

CROSSLAKE COMMUNITY SCHOOLS

Minnesota Charter District 4059

STAFF

HANDBOOK

School Year 2026–2027

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MISSION, VISION & CORE VALUES

Mission Statement

Growing environmentally literate, community impacting learners of excellence.

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.

Core Values: RELIC

- **Respect** – Treat others with kindness, understanding and empathy, always striving to be courteous, compassionate, inclusive and open-minded.
- **Excellence** – Pursuit of high standards and continuous improvement in order to reach my fullest potential and growth.
- **Learning** – Embrace joy, curiosity and enthusiasm on my lifelong journey of discovery and growth.
- **Integrity** – Contribute to a culture of trust, honesty and responsibility by doing what is right, even in the face of challenges.
- **Community** – Promote a sense of belonging, shared purpose and partnership with all members of our school community.

One Unified District Serving Two Unique Programs

Our In-Person program (located in Crosslake, MN) serves students tuition-free in grades kindergarten–8th as well as a fee-based prekindergarten program.

Our tuition-free online program serves students from anywhere in Minnesota in grades kindergarten to graduation/age 21.

Goals

Aim 1: Maximize Student Achievement. Goal 1: All students will meet or exceed proficiency levels in reading, writing, mathematics, and science. Goal 2: All students will earn a high school diploma.

Aim 2: Safe and Respectful Learning Community. Goal 1: All students and staff will learn and work in a safe and healthy environment. Goal 2: All students and staff will respect all individuals.

Aim 3: Efficient and Effective Operations. Goal 1: CCS will hire and retain a high performing workforce. Goal 2: CCS will practice responsible fiscal management. Goal 3: CCS will use continuous improvement and utilize technology.

Crosslake Community Schools believes active parent/guardian involvement, consistent communication between school and home, and student engagement in school and community activities are important in inspiring lifelong learners of excellence.

PURPOSE OF STAFF HANDBOOK

This handbook provides staff members of Crosslake Community Schools (CCS) with information on some of the practices and procedures at CCS. We hope you will find this handbook helpful and refer to it throughout the year as questions arise. The handbook and acknowledgment page will be uploaded to Employee Navigator. Two options are available, depending upon who needs to review and sign the documents:

- New hires: the handbook and acknowledgment are added to the Onboarding HR Tasks. New hires are assigned these tasks and sent a notification email once they are entered into the Employee Navigator system.
- Current employees: an independent HR Task is created for current employees who need to review this handbook and sign the acknowledgment. When the task is created, an email notification goes to each assigned employee that there is something to complete in their Employee Navigator portal.

Employees will use their employee-specific login ID and password. Once logged in, employees will see on their homepage that a task is to be completed. The system will prompt them to review the handbook and then sign the acknowledgment. Once the task is completed, the documents are saved in their employee-specific file within the Employee Navigator system (only admin can see these files).

With online program options available for students in grades K-12, CCS staff may not spend much (or any) time on site during the course of employment with CCS. In this case, some of the following information may not apply directly to those staff. Effort has been made to indicate when that is the case.

EQUAL OPPORTUNITY EMPLOYER

Crosslake Community Schools is an Equal Opportunity Employer. Consistent with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Minnesota Human Rights Act (Minn. Stat. ch. 363A), CCS does not discriminate on the basis of race, color, creed, religion, national origin, sex, age,

marital status, military service, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law. If considerations of sex, age, or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning compliance with state and federal equal opportunity employment laws, contact CCS's Human Resources/Business Manager.

Contents of the Staff Handbook may be subject to change upon board discussion and approval. Staff will be notified of any modifications.

SCHOOL INFORMATION

Role	Contact
Physical Address	35808 County Road 66, Crosslake MN 56442
Mailing Address	P.O. Box 1020, Crosslake MN 56442
Telephone	218-692-5437
Fax	218-656-7226

Email Groups

Role	Contact
pk8@crosslakekids.org	CCS In-Person staff – all staff who work in the building and those who work with both programs
onlinestaff@crosslakekids.org	Online staff – all staff who work for the online program and those who work with both programs

Role	Contact
PK-4teachers@crosslakekids.org	In-Person classroom and other teachers who work with students in grades PreK-4
middleschoolteachers@crosslakekids.org	In-Person classroom and other teachers who work with students in grades 5-8
PK8teachers@crosslakekids.org	In-Person classroom teachers and others who work with students in grades PreK-8
ccsboard@crosslakekids.org	Board of Education members
attendance-pk8@crosslakekids.org	In-Person staff and other parties with the need to know which in-person students are absent each day
helpdesk@crosslakekids.org	Technology support (or text 218-537-3616)

Website

Website: crosslakekids.org. Staff intranet: crosslakekids.org/staff (CCS credentials required).

P.O./Delivery Information

Crosslake Post Office is closed daily between 11 a.m. and 12 p.m. UPS and FedEx deliver at approximately 11:30 a.m.–1:00 p.m. (Staff, please allow the office to check invoices and contents before distribution.)

District & School Staff Directory

The listing below reflects the July 2026 organizational chart. The complete staff directory, including all school-based staff, is maintained on the staff intranet.

District Leadership

Title	Staff	Email
District Superintendent	Dr. Jenna Leadbetter	jennaleadbetter@crosslakekids.org
District Administrative Assistant	Paula Green	paulagreen@crosslakekids.org

School Leadership

Title	Staff	Email
In-Person Principal (PreK-8)	Dan Fischer	danielfischer@crosslakekids.org
Online Principal (K-8)	Monique VonEnde	moniquevonende@crosslakekids.org
Online Principal (9-12)	Rose Bierce	rosebierce@crosslakekids.org

District-Wide Staff

Title	Staff	Email
Human Resources/Business Manager	Kelly Bittner	kellybittner@crosslakekids.org
Technology Manager	Will Lyke	williamlyke@crosslakekids.org
Technology Coordinator	Jennifer Miller	jmiller@crosslakekids.org
Teaching and Learning Coordinator	Abi Swenson	abigayleswenson@crosslakekids.org
MnMTSS Coordinator	Amy Scheuman	amyscheuman@crosslakekids.org
Special Education Manager	Gena Jacobson	gjacobson@crosslakekids.org
Student Support Services Manager	Amy Miller	amymiller@crosslakekids.org
Student Data and Enrollment Coordinator	Molly Papillon	mollypapillon@crosslakekids.org
Marketing Coordinator	Matthew Wadman	matthewwadman@crosslakekids.org
Food Service Manager	Kathy Faust	kathyfaust@crosslakekids.org
Facilities Manager	Bud Roberts	budroberts@crosslakekids.org

Title	Staff	Email
Special Education Director	Jennifer Johnson & Lynn Krominga (Paul Bunyan Service Cooperative)	[via Special Education Manager]
School Finance Consultant	Creative Planning	[via Human Resources/Business Manager]

School-Based Contacts (selected)

