the student body in order to prevent further spread of the illness/condition. Parents/guardians are required to report to CCS any knowledge they have of their student being a carrier of an infectious/contagious illness or condition.

Food allergies and dietary restrictions must be reported to the teacher, food service staff, and office with a written explanation from the doctor.

Pandemic preparedness: If necessary, procedures and plans are in place for any national pandemic safety measures. Please refer to the Safe Return to In-Person Learning plan. Guidelines will be followed for the safety of staff, students, and visitors.

Communicable disease outbreaks (e.g., measles): CCS follows Minnesota Department of Health (MDH) guidance for reporting, exclusion, and outbreak response. Measles is highly contagious; the measles, mumps, and rubella (MMR) vaccine is the best prevention. If your student shows symptoms of measles or another reportable illness — such as high fever, cough, runny nose, red or watery eyes, or rash — keep them home, contact your health care provider by phone before visiting a clinic, and notify the school. For current guidance, visit the MDH website at health.state.mn.us.

Mental Health

CCS employs a School Social Worker who is available to meet with students and staff, both individually and in small groups, in regards to personal, social, academic, career and college concerns/questions. Students and families are encouraged to contact the teacher, paraprofessional, social worker, Principal, or any trusted staff if this need arises. We also have access to external therapy and counseling options.

IF YOU OR SOMEONE YOU KNOW IS IN CRISIS AND IN NEED OF IMMEDIATE ASSISTANCE, THE FOLLOWING RESOURCES CAN HELP:

- Suicide & Crisis Lifeline: Text or call 988 or 800-273-8255 (En Español – 888-628-9454).
- Crisis Text Line: Text MN to 741741.
- Crisis Line and Mobile Crisis: 800-462-5525.

INVITATIONS

CCS discourages the practice of sending/handing out invitations for birthday parties, sleepovers, etc. during the school day at CCS. If it is necessary, please contact your student's teacher to make arrangements.

KIDS CARE

KIDS Care is offered each day before school from 7 a.m. to 8 a.m. up to grade 5. After-school KIDS Care is offered from 3:10 p.m. to 5:45 p.m. The cost is \$30 for registration; before-school care is \$3 daily,

after-school care is \$8, and drop-in fees not on a regular schedule are \$10 daily. KIDS Care is staffed by school personnel striving to provide safe, quality time for students who need care before and after the school day. KIDS Care follows a less rigid schedule than the school day, but school expectations are still enforced. Students are not allowed to show disruptive behavior, disrespect to adults or the school, or any unsafe behavior. Students choosing to not follow the rules will have a meeting with the staff, a meeting with the Principal, a meeting with the Principal and parents/guardians, and then possible dismissal from the program.

LEAD IN SCHOOL DRINKING WATER

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents/guardians of the availability of the information. CCS conducts Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

CCS is committed to providing a safe working and learning environment for employees and students. We have developed a Lead in Water management plan and testing program that complies with Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) requirements. The plan, testing results, and a description of any remediation efforts are posted on our website and updated annually.

For more information on CCS's lead reduction program and testing results, please contact our Main Office at 218-692-5437.

LEAVING SCHOOL GROUNDS

Students may not leave CCS grounds, including walking trips, other than during the regularly scheduled departure times without permission from the Principal of In-Person Learning. All students with permission to leave CCS must be signed out at the office. Parents/guardians desiring to have their students leave during the school day are asked to check in at the main office before leaving with their student.

LOCKERS

CCS lockers are the property of CCS. At no time does CCS relinquish its exclusive control of lockers provided for the convenience of students. CCS authorities may conduct an inspection of the interior of the lockers for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of the student may be searched only when CCS authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or CCS rules. As soon as practical after the search of a student's personal possessions, CCS authorities will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or CCS officials.

Locker Rules

- No weapons.
- No alcoholic beverages or tobacco products, including vape or anything related.
- No controlled substances or dangerous drugs.
- No noisemakers, firecrackers, explosives, flammables, or other harmful items.
- No other items that are prohibited by CCS's policy.
- No material prohibited by federal, state or local law.
- All locks must be approved by CCS officials for student safety.
- Students are not to SHARE lockers – 1 student per locker, unless otherwise instructed by a supervising adult.
- No food or beverages from the lunchroom may be taken or stored in the locker.
- Keep lockers clean.