Title	Staff	Email
In-Person Administrative Assistant (front desk)	Deb Marty	debmarty@crosslakekids.org
In-Person School Social Worker	Kris Fjelstul	kfjelstul@crosslakekids.org
Engagement Lead (In-Person PK-8 / Online K-8)	Heidi O'Brien	hobrien@crosslakekids.org
Engagement Lead (Online 9-12)	Mitch Swaggert	mitchswaggert@crosslakekids.org
Learning Coach Lead (Online K-8 & 9-12)	Callista Klaus	callistaklaus@crosslakekids.org
Maintenance	John Oyaas	johnoyaas@crosslakekids.org
Online Administrative Assistant	Christina Holmes	christinaholmes@crosslakekids.org
Online Administrative Assistant	Christy Kuefler	christykuefler@crosslakekids.org
Online Administrative Assistant	Devan Bartels	devanbartels@crosslakekids.org
Online School Counselor	Natalie Grady	nataliegrady@crosslakekids.org

ABSENCE

All staff absences must be documented by using the SMARTer PTO Request System. This link is available on the staff intranet. When possible, all other absences require Administrative approval and need to be submitted prior to the date being requested; if possible PTO is to be used at staff's discretion. Teaching staff, or those on a teacher's contract, keep in mind that PTO is counted if you leave for the day and/or need class coverage. Examples:

- If you leave to go to the store and return to school, no PTO is needed.
- If you leave for the day (i.e., leave out of town, etc.), PTO must be used.

In-Person: Illnesses need to be called in as early as possible. It is easiest to find a substitute the night before, so if you are feeling poorly, notify your direct supervisor before 9:30 p.m. or immediately in the morning (6:00 a.m. is preferred). If you have a fever the night before — per our illness/fever guidance, 100.4°F or above — you cannot attend school and need to be fever-free (without medication) for 24 hours. Absences during the school day need to be reported to your direct supervisor. Any absence that happens before or after school needs to be reported to the appropriate personnel as timely as possible.

APPOINTMENTS WITH THE SUPERINTENDENT AND PRINCIPALS

The Superintendent and Principals have an “open door policy”; however, appointments can be made in the following ways:

- **In-Person Principal:** Contact the Administrative Assistant at the front desk or online.
- **Online Principals:** Use the appointment scheduler.
- **Superintendent:** Use the appointment scheduler.

APPROPRIATE USE OF TECHNOLOGY

All staff are expected to follow school policies regarding the appropriate use of technology and school equipment. See the Technology section of this handbook for the full appropriate-use expectations, online privacy notice, computer usage guidelines, and support contacts.

AT-WILL EMPLOYMENT

All staff are hired under At-Will Employment. Once hired, they will continue their employment unless they submit a letter of employment termination or CCS terminates employment with the staff.

CCS's employees are employed at-will and both parties have the right to terminate the employment relationship, with or without notice and with or without cause. Separation of employment from CCS can occur several different ways:

- **Resignation:** We understand that varying circumstances cause employees to voluntarily resign. Resigning employees are asked to give a two-week notice, preferably in writing, to facilitate an orderly transition.
- **Retirement:** Employees who wish to retire are requested to notify their supervisor and Human Resources in writing of a planned retirement in order to facilitate an orderly transition.
- **Job Abandonment:** Absent extenuating circumstances, if an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned.
- **Termination:** CCS retains the right to terminate the employment relationship with or without cause or notice.

The separating employee must return all CCS property at the time of separation, including CCS-provided vehicles, cell phones, keys, computers, external hard drives, passwords, credit cards, identification cards, confidential information, intellectual property pertaining to CCS, files, records, correspondence, memoranda, notes, or other documents or property belonging to CCS. Failure to return some items may result in deductions from the final paycheck (consistent with applicable law) or other appropriate measures.

How Can "At-Will" Staff Be Discharged?

All employment is at the will of the employer and staff. The "at-will" staff can quit or be discharged at any time for any reason as long as the employer's reason is not a prohibited discharge ground.

What Are the Prohibited Discharge Grounds?

At least ten different discrimination laws protect staff. Every employment decision has potential ramifications under these laws. CCS is prohibited from discharging a staff member on the basis of the following: age; race and color; sex, including pregnancy; religion; national origin, meaning the country where born or from where ancestors came; disability; political reasons; marital status; military service; residence; union membership or activity; filing a Workers' Compensation claim; or serving as a juror or responding to summons.

ATTENDANCE (STAFF)

Providing service to the students and to the people we work with is the reason CCS exists. Any time you are absent or late impacts our ability to deliver these services and places an extra burden on your co-workers. CCS has an attendance policy that states employees will be notified and warned of absences that exceed the allotted days per year. Additionally, excessive absenteeism, as described in the attendance policy, without medical documentation will result in disciplinary action and possible termination of employment.

Should tardiness become apparent, disciplinary action will be taken and could result in termination of employment. Please reference Policy 462, Attendance.

BADGES

All In-Person staff will be issued identification badges, are required to wear them during working hours, and must have badges visible at all times.

BENEFITS

Detailed information can be found in CCS's Benefit booklet or online at Employee Navigator.

Administrator Staff (.5 FTE or above)

(Superintendent, In-Person Principal, Online Principals)

- Staff-only Medical insurance premium paid by CCS; staff-only Dental insurance premium paid by CCS; optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage; TRA/PERA matching funds; 403(b) & PDP investment options.
- 16-20 days of Paid Time Off per year (amount based on agreement days). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- Up to 5 days (40 hours) paid out at the end of the school year, adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents or grandchildren, adjusted based on the FTE of the staff.

Licensed Full-Time Exempt Staff (.5 FTE or above)

(Classroom Teacher, Special Education Teacher, Behavior Interventionist (licensed), Learning Coach, Social Worker, Student and Family Engagement Coordinator)

- Staff-only Medical and Dental insurance premiums paid by CCS; optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage; TRA and PERA matching funds; 403(b) & PDP investment options.
- 10 days of Paid Time Off per year (based on FTE). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- For staff with at least 80 hours of PTO: up to 5 days (40 hours) paid out at the end of the school year, adjusted based on the FTE of the staff (paid at \$17.50 per hour).
- For staff with less than 80 hours of PTO: any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents or grandchildren, adjusted based on the FTE of the staff.

Licensed Part-Time Exempt Staff (.1 FTE - .49 FTE)

(Please see HR for questions regarding positions under this category)

- 10 days (80 hours) of paid time off, adjusted based on the FTE of the staff. No PTO carry over.
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents or grandchildren, adjusted based on the FTE of the staff.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- Any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- TRA and PERA matching funds; 403(b) & PDP investment options.

Non-Licensed Exempt Staff (.5 FTE or above) – 12-month agreement

(Managers, Coordinators, Leads)

- Staff-only Medical and Dental insurance premiums paid by CCS; optional vision insurance premium paid by staff.
- Life and Long-Term and Short-Term Disability insurance coverage; PERA and/or TRA matching funds; 403(b) & PDP investment options.
- 11-16 days of Paid Time Off per year (amount based on agreement days). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.

- For staff with at least 80 hours of PTO: up to 5 days (40 hours) paid out at the end of the school year, adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- For staff with less than 80 hours of PTO: any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents or grandchildren, adjusted based on the FTE of the staff.

Non-Exempt Full-Time Hourly Staff (20 hours or more per week) – 12-month agreement

(Administrative Assistant, Custodian/Maintenance)

- Staff-only Medical and Dental insurance premiums paid by CCS; optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage; PERA and/or TRA matching funds; 403(b) & PDP investment options.
- 11-16 days of Paid Time Off per year (amount based on agreement days/hours). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- For staff with at least 80 hours of PTO: up to 5 days (40 hours) paid out at the end of the school year, adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- For staff with less than 80 hours of PTO: any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- Paid Holidays.

Non-Exempt Full-Time Hourly Staff (20 hours or more per week) – 9-month agreement

(Paraprofessional, Health Aide, Academic Interventionist, Behavior Interventionist (non-licensed), Food Service Assistant, School Cleaner)

- Staff-only Medical and Dental insurance premiums paid by CCS; optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage; PERA matching funds; 403(b) & PDP investment options.
- Six days of Paid Time Off per year (based on agreement hours). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- Any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- Paid Holidays.

Non-Exempt Part-Time Hourly Staff (less than 20 hours per week) – 9-month agreement

(Please see HR for questions regarding positions under this category)

- PERA matching funds; 403(b) & PDP investment options.
- Six days of Paid Time Off per year (based on agreement hours). No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount they would have earned, it will be deducted from their final paycheck.
- Any unused PTO will be paid out at the end of the year (June 30), adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- Paid Holidays.

Staff Compensation for E-Learning Days

When CCS declares an e-learning day, the district will provide all employees with full wages and benefits for scheduled work hours for the duration of the e-learning period. During the e-learning period, employees must be allowed to work from home (to the extent practicable), OR be assigned to work in an alternative location, OR be retained on an on-call basis for potential needs. Paras and other hourly employees will be paid regular wage during an e-learning day.

Hourly Licensed Staff Compensation for Substitute Teacher Duties

- The hourly rate will be \$20 per hour (not to exceed \$100 per day).
- If a qualified substitute teacher cannot be found on a given date and the Principal or Administrative Assistant asks another teacher or licensed staff member to rotate responsibility for the absent teacher's classroom teaching time, the teacher or licensed staff member shall be compensated at the hourly rate.
- A teacher or licensed staff member who is asked to substitute during the staff member's lunch or prep period will be compensated at the hourly rate.
- The Administrative Assistant will have a list of teachers and licensed staff who wish to be given preference in taking on these extra substitute duties and will rotate through those staff members as classroom prep time/duties allow. If no one on the preferred list is able to take on these duties, all licensed staff will be subject to a rotating basis depending on their availability.

For staff members who need minimal (1-2 hours) coverage with advance notice

- The staff member may find their own coverage (or request office assistance) for the teaching time in their classroom, with equal or required status: i.e., a licensed or substitute teacher must sub for a teacher, etc.

- A PTO slip must indicate who is covering for your classroom along with the total amount of time you will be off CCS grounds.
- The substitute staff person must fill out a time card indicating the amount of hours/time substituted.

Wage and Salary Disclosure – Information from MACS (Minnesota Association of Charter Schools)

Per Minnesota Statute 181.72 regarding Wage and Salary Disclosure: staff are free to discuss their own wage or salary with anyone they wish, and CCS is barred from prohibiting you as a staff member from doing so or retaliating against you for doing so.

As a staff member, should you feel your rights have been violated in regard to this provision, you may contact Kelly Bittner, Human Resources/Business Manager, at kellybittner@crosslakekids.org.

BEREAVEMENT LEAVE

Bereavement Leave Policy Approved: 10/21/2024

Purpose

Crosslake Community Schools provides eligible employees with paid bereavement leave upon the death of an immediate family member or other family member as defined in this policy. This leave is granted to support employees during difficult times and to allow them to: attend funeral services, ceremonies, and/or interment; make necessary arrangements; travel related to the death; and have time for personal bereavement.

Eligibility

This policy applies to all full-time and part-time employees of Crosslake Community Schools. Temporary or seasonal employees are not eligible for paid bereavement leave but may be granted unpaid time off at the discretion of the school administration.

Notice of Absence

Employees must notify their immediate supervisor or the school administration of their need for bereavement leave as soon as possible, providing: the name and relationship of the deceased, the date of death, and the expected length of absence.

Leave Allowance

- **Immediate Family Members:** up to 5 consecutive workdays of paid leave.
- **Other Family Members:** up to 3 consecutive workdays of paid leave.
- **Non-Family Members:** 1 day of paid leave to attend the funeral of a close friend or colleague.

Definitions

Immediate Family Members: spouse or domestic partner; the employee's or spouse's/partner's biological, adopted, step, or foster child; parent or parental equivalent; sibling.

Other Family Members: children-in-law of the employee or spouse/partner; grandparents and grandchildren; aunts, uncles, nieces, nephews, and first cousins of the employee.

Extended Absence

At the discretion of the Principal or appropriate supervisor, employees may use available paid time off (PTO) and/or unpaid personal leave to extend their absence beyond the provided bereavement leave. The school encourages supervisors to be flexible in granting requests for additional leave time to support employees experiencing significant personal loss.

Documentation

The school reserves the right to request documentation confirming the need for bereavement leave, such as an obituary or funeral program. Such requests will be made sensitively and only when necessary.

Non-Consecutive Use

In some circumstances, with prior approval from the Principal, bereavement leave may be taken non-consecutively to accommodate delayed services or travel requirements.

Confidentiality

The school will maintain the confidentiality of all bereavement leave requests and will only share information on a need-to-know basis.

Policy Review

This policy will be reviewed annually by the school board to ensure it continues to meet the needs of our employees and complies with all applicable laws and regulations.

BUILDING SCHEDULES

CCS Duty Day for Teaching Staff:

- Online: 8 hours; 10 a.m. to 2 p.m. with four hours flexible.
- In-Person: 8 hours, 7:30 a.m. to 3:45 p.m., with flexibility 7:30–3:30 or 7:45–3:45.
- Office staff hours: 7:30 a.m.–3:30 p.m.
- Custodial staff hours: 7 a.m.–10 a.m.; 10 a.m.–4 p.m.; 5:30 p.m.–8 p.m. (approximately).
- In-Person paraprofessional staff hours: 8 a.m.–3:30 p.m.
- Kitchen staff hours: 7 a.m.–2 p.m.

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.
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.

Activity	Time
KIDS Care Program (afternoon)	3:10–5:45 p.m.

For the Online Program, school is accessible to students 24 hours a day, 7 days a week following the school calendar. All online staff are expected to post their available office hours in the online staff directory document and be additionally available by appointment according to their FTE.