Violations of Locker Use

The penalty, at the discretion of the Principal of In-Person Learning and depending on circumstances, may include suspension, expulsion, and loss of privileges. Local law enforcement authorities shall be notified if a student has possession of material prohibited by federal, state, or local law. The administration of CCS may conduct periodic locker checks and locker clean-outs. Please make every attempt to maintain your locker in the best possible organized and tidy order. In addition to periodic locker checks, CCS's administration reserves the right to enlist the aid of the local police to assist in searches for such things as illegal drugs, alcohol, or stolen contraband. Any damage to lockers will be the responsibility of the student's parent/guardian.

LOST AND FOUND

A lost and found box will be kept at CCS. Please check it occasionally. All lost and found items will be moved or donated at the end of each month.

NETWORK USE

Electronic networks offer vast, diverse, and unique resources that may enhance instruction and student learning. All students will have access to current computer technology, including the internet. With this privilege comes responsibility.

It Is the Responsibility of All Users To

- Recognize all computer users have the same right to use the equipment.
- Use the internet in support of education and research consistent with the purposes of CCS.
- Adhere to the rules established by the Coordinator of Technology for use of hardware, software, labs, and networks.
- Not play games or use the computer or resources for other non-academic activities when others require the system for academic purposes.
- Not waste or take supplies, such as paper, printer cartridges, etc.
- Not access pornographic material, inappropriate material, or files dangerous to the integrity of the network.
- Not use the internet for business purposes or product advertisement.
- Not access social networking sites.
- Obtain supervising adult permission before accessing any internet site.

Disciplinary Action

Users violating the Code of Ethics will face disciplinary action including but not limited to:

- Loss of computer privileges for up to one year or longer.
- Full financial restitution for any unauthorized expenses incurred or any damages caused.
- Additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines for CCS.

PETS

Pets are not allowed during operational school hours due to allergies and other health concerns. Service animals are permitted consistent with state and federal law and Board Policy 535, Service Animals. Any therapy animal may be present only under Board Policy 535.5, Therapy Animals in Schools, and with written district authorization.

PHONE USE

See the Cell Phones and Electronic Communication Devices (ECD) section of this handbook.

PRIVACY OF STUDENTS

All permanent student records, e.g. transcripts, health records, and IEPs (Individual Education Plans), are on file and available upon request. Parents/guardians and students are allowed to inspect and review official student records, files, and data, including all material in the cumulative record. An appointment must be made through the office by those who wish to examine records. A written request stating the records to be reviewed is required. Parents/guardians needing any of these documents may secure them by filing a request form with the Administrative Assistant or by calling 218-692-5437, extension 102.

CCS's plan for securing student records is as follows:

Records maintained: (a) General student records – health records, grade reports, assessment summaries, enrollment information. (b) Special education records – IEPs, meeting summaries. © Discipline records – staff discipline referral sheets and notes on student behavior.

Person responsible for the security of student records: Administrative Assistant, Crosslake Community School, PO Box 1020, Crosslake, MN 56442.

Procedures for access and disclosure: When records are viewed by staff members requiring access, a sign-out sheet is located at the file cabinets. Staff members removing files for examination need to sign and date the form on the date the file was accessed and reviewed. All contents must be returned to the folder once the review is complete.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Excessive public displays of affection are prohibited at CCS. Students are subject to disciplinary action for public displays of affection.

REPORT CARDS

K-8 report cards will be emailed on a semester basis. These report cards are a supplement to the parent/guardian-teacher conferences.

SAFETY

Winter Dress

SNOW BOOTS! MITTENS! EAR COVERINGS! Please send these with your student every day!

1. All K-8th grade students **MUST** wear boots, coats, headgear, mittens, and snow pants outside in the winter.
2. All K-8th grade students will go outside during recess time, weather permitting. (Students will remain indoors when the temperature is 0° Fahrenheit, or the wind chill is -10°F.)
3. Students without proper attire will be required to use donated items when available.

Drills

Fire Drills — Five (5) fire drills are held during the school year to make quick evacuation of the building a familiar routine to the students.

Tornado Drills — One (1) tornado drill is held during or close to the Statewide Tornado Awareness Week in the spring.

Crisis Situation — There are basically two types of crisis situation drills, and there will be practice drills for both during the school year.

Type 1 — Evacuation (1 drill): this situation would take place when it was essential for us to completely evacuate the building; examples could be a bomb threat, hazardous spills, etc. During this type of evacuation, students would follow evacuation routes posted in each classroom and reassemble at Crosslake Lutheran Church, the initial evacuation/relocation site. If further relocation is needed, students would move to the Crosslake Community Center, consistent with the Districtwide Crisis

Manual. After students have been reassembled at the safe spot, attendance would be taken to make sure everyone was present and accounted for.