BUILDING SECURITY & ALARMS

It is the responsibility of every staff member to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision. All windows should be closed and locked at the end of each day. All doors to the school are locked during the school day except for Exterior Door #1. Staff must use their FOBs during the school day to enter secure sections of the school. CCS is a secure school.

In-Person staff are not to be in the school building between the hours of 11 p.m. and 5 a.m. due to triggering of the alarm system. If entry between 11 p.m. and 5 a.m. is necessary, a special code is required.

BUSES AND BUS SAFETY

Please remind students of bus safety rules on a regular basis. The bus safety unit must be taught in the first three weeks of school and all students must pass the bus safety test. Students will go over the expectations and rules of the bus in the homeroom class.

When students are dismissed for buses, they are to go directly to the buses and remain on the buses. There will be no running around or rough housing outside or near the buses. Bus students should not be allowed to go home by a different method unless you or the office have written or verbal permission from the parents/guardians.

All guests riding the bus must follow the procedures outlined:

1. The guest must have a note signed or permission by his/her parents/guardians to show the teacher, Administrative Assistant, and the bus driver. The note must include the date and the place the child is going to visit.

2. The hosting child or parents/guardians must contact the bus company to make sure the number of guests will not cause a problem. The parents/guardians must provide a written note to show the teacher and the bus driver. This note must include a list of the guests and the date they will be riding the bus. Teachers must notify the Administrative Assistant also.

CALENDARS AND SCHEDULES

A copy of each teacher's and paraprofessional's daily schedule should be placed in their substitute folder located next to the door, or in a highly visible location. Staff should also submit a copy to the office and to the building Principal.

PK-8 In-Person Staff Calendar

Internal Google calendar for In-Person PK-8 to communicate school-related activities and those that occur at CCS by outside groups. These may include field trips, official CCS days off, staff development days, classes meeting at their regular time but outside of the classroom, committee meetings, after-school activities, and more. It will include where/when the activities take place.

K-12 Online Staff Calendar

Internal Google calendar for online K-12 to communicate school-related activities. These may include field trips, official CCS days off, staff development days, classes meeting at their regular time but outside of the classroom, committee meetings, after-school activities, and more. It will include where/when the activities take place.

CCS PK-12 Staff Calendar

Internal Google calendar for all staff. Examples are all-staff events and graduations.

Crosslake Community School Calendar

A public calendar accessible through CCS's website that displays general school activities. Parents, guardians, and community members can link this calendar to their personal calendars. It includes Board-approved school closings, staff development days, field trips, and other public events. Educational activities will show basic information such as destination, date, and participating grade levels.

CASHING OF PERSONAL CHECKS

The Minnesota Department of Education reaffirmed a recommendation that cashing personal checks should not be done at schools. Due to this recommendation, CCS will not cash personal checks. This does not affect payments by check for school-related projects or fees.

CHILD PROTECTION

Crosslake Community Schools is committed to preventing, recognizing, and responding to abuse, neglect, and sexual misconduct. This section summarizes staff responsibilities. Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse), Policy 404 (Employment Background Checks), and Minn. Stat. ch. 260E govern; where this summary and the policies differ, the policies control.

1. **Screening.** All employees, and volunteers who will have direct contact with students, must complete a criminal background check before beginning work or service, consistent with Policy 404 and Minnesota law. Volunteers complete a background clearance form annually (see Visitors & Volunteers). Individuals with disqualifying offenses will not be placed in roles involving contact with students.
2. **Training.** All staff complete child-protection and mandated-reporter training at hire and annually thereafter, including recognizing indicators of abuse, neglect, and grooming behavior. Completion is tracked; failure to complete required training is subject to disciplinary action.
3. **Professional boundaries.** Staff must maintain appropriate boundaries with students at all times, including in electronic communication (district-provided platforms only, for educational purposes – see Technology). When working one-on-one with a student, use a highly visible space, keep the door open, or remain visible through the door window (see Facility Use). Staff may not be alone with a student in a restroom, locker room, or other private space except as required by an IEP or Section 504 plan or an immediate health or safety need.
4. **Mandated reporting.** Every CCS employee is a mandated reporter under Minn. Stat. ch. 260E. If you know or have reason to believe a child is being maltreated, or has been maltreated within the preceding three years, you must immediately – and in no event later than 24 hours – report directly to the local county child-welfare agency or law enforcement, or, if the alleged maltreatment involves school personnel, to the Minnesota Department of Education. **Notifying a supervisor, Principal, or Social Worker does not satisfy this legal duty.** The external report must be made by the person with the concern. The School Social Worker can assist with the process, but the reporting obligation remains yours. After making an external report, also notify your Principal or the Superintendent so the district can protect the student and cooperate with investigators. Persons who report in good faith are immune from liability (Minn. Stat. § 260E.35), and retaliation against a good-faith reporter is prohibited. Even low-level concerns should be reported and documented.

5. **Allegations against staff or volunteers.** Suspected misconduct by any CCS employee or volunteer must be reported to the Superintendent immediately (or to the Board Chair if the concern involves the Superintendent), in addition to – never instead of – the mandated report in item 4. The district will cooperate fully with all external investigations and will not substitute an internal review for one. The accused will be removed from contact with students pending the outcome and may be placed on administrative leave. Parents/guardians will be informed consistent with the direction of investigating authorities. All media communication is handled by the designated district spokesperson.
6. **Confidentiality and follow-through.** Reports and investigations are handled with dignity and shared only on a need-to-know basis. Students will be protected and supported throughout the process. Confirmed misconduct results in permanent removal from any role involving students and any reporting required by law, including licensing-board reporting.

For suspected maltreatment of vulnerable adults, see Reporting Maltreatment.

CLASSROOM APPLIANCES/FURNITURE

Due to Health and Safety requirements, microwaves, refrigerators, and small appliances (e.g., toasters, coffee pots) are not allowed in classrooms without permission from the administrator. Beanbag chairs and pillows must have a label stating that they meet flammability standards. Area rugs and upholstered furniture must be fire retardant or sprayed annually.

CLASSROOM MAINTENANCE

It is the responsibility of the teacher and students to maintain a clean and orderly classroom. Students are responsible for care of assigned desks as well as general property including bathrooms, halls, gym, and lunchroom. At the end of each day, students should:

- Pick up paper, staples, paper clips, etc., in their classroom;
- Put all trash in the waste baskets;
- Stack all chairs or put chairs on desks or tables, or make arrangements with janitorial staff on the best process;
- Pick up all books and materials off the floor.

At the end of each day, teachers should:

- Check the room so it is ready for the custodian to complete their work;
- Shut the windows;

- Turn off lights;
- Lock the door (optional);
- If something needs repair, leave a voicemail message, text or email with the building custodian;
- Report any abuse of property to the office.

The custodians sweep or vacuum the classrooms, empty trash, empty recycling, and perform other cleaning duties on a regular basis. Use personal preference in deciding if you wish your classroom door to be locked at the end of the day.

COLLECTION OF FEES

1. All staff are given a lunch account with an ID number assigned. Staff will be charged according to current adult prices for meals and extra entrees. Staff should bring lunch deposits directly to the Food Service Department. Please keep your lunch account up to date. All balances should be paid in full each month. Past due accounts must be settled promptly; any recovery of a past-due balance through a payroll deduction occurs only with the employee's voluntary written authorization, consistent with Minn. Stat. § 181.79.
2. All special fees (field trips, special art projects, archery, class fees, etc.) will be collected by the classroom teacher. Once fees have been collected, submit fees to the Administrative Assistant for deposit.
3. Before fees are charged for any activities (field trips, special projects, etc.), staff must gain approval from the Principal.
4. Completion of the Field Trip Form and Bus Form for Field Trips must be completed in advance and submitted to the Administrative Assistant. Buses must be ordered ten days prior to the event, as much as possible.

Receipts for all activities, project fees, before- and after-school programming, activity fees, and lunch deposits will be issued upon request.

COMMITTEE PARTICIPATION

All staff are required to participate in exactly one committee as part of CCS's comprehensive MnMTSS (Multi-Tiered System of Support) committee structure. This participation ensures 100% staff engagement in school improvement initiatives and maintains effective tri-directional communication flows across the district.

Committee Structure Overview: CCS operates committees organized into three categories: In-Person School Committees, Online School Committees, and District-Wide Committees.

Committee Assignment Process: Staff will be assigned to committees based on professional expertise and interests, school program affiliation (in-person or online), balanced team composition (average 6-8 members per committee), and leadership capacity and development opportunities.

Committee Roles: Each committee includes a Chair (facilitates meetings, coordinates with leadership, manages escalation), a Secretary (documents meetings, manages inter-team communication, maintains logs), and Members (participate in monthly meetings, implement initiatives, provide feedback).

Communication Responsibilities: All committee members participate in CCS's tri-directional communication system – Top-Down (receive and implement district/school leadership direction), Bottom-Up (provide feedback and escalate issues to leadership), and Side-by-Side (share information and coordinate with other committees).

Meeting Schedule: Most committees meet monthly. School Leadership Teams meet weekly. District Leadership Teams meet weekly or bi-weekly. Some specialized teams meet quarterly.

Committee assignments will be communicated during staff orientation and may be adjusted during the school year based on operational needs and staff development opportunities.

COMMUNICATIONS

The primary onsite communications staff is the front desk Administrative Assistant. When in doubt, please contact the front desk at 218-692-5437 ext. 102.

Announcements and Attendance are emailed to staff each day before 9:00 a.m. Please make sure that classroom attendance and lunch count is entered into Infinite Campus by 8:45 a.m. Please read attendance to confirm and track absences if necessary.

Please check email before 2 p.m. each day, if possible, to check on any bussing changes, etc. The office will call or notify you with any additional changes after 2 p.m.

If you have any announcements, please send them to the front desk Administrative Assistant by 8:30 a.m. Some announcements may occur at the beginning or end of the day, to prevent interruptions during instructional time. Please check your email for staff announcements prior to leaving for the day.

CONFERENCES

Parent/guardian conferences are scheduled throughout the school year; refer to the school calendar for the dates, typically in the fall and the winter. Teachers are encouraged to hold conferences with parents/guardians at other times as needed and to establish positive communication routines.

CONFIDENTIALITY

In certain circumstances, staff may receive confidential information regarding students' or staff's medical, discipline, or court records. Staff are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual. Staff are not to discuss confidential issues unless it is absolutely necessary and beneficial to the person/people involved and must only be done in a private room or situation.

EMPLOYMENT AGREEMENTS

All employment agreements must be signed by the Principal with Board of Education authorization as needed. If your organization/class needs to contract any services, please submit the contract to the appropriate Principal for review and signature.

COPIER USE

The copier is located in the office. In-Person staff will be assigned a mailbox and password for printing remotely. Please email the help desk if you need a mailbox and password for remote printing assigned to you. ALL staff are to be prudent with copy usage: make only the needed number, limit color usage, and follow copyright laws. Copy costs are 1.3 cents for black and white and 8 cents for color. Using color is not wrong — we just need to be good stewards. Staff will also be assigned a unique number to be able to produce color copies. Lamination should be conservative.

Staff will assist students who need copies made. Students are not allowed to use the copier.

COPYRIGHT

It is the intent of CCS, its school board, staff, and students to adhere to the provisions of current copyright laws and legal guidelines. Staff are to adhere to federal and state copyright laws and publisher licensing agreements related to duplication, retention and use of copyrighted materials. See full Policy 524, Internet Acceptable Use and Safety Policy.

DATA PRIVACY

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

1. This law puts the majority of requirements on technology vendors to ensure privacy and security.
2. 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.
3. 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 (STAFF)

Violation of CCS policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. CCS is not required to engage in progressive discipline and these potential actions may be repeated, skipped, or implemented in any order in CCS's sole discretion.

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are: how many different offenses are involved; the seriousness of the offense; the time interval and employee response to prior disciplinary action(s); and previous work history of the employee.

In the event that a staff member needs a disciplinary action, the process is as follows:

- All staff are subject to be placed on improvement plans at the discretion of the Principal(s).

- A staff-improvement plan allows a staff member to agree to terms and conditions to improve performance as well as document positive and negative work habits.
- The improvement plan will be explained to the staff member and will be acknowledged by both parties with a signature.
- The purpose of this plan is to make a CCS staff member an even better staff member.

Possible reasons: violation of charter school policies; substandard performance; improper use of school equipment or time during the school day; misconduct.

Procedure: oral warning; written warning or reprimand; suspension with or without pay; termination.

DRESS CODE (STAFF)

As CCS staff, we are judged not only by our service but by our appearance. Our expectation is that our appearance is consistent with the high standards we set for ourselves and our community. You are expected to present a well-groomed, practical and professional appearance and to practice good personal hygiene. Remember: to our students, parents/guardians, and the public, we are CCS.

It is the policy of CCS to encourage staff to dress appropriately for school and activities in keeping with community standards.

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.

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 or adults.
- Objectionable emblems, badges, symbols, signs, words, political stance, objects or pictures on clothing or jewelry 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 or footwear that would damage school property.
- Clothing that shows the stomach. Tops must cover the entire stomach area of the staff member.
- Clothing that is low cut, or spaghetti-strap type shirts.
- Clothing that shows any type of weapon or wording of a weapon.

Clothing must cover areas from one armpit across to the other armpit. 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.

Staff are encouraged to keep a sweater, sweatshirt, and shorts/pants in their office, classroom or 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 themselves 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.

Repeated violation of this policy may be subject to disciplinary action.

DRUG AND ALCOHOL

It is a violation of the policy of CCS for any staff member to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or to unlawfully manufacture, distribute, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined in policy.

Despite the legalization of recreational cannabis for adults (21 and older) in Minnesota in 2023, the use or possession of cannabis (including medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products) is prohibited in all Minnesota public schools, including school facilities, vehicles, and school-sponsored events.