Type 2 – Lock Down (5 drills): this situation would take place when it was essential to get students out of the halls and into safe, locked rooms. Instructions for this type of exterior threat alert are practiced in each classroom and staff have very specific instructions to follow. Another type of lock down interior threat drill that will be practiced is escaping from the building in a timely and efficient manner.

Safety of the students is our primary objective. It is essential to student safety that drills are treated as real situations and all instructions are followed. At no time during a practice drill or an emergency situation are students allowed to leave the area.

Note: Crosslake Community School does not use Active Shooter Simulation Drills (where school staff, police officers and others act out an attack at a school by a person with a gun using effects such as fake gunshots or blood), as this is a violation of recent legislation. This practice is contentious and may be harmful to the mental health of children.

SEARCH AND SEIZURE

Students have the right to be secure in their persons, papers, and effects; however, they must refrain from bringing onto CCS property or to CCS-sponsored events any materials or items that would cause, or are intended to cause, a disruptive activity or endanger the health and safety of students or other persons. When reasonable cause exists for CCS to believe that such items are present, general or individual searches may be conducted under the authorization of CCS personnel.

SPECIAL EDUCATION

Special education is instruction designed to meet the needs of students with special needs. About 10% of Minnesota students have learning disabilities, speech/language deficits, hearing or vision impairments, delays in development, emotional problems, and/or mental or physical disabilities.

Either a parent/guardian or a CCS staff member may ask that a student be evaluated to see if they qualify for special education services. At least two interventions must be implemented prior to testing for any staff referral, and parent/guardian permission must be obtained prior to any evaluation. CCS will work directly with parents/guardians and make arrangements for any student who may need special education services. Several programs are available at CCS to assist in meeting individual student needs.

Philosophy

CCS consults and contracts special education services through the Paul Bunyan Cooperative, which is based in Brainerd, Minnesota. The philosophy of the cooperative and CCS is:

- Always treat students with disabilities, their parents/guardians and family, with dignity, regard, and courtesy.
- See “through” a student’s disability and “see” the person.
- Advocate for creating a school culture where our students feel success.
- Expect improved student performance, not diminished expectations.
- Be sensitive to the views of parents/guardians and recognize the grief and fear they feel for the student’s future.

SLD (Specific Learning Disabilities), EBD (Emotional Behavioral Disorder), DCD (Developmental Cognitive Disabilities), and OHI (Other Health Impairments) programs are provided according to an IEP. All of these programs are planned cooperatively with the classroom teacher, special education staff, and the student’s parents/guardians.

Speech services are provided that focus on the individual student’s needs in all areas of speech development.

Child find processes happen annually to scan for any student who may need assessing, to enable everyone to access a free public education.

STUDENT RIGHTS

The BOE recognizes that students are entitled to the civil liberties guaranteed to all citizens. One of the primary goals of public education is to prepare students to successfully complete the transition from CCS into the general society in which they will live, and accept the responsibility associated with the rights and privileges which they have and will assume.

CCS shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility.

Students have the right to freely express ideas, verbally or in writing, within their school learning. Responsible criticism and reasonable dissent are basic to the education process. However, false statements, disruptive actions, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or CCS rules and regulations are unacceptable means of expression.

Students have the right to be safe and free from threatening situations on CCS’s property, at CCS activities, and in CCS vehicles.

Students have the right to attend CCS and gain an education as provided by law, including the right of classroom instruction to continue and to carry on studies without interruptions, disruptions, or

distractions; to have their parent/guardian request a visiting teacher when the student is absent from CCS for an extended period of time because of illness or injury; and to apply for enrollment in special programs offered by CCS.

TARDIES

If a student is not in their class when school starts at 8:30 a.m., they will be considered tardy. Habitual tardiness may constitute a meeting between parents/guardians and administration.