- **Prohibition:** Generally, students, staff, and the public are not allowed to use or possess cannabis, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances on school grounds or at school events.
- **Limited Exceptions:** The only exceptions are for individuals with a physician's prescription for a controlled substance (not including medical cannabis or cannabinoids), who may possess and use it according to the school's medication policy. Employees with such a prescription must inform their supervisor.
- **Medical Cannabis:** Medical cannabis cannot be possessed or used on school buses, school grounds, or at child care facilities.

If you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of the school district policy on alcohol and drugs and will notify your supervisor in writing of your conviction of any

criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any staff member who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board. In addition, any staff member who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any staff member who is required to satisfactorily participate in and complete such a program and fails to do so is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

Sanctions against staff, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each staff member shall be provided a copy of this policy.

CCS Policies 417, Chemical Use and Abuse, and 418, Drug-Free Workplace/Drug-Free School, can be referenced for full details.

E-MAIL

See the Technology section of this handbook for email communication guidelines, email groups, and account/data expectations.

EQUIPMENT CHECKOUT

Check-Out Procedures at Crosslake Community Library

All materials must be checked out through the library staff, for students and for staff.

CCS Equipment/Teacher Resources

If allowable, check-out may take place with the Principal and specific department owning the equipment. All check-outs will be recorded by the Administrative Assistant and will be recorded on the school calendar.

EMERGENCY PANDEMIC PROCEDURES

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 staff pay and safety as well as students and visitors.

During a declared pandemic or public health emergency, CCS will implement additional safety protocols that may include: modified work schedules and remote work arrangements when feasible; enhanced health screening procedures for staff and visitors; increased sanitation and cleaning protocols throughout all facilities; personal protective equipment requirements as mandated by health authorities; social distancing measures in classrooms, common areas, and during meetings; modified student attendance and instructional delivery methods; adjusted food service and transportation procedures; and limited building access and visitor restrictions.

Staff will be notified promptly of any pandemic-related policy changes through official CCS communication channels. All staff are expected to comply with pandemic safety measures as directed by administration and in accordance with federal, state, and local health department guidelines. For specific pandemic response procedures, compensation during closures, and detailed safety protocols, refer to the current Safe Return to In-Person Learning Plan available on the CCS website and staff intranet.

EMERGENCY PROCEDURES (STANDARD RESPONSE PROTOCOL)

The Districtwide Crisis Manual is the authoritative source for all emergency response procedures. CCS uses the Standard Response Protocol (SRP) from the I Love U Guys Foundation. SRP training begins with administration on September 10, 2026; the all-staff training schedule is in development and will be communicated as it is finalized. The summary below replaces the former “Lock Down Outside Threat / Lock Down Inside Threat” terminology.

Staff are expected to be familiar with emergency procedures. “Brief” sheets are to be posted in view so any adult in the room can follow the outlined steps. Emergency plans and sub folders are to be kept in the Emergency Folder bin by the classroom door.

SRP Actions

- **HOLD** — “In your room or area. Clear the halls.” Continue business as usual in classrooms; keep hallways clear until the all-clear.

- **SECURE** – “Get inside. Lock outside doors.” Used for a threat or hazard outside the building (formerly “Lock Down Outside Threat”). Staff and students outside come inside immediately. Cover and close windows. Classroom doors need not be locked; teaching continues, but no one moves outside the building and hallway traffic is minimized. Take attendance and account for all students. Staff off campus remain where they are until the all-clear. Remain alert – an outside threat can become an inside threat.
- **LOCKDOWN** – “Locks, lights, out of sight.” Used for a threat or hazard inside the building (formerly “Lock Down Inside Threat”). Move to the closest classroom and lock the door (if unable to safely exit the building). Cover the hallway window if there is one. Turn off lights, move out of sight, and remain quiet. Take attendance and account for all students. Staff outside the building should NOT enter; if on CCS grounds, proceed to safety off site (e.g., Whitefish Lodge & Suites next door). Staff and buses off campus remain at their current or another safe location until the all-clear.
- **EVACUATE** – “(A location) may be specified.” Should the need arise to evacuate the building and premises, students and staff proceed in an orderly fashion to Crosslake Lutheran Church, the initial evacuation/relocation site. If further relocation is needed, students will be transported to the Crosslake Community Center for reunification and parent/guardian pick-up. Report any missing students to the Administrative Assistant or Principal immediately. One evacuation drill per year is performed in conjunction with a fire drill.
- **SHELTER** – “State the hazard and safety strategy.” For tornado: move to your designated spots as determined in the site plan posted in each classroom. One tornado drill is performed per school year, during or close to Statewide Tornado Awareness Week.

Fire Safety

Move to the designated safe area at the northeast corner of the property and immediately indicate to the Administrative Assistant or Principal if you have any students missing. Follow exit routes located within each room or area of the building. Note: emergency protocol attendance must be taken. Five fire drills are performed per school year.

Drills

Five fire drills, five lockdown drills, and one tornado drill are conducted per school year. Follow the instructions of law enforcement personnel once they arrive on the scene.

FACILITY USE

Staff wishing to use classrooms or other spaces in the building beyond their normal daily schedule or routine need to fill out a Facility Use Form located on the staff intranet. Staff are encouraged to use a

highly visible space when working one-on-one with students, and/or maintain an open door or be visible through the window of the door. Depending on space usage and need, some fees may be required. Please see the Administrative Assistant for details.

FLYERS

Flyers promoting or advertising activities need to have approval for posting or distribution by the administrator and will be instructed as to how and where they can be posted and/or distributed.

FOBS

Refer to the Keys section.

FUNDRAISING

All fundraising requests must be approved by the Principal. The Parent Teacher Organization (P.T.O.) should make the Principal aware of the fundraiser's intention.

GRANT APPLICATIONS

All grant applications must be approved by the Principal. A copy of the approved grant must be provided to the Human Resources/Business Manager.

HEALTH AND INJURY

All staff injuries and/or accidents must be reported first to the Health Aide and then to the Principal or Human Resources/Business Manager immediately. This will begin the process of reporting the injury to the necessary parties.

All student and staff accidents must be reported by completing an injury report. Forms are located in the office and the nurse's office. These reports should be turned in within 24 hours to the health services staff or the Principal.

Staff are reminded to use universal precautions, wear latex gloves, and follow procedures when coming in contact with body fluids.

Staff should take the appropriate first aid action. The first adult on the scene should stay with the victim. Send for assistance immediately. Emergency procedures:

1. Notify emergency personnel immediately (if necessary).
2. Contact health services staff (less serious).
3. Inform the office immediately (all cases).
4. Contact parents/guardians (all cases).
5. Fill out the accident report form in the office (all cases).

For your protection, document everything (who, what, when, where, why, how). Workers' compensation paperwork must be filled out as soon as possible. You can obtain this paperwork from the Human Resources/Business Manager.

Mental Health

If you are in need of personal, social, emotional or any type of confidential care, staff are encouraged to speak with the School Social Worker, Principal or any trusted friend/employee who could offer assistance. We will do our best to assist in any way possible.

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.
- **Crow Wing County Mental Health Crisis Intervention Team:** 218-829-4749.

INTEGRITY AND PROFESSIONAL CONDUCT

All CCS staff are expected to act with integrity and professionalism throughout the paid work day. To our students, families, and community, we are CCS.

During paid work time, staff may not consume alcohol, gamble, use lewd or vulgar language, or engage in excessive personal phone or internet use. Staff should model the same expectations we hold for students (e.g., appropriate language, phone use, and dress). Confidential student and personnel information is never to be shared except as permitted by law (see Confidentiality).

Concerns about CCS operations, personnel, or district decisions should be raised through appropriate channels: your direct supervisor, a Principal, the Superintendent, or the complaint process in Policy 103. Public criticism aired in front of students, or communication that violates confidentiality or data-privacy law, may result in disciplinary action.

Nothing in this section or this handbook restricts an employee's legal rights, including the right to discuss your own wages or working conditions (Minn. Stat. § 181.72; Minn. Stat. ch. 179A), to report suspected violations of law or refuse to participate in illegal activity (Minn. Stat. § 181.932), to fulfill mandated-reporting duties, or to speak as a private citizen on matters of public concern..

STANDARDS OF PROFESSIONAL CONDUCT

All Educators

All educators employed by the district – whether in the In-Person or online program – are expected to adhere to the highest ethical and professional standards in the performance of their duties. The following standards apply to all instructional and non-instructional staff working with students:

- A teacher shall provide professional education services in an equitable, inclusive, and nondiscriminatory manner, actively working to create an environment where all students feel safe, valued, and supported.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety, both physical and emotional, in all learning environments, including virtual settings.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only to serve a legitimate educational interest, in consultation with appropriate personnel, or when required by law. Staff must ensure that confidentiality is upheld across all communication platforms, including digital systems.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning. This includes maintaining professional boundaries, reinforcing school-wide expectations, and using consistent, respectful behavior management strategies.
- A teacher shall not use professional relationships with students, parents/guardians, and colleagues for personal, financial, or professional gain. All interactions must reflect integrity, transparency, and respect for the trust placed in educators.

- A teacher shall delegate authority for teaching responsibilities only to appropriately licensed and qualified personnel. Paraprofessionals and support staff must be supervised and supported in alignment with their role definitions and licensure guidelines.
- A teacher shall not deliberately suppress or distort subject matter and shall commit to presenting content accurately, objectively, and in a manner that encourages critical thinking and academic honesty.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or those of other educators. Staff must accurately report credentials, training, student progress, and any other professional documentation.
- A teacher shall not knowingly make false or malicious statements about students or colleagues either verbally, in writing, or through electronic communication. Staff shall foster a culture of professionalism, trust, and mutual respect.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position. It is the teacher's responsibility to maintain current licensure and stay informed about the status and requirements of their certification.
- A teacher shall communicate with students, families, colleagues, and supervisors in a respectful, professional, and constructive manner at all times. This includes verbal, written, and electronic communication. Disagreements or concerns should be addressed through appropriate channels using solution-oriented language and a collaborative mindset.
- A teacher shall engage in conflict resolution in a manner that upholds the dignity of all individuals involved. Staff are expected to seek clarity, assume positive intent, and participate in restorative or mediated conversations when needed to maintain a positive working environment.
- The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

Code of Ethics for Minnesota School Administrators

The Code of Ethics applies to all persons licensed as school administrators. The standards of professional conduct are as follows:

- A school administrator shall provide professional educational services in a nondiscriminatory manner.
- A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- A school administrator shall not misuse professional relationships with students, parents/guardians and caregivers, staff, or colleagues to private advantage.
- A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.

- A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Code of Ethics for Support Staff

The Code of Ethics applies to all persons who are part of the support staff. The standards of professional conduct are as follows:

- Support staff shall provide professional services in a nondiscriminatory manner.
- Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- Support staff shall not use professional relationships with students, parents/guardians and colleagues to private advantage.
- Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staff's qualifications.
- Support staff shall not knowingly make false or malicious statements about students or colleagues.

INTERNET ACCESSIBILITY

Students should not under any circumstances be granted access to the internet via administrative log-in passwords. See the Technology section of this handbook and Policy 524, Internet Acceptable Use and Safety Policy.

JOB DESCRIPTIONS

Current job descriptions will be made available upon request. Please see the Human Resources/Business Manager.

JOB OPENINGS (HIRING PROCEDURE)

Hiring Procedure for Crosslake Community School – 6/16/2025

I. Purpose

The purpose of the Hiring Procedure is to provide clarity on hiring protocols for Crosslake Community Schools (CCS).

II. General Statement of Procedure

CCS provides equal employment opportunity for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.

- The Superintendent will bring a recommendation to the Board of Education (Board) regarding the need for additional staff not included in the current approved budget. Job descriptions for new positions must also be presented to the Board for approval.
- When staff members leave the school or move to another position within the school, the Superintendent may post and hire the vacant position without prior Board approval (provided the position is included in the approved budget). The Superintendent will inform the Board of this action at the next Board meeting.
- In the event that a current employee changes their FTE in their current position(s), the position(s) does not have to be posted.
- Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.

- In the event that a current employee is being promoted to a new job description due to the restructuring of their current position, the position does not have to be posted. School-Level Positions: internal candidates should submit interest to hr@crosslakekids.org; both Principals must agree on internal placement to minimize disruption to students/families. When an internal candidate meets the required qualifications, interviewing them is optional unless there is more than one qualified internal candidate. District-Level Positions: internal candidates should submit interest to hr@crosslakekids.org; all qualified candidates must interview.
- For external posting, the Human Resources/Business Manager will post position openings in a minimum of two locations including, but not limited to, the Crosslake Community Schools website, MNSchoolJobs.org (required), and additional platforms as needed. Positions will be active for a minimum of ten (10) business days or until the position is filled, whichever is longer.
- Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located, in which case an out-of-field permission may be applied for, if one is required.
- Qualified applicants will be required to provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
- When extenuating circumstances exist, the Superintendent has authority to override the timeframes listed above for internal and external postings and may hire immediately following the remainder of the hiring procedure.

School-Level Interview Process

- Reviewing applications: the In-Person Principal reviews all submitted applications and decides who to interview for In-Person positions. The Online Principals review all submitted applications and decide who to interview for Online positions. The Human Resources/Business Manager monitors the hr@crosslakekids.org email address.
- All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.
- The interview team will include a minimum of one Principal and two staff members closely related to the position. Paul Bunyan Education Cooperative can be included for Special Education positions.
- All interview questions must be predetermined, and each candidate will have identical questions.
- The team will interview candidates, deliberate, and make a recommendation to the Superintendent for hiring. Committee recommendations will be documented and submitted to the Human Resources/Business Manager.
- The Human Resources/Business Manager will check references and make the phone calls. The team will determine who calls and informs the applicants of the outcome from the interviews.