TESTING

2026-2027 Testing Schedule

Month	Assessment Activity
September	Universal & Characteristics of Dyslexia Screening
October	Progress monitoring established
November	No Testing or Screening
December	No Testing or Screening
January	Universal & Characteristics of Dyslexia Screening
February	No Testing or Screening
March	No Testing or Screening
April	MCA testing, ACT, Universal & Characteristics of Dyslexia Screening
May	Universal & Characteristics of Dyslexia Screening

For more information about why and how we use these assessments, please visit our website under the testing information link.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

If you choose to not have your student(s) participate in testing, please fill out the [Parent/Guardian Guide and Refusal Information form](#) and send it to the school via email to abigayleswenson@crosslakekids.org or to our mailing address at P.O. Box 1020, Crosslake, MN 56442.

At CCS, we believe that assessments are an important way to understand how students are learning and growing, and to monitor the effectiveness of our resources. All CCS students, including Online students, are expected to take part in school and state testing.

We use Fastbridge, Star, Capti Read Basix, IXL, and easyCBM as universal and characteristics of dyslexia screeners; a student's grade level and needs determine which of these screeners they take. These tools help us measure student progress in reading and math and ensure we meet the requirements of the Minnesota READ Act.

In addition to school screeners, Minnesota state law requires all students to participate in the Minnesota Comprehensive Assessments (MCAs). These are in-person tests and are required for the following grades:

- Grades 3-8: Reading & Math
- Grades 5, 8, High School Biology: Science
- Grade 10: Reading
- Grade 11: Math

TITLE 1

K-8 students participate in interventions as determined by the classroom teacher as a component of Tier 1 core instruction. Students requiring more intensive, specific academic support based on data may receive intervention instruction as Tier 2 and 3 instructional support with an interventionist in reading or math.

Title 1 services are available for all students who qualify in the areas of reading and math and do not have these needs met through an IEP. Our Title 1 coordinator and Title 1 teachers are on staff to offer supportive/supplemental assistance to those students needing an extra boost in these areas. Students can receive Title 1 services from a certified teacher whenever the classroom teacher assesses that such a service would be beneficial to the student's academic growth and achievement. Your child may never require Title 1 services this year. Your child may benefit from Title 1 services for a

short period of time or the entire school year, depending upon how they progress. Teachers are continually monitoring and assessing student progress. It is our goal to assist students in reaching a high bar of success.

VIDEO SURVEILLANCE

Video cameras have been installed at CCS and are installed on all buses for safety purposes and to assist in protecting the rights of all students and employees to be in a safe school environment. All cameras are used for monitoring purposes and are being recorded. CCS reserves the right to use these recordings for parent/guardian conferences or for evidence with law enforcement agencies, subject to data privacy regulations. Vandalism of surveillance equipment will result in a five-day suspension, police notification, and the student being held financially responsible for all damages to the equipment.

VISITORS

Parents/guardians/family members are welcome to visit their student's classroom anytime. However, visits must be pre-arranged with a teacher or receptionist. CCS's phone number is 218-692-5437, extension 102. If necessary, staff members are responsible to direct visitors to the office to obtain a visitor's badge. Visitors will be asked to complete a background clearance form annually if they will be in direct contact with any students. Visiting school-age students may not attend classes with friends. They may visit during the lunch hour.

VOLUNTEER OPPORTUNITIES FOR ADULTS

As a member of CCS's family, your ability to assist CCS with volunteering is highly valued and appreciated. Without the time you invest in CCS, we would not be able to offer all the opportunities that our students deserve.

All volunteers must enter through the front office, check in with the Administrative Assistant, and obtain a "Visitor's Badge." Volunteers will be asked to complete a background clearance form annually before proceeding to the classroom/event. For the benefit of all students, staff and volunteers, these opportunities should be prearranged as much as possible.

VOLUNTEER OPPORTUNITIES FOR STUDENTS

To fulfill CCS's responsibility in regard to our community focus, all CCS students will be given various opportunities to give back to our local and greater community. The activities will be age-appropriate, and information regarding volunteering events will be shared via teacher newsletters, CCS news, and/or local news media.

POLICIES RELATING TO STUDENTS AT CCS

The Board of Education policies listed below apply directly to students and families at CCS. Consistent with the Online Student & Family Handbook, full policy text is no longer reprinted in this handbook. The complete, current adopted policies – including all other BOE-approved policies – are posted in the Policies folder on the CCS website at crosslakekids.org. Paper copies are available from the school office upon request.

Policy	Title
103	Complaints – Students, Employees, Parents, Other Persons
206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
211	Criminal or Civil Action Against Crosslake Community Schools, School Board Member, Employee, or Student
413	Harassment and Violence
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
417	Chemical Use and Abuse
418	Drug-Free Workplace/Drug-Free School
419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention

Policy	Title
420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
501	School Weapons Policy
502	Search of Student Lockers, Desks, Personal Possessions, and Student's Person
504	Student Dress and Appearance
506	Student Discipline
514	Bullying Prohibition
516	Student Medications
524	Internet Acceptable Use and Safety
525	Violence Prevention (Applicable to Students and Staff)
526	Hazing Prohibition
530	Immunization Requirements
531	The Pledge of Allegiance
534	Unpaid Debt
535 / 535.5	Service Animals / Therapy Animals in Schools
550	E-Learning Day
554	Prohibition of Malicious and Sadistic Conduct
—	Lead in Water Compliance Plan (posted on the CCS website; see the Lead in School Drinking Water section of this handbook)

ACKNOWLEDGMENT

In-Person Learning Student and Family Handbook

I have read and understand the policies and information set forth by Crosslake Community Schools as stated in this In-Person Student and Family Handbook and Responsible Use Agreement. I agree to abide by all policies listed. I am aware of actions and consequences and will fully accept any consequences brought forth by my actions or wrongdoings. I acknowledge that there may be additional guidelines not listed but within the realm of stated guidelines.

Crosslake Community Schools' Responsible Use Agreement

I (the student) have read and understand the policies and information in this Handbook and Agreement. I acknowledge that there may be additional guidelines not listed but within the realm of stated guidelines.

- I agree to care for my laptop and other school-owned property properly as described in this Handbook.
- I agree to use my laptop and other school-owned property properly as described in this Handbook and in law. If I break this agreement, I understand the consequences could include suspension of computer privileges and/or other disciplinary action.
- I understand that the school network, accounts, device, and applications are owned by Crosslake Community Schools and that the school has the right to access any files or information at any time.
- I agree to return my laptop and other school-owned technology and accessories in working order when the school calls for it.

I (parent/guardian) have read CCS's In-Person Student and Family Handbook. I understand the technology is provided for educational purposes in keeping with the academic goals of Crosslake Community Schools. I acknowledge that there may be additional guidelines not listed but within the realm of stated guidelines.

- I understand and will support my student in adhering to these acceptable use guidelines.
- I am aware that if my student breaks this agreement, the consequences could include suspension of computer privileges and/or other disciplinary action.
- I understand that the school network, accounts, device, and applications are owned by Crosslake Community Schools and that the school has the right to access any files or information at any time.
- Although the district has sophisticated filters and protections in place, I recognize it is impossible for the school to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the school network.
- I understand that the student's computer activities at home should be supervised.
- I understand that participation in this program requires the ability to access broadband internet access from home in order to be able to complete coursework.

Technology Statement of Responsibility

We understand that the assigned technology belongs to Crosslake Community Schools and will be returned at the end of the academic school year; designated technology not returned will be treated as stolen property. Students who graduate early, transfer, withdraw, or are expelled will return the technology and accessories at the time of withdrawal.

Agreement for Financial Responsibility

We understand that instances of damage, destruction, or loss will be dealt with on a case-by-case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is as listed in the fee chart in the Computer/Equipment Repair/Replacement section of this handbook.

Parent/Guardian Permission for Student Access to Online Educational Applications

The Children's Online Privacy Protection Act (COPPA) requires that parents/guardians of students under the age of 13 provide written consent for the accessing and use of many online services, including academic applications that will be used at school.

___ YES, I (parent/guardian) DO give permission for my student to use web-based information and open source content for the purpose of educational practices and collaboration. I understand that my student may be communicating through filtered class blogs and web-based applications.

___ NO, I (parent/guardian) DO NOT give permission for my student to use web-based applications and open source content for the purpose of educational practices and collaboration. I understand this will modify my student's participation in certain class activities.

My signature below indicates that I have read and agree to abide by the policies and procedures as outlined in this Student and Family Handbook and the Responsible Use Agreement.

Student: _____

Student: _____

Student: _____

Student: _____

Parent/Guardian: _____

Date: _____

Note: Please sign and date this form and return it to school. If you have more than one child enrolled at CCS, have each sign under "Student." This form must be returned by the end of the first week of school.

APPENDIX A – SUMMARY OF CORRECTIONS IN THIS DRAFT

This appendix and Appendix B are for board and staff review. Remove both appendices from the family-distribution copy after adoption.

Corrections carried from the first reformatted draft (July–August 2026)

- Added the Minnesota Human Rights Act citation and the state-law protected classes (sexual orientation, gender identity) to the ANTI-DISCRIMINATION statement, anchoring it in state law.
- Applied the districtwide title and terminology changes throughout: “Seat-Based” → “In-Person”; “Director” → “Principal”; “Executive Director” → “District Superintendent”; JMC → Infinite Campus.
- Aligned the Mission and Vision statements with the current district versions (the draft carried older wording; flagged in the June review).
- Updated the Testing section per Abi Swenson’s June revisions, matching the Online handbook: 2026–2027 schedule and the updated screener list (Fastbridge, Star, Capti Read Basix, IXL, easyCBM).
- Rebuilt the Behavior Response Chart as a readable table with the same content.
- Corrected the district leadership listing (Dan Fischer, In-Person Principal) after the prior principal’s name was struck without a replacement.
- Corrected the mailing ZIP in the Testing section (56422 → 56442) and fixed assorted typos and redline artifacts.
- Set the e-learning packet distribution date to October 3, 2026 (draft carried the 2025 date pattern) – confirm against the school calendar.
- Standing consistency edits from the June comment thread applied: “field trip” spelling, “according to the,” “sent home by.”
- Second-pass alignment with the Online Student & Family Handbook (August 16, 2026)
- FORWARD → FOREWORD (matching the Online handbook correction).
- Replaced the full policy reprints (pages 29–43 of the prior draft) with a policy index and a pointer to the Policies folder on the CCS website, matching the Online handbook structure (Paula Green recommendation, June 2026 thread). The statutorily required Lead in School Drinking Water notice remains in the handbook body.
- Consolidated the duplicate CELL PHONES/ECD and PHONE USE sections into one section, keeping the more specific provisions (note-or-email on first offense; middle school 8:15–8:25 a.m. locker bay window). PHONE USE is now a cross-reference.
- Consolidated the duplicated dress code content into a single DRESS CODE section and aligned the headwear provision with adopted Policy 504, which permits headwear subject to identifiability and instructional conditions (the prior body text prohibited headgear, contradicting the policy).

- Moved the Consequences Overview, Corporal Punishment, Victims, Physical Interventions, and Special Education Students provisions from the SEXUAL HARASSMENT section (where they were misfiled) to the BEHAVIOR/DISCIPLINE OF STUDENTS section, where they apply.
- Office Communication email generalized – no individual staff member is named; the general office/attendance inbox insertion is tracked in Appendix B (consistent with the Mindy Glazier/Paula Green decision not to name a person).
- Condensed the measles passage to a short MDH-based paragraph and removed the pasted CDC text (including the “treatments such as vitamin A” line – vitamin A is supportive care, not a treatment or preventive); families are directed to current MDH guidance.
- Fever threshold aligned to 100.4°F consistent with MDH exclusion guidance (prior text said 100°F)
- Statute citation corrected in the Computer – Imminent Threat section (Minn. Stat. § 13.32, subd. 14).
- PETS section updated to reference Policy 535 (Service Animals) and Policy 535.5 (Therapy Animals in Schools), replacing the “535SB Service Animals and Pet Visits” citation; both policies are pending board adoption (Appendix B).
- Special education category corrected: “LD (Program Disabilities)” → SLD (Specific Learning Disabilities); “student find” → child find.
- Evacuation sites in the SAFETY drills text now match the Districtwide Crisis Manual – Crosslake Lutheran Church (initial) and Crosslake Community Center (further relocation); the Pine Peaks Hotel reference, which remained in the drills text of the prior draft, is removed.
- Board of Education officer listing updated to district records (Jared Griffin, Chair; Joe Garcia, Vice-Chair; Colin Williams, Treasurer; Melanie Donley, Secretary); member spelling per records (Aimee Tagtmeier). Confirmation against the July 2026 organizational minutes remains open (Appendix B).
- Acknowledgment page now references the Computer/Equipment fee chart instead of a fixed \$369 replacement figure, removing the conflict with the \$400 chart figure (final figures pending Technology confirmation – Appendix B).
- Equipment fee chart aligned with the Technology Department’s update used in the Online handbook: iPad row removed; charging cord \$15; stale “prices as of 7/12/2023” note removed.
- Page-number cross-references replaced with section-name cross-references (page numbers shift between drafts).
- Assorted grammar, punctuation, and formatting cleanup throughout (e.g., CARES list formatting, “Offer versus Serve,” duplicate numbering in Privacy of Students).