District-Level Interview Process

- Reviewing applications: the Superintendent reviews all submitted applications and decides who to interview for District-Level positions. The Human Resources/Business Manager monitors the hiring@crosslakekids.org email address.
- All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.
- The interview team will include the Superintendent as the chair of the committee, as well as equal representation from both In-Person and online programs.
- All interview questions must be predetermined, and each candidate will have identical questions.
- The team will interview the candidates and deliberate; if consensus cannot be reached, the Superintendent will make the final determination based on district-wide considerations. Committee recommendations will be documented and submitted to HR.
- The Human Resources/Business Manager will check references and make the phone calls. The team will determine who calls and informs the applicants of the outcome from the interviews.

Job Offering

- Before a job is offered, check with the Human Resources/Business Manager for the rate of pay. When determining the rate of pay: external candidates will be placed at level 100 (step zero) of their respective salary scale; internal candidates moving to a new position must be moved to the pay scale associated with that position, following standard progression and placement rules; any exceptions to the level 100 placement for external candidates must be pre-approved by the Superintendent and Board of Education.
- When offering a position, the Human Resources/Business Manager will provide an offer letter that states that the applicant will be offered the position once a background check is completed.
- Submit all interview documents and the rate of pay that was offered to the Human Resources/Business Manager.
- The Human Resources/Business Manager emails employment paperwork to the new employee. Once the background check is cleared, the Human Resources/Business Manager begins the hiring process.
- The Human Resources/Business Manager will notify the District Administrative Assistant of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.

Onboarding Process

- Create Employment Agreement – Human Resources/Business Manager.
- Enter staff into the Benefit Portal and Infinite Campus – Human Resources/Business Manager.
- Complete Technology Onboarding Checklist – Technology Manager and Human Resources/Business Manager.
- Introduction email to all staff – Online or In-Person Principal.

- Create a FOB for building staff – Administrative Assistant.
- Create a mailbox – District Administrative Assistant.
- Phone training – Human Resources/Business Manager and Technology Manager (Google Voice training and setup as needed).
- Infinite Campus training – District Administrative Assistant/Lead Teacher.
- Time Clock – Human Resources/Business Manager.
- Badges – Administrative Assistant.
- School Tour – Human Resources/Business Manager, District Administrative Assistant, or front desk Administrative Assistant.
- Staff Parking – Human Resources/Business Manager, District Administrative Assistant, or front desk Administrative Assistant.

Legal References

Policy 401, Equal Employment Opportunity; Policy 402, Disability Nondiscrimination; Policy 404, Employment Background Checks; Policy 405, Veterans Preference – Hiring; Policy 426, Nepotism.

The Hiring Procedure applies to all areas of employment excluding Superintendent hires, which will be made by the Board of Education.

JURY DUTY

Nonexempt employees will be paid for up to two weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same two-week limitation except that they will also receive pay for any days they serve as a juror or witness in a work week in which they actually perform work. All employees may use any accrued time off if required to serve more than two weeks on a jury. If an employee is released from jury duty after four hours or less of service, he or she must report to work for the remainder of that workday. Any notice a staff member receives for jury duty or a subpoena to testify as a witness must be turned in to the Human Resources/Business Manager as soon as possible so that arrangements for substitutes may be put in place.

KEYS

Teachers and other designated staff members will be issued a key to their assigned area and a FOB. Staff will be assessed \$25 for a lost key/FOB. Staff are responsible for locking their area before leaving.

Keys/FOBs are never to be loaned. Support staff will need to turn in their FOBs on the last day of employment each school year.

LICENSURE/CERTIFICATION

License renewal is the responsibility of each teacher, food service manager, social worker and all other licensed personnel. CCS uses an in-school team for review.

Copies of additional or renewed licenses/certificates of completion (e.g., boilers license, paraprofessional certification, etc.) must be submitted to CCS's administrator.

Proof of updated/current licensure must be submitted by the licensed personnel to the office by July 1 of the renewal year. Failure to provide such proof could result in termination of position. Additional changes and requirements made to licensure should be shared with the Principal(s).

Teachers must maintain and pursue required licenses for their assigned content areas and grade levels. Teachers who receive variances or community expert approvals on their licenses are required to create a professional development plan which outlines the path to full licensure in the assignment area with the Q-Comp lead teacher. This plan can include license-by-portfolio as long as the Minnesota teacher licensing body continues to allow that opportunity. Teachers who refuse to pursue required licensure jeopardize their employment at CCS.

MAINTENANCE REQUESTS

All custodial needs and maintenance repair requests are best made via email request or text message to the building maintenance staff. Maintenance staff may confer with the Principal prior to project completion to gain approval for certain projects.

Any request to alter a classroom's physical appearance must have prior approval by the Principal. To reduce extra room maintenance, scotch tape IS NOT allowed for use on classroom doors or walls.

NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATIONS

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

PAID TIME OFF (PTO) REQUESTS

(Including Earned Sick and Safe Time (ESST) Leave)

All CCS employees will have up-fronted PTO/ESST of at least one hour of earned sick and safe time for every 30 hours worked. A year for purposes of the employee's earned sick and safe time accrual is July 1 to June 30.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, are indicated on the employee's earnings statement received at the end of each pay period. Earned sick and safe time is paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- Funeral/memorial arrangements and financial/legal matters after a family member's death;
- An employee's mental or physical illness, treatment or preventive care;
- The mental or physical illness, treatment or preventive care of an employee's family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;

- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they must inform the Principal by filling out a PTO slip as far in advance as possible, but at least one day in advance. In situations where an employee cannot provide advance notice, the employee should contact the Principal via email or phone as soon as they know they will be unable to work.

PTO/ESST is required to be taken in a minimum of 15-minute increments.

As soon as a staff member becomes aware of the need to use PTO for a non-ESST reason, a request form must be filled out and submitted to the appropriate Principal for approval and then to the Human Resources/Business Manager for processing.

Should a substitute need to be scheduled, one will be secured prior to approving the leave request. All leave requests must be approved by the staff member's Principal. Exceptions will be made for those staff members who become ill and must call in from home. Staff members who need to notify CCS of their absence are asked to contact the Administrative Assistant ASAP. The longer the lead time, the better the chance of securing a substitute. Requests for discretionary PTO (for non-ESST reasons) will be handled on a first-come/first-served basis pending substitute availability. PTO is discouraged during the last two weeks of the school year, and attendance at staff development events is expected.

PTO BANK

Each year CCS facilitates a Paid Time Off (PTO) Donation Leave bank for employees to donate PTO for use by other CCS employees who are approved to draw from the PTO donation leave bank. Approval to draw from the PTO donation leave bank will be at the Principal's discretion, but circumstances must include the following:

- Employee has exhausted his or her available paid leave;
- Employee has a personal or family medical emergency or has been adversely affected by natural disaster.

Employees who want to donate PTO must do so prior to the end of the pay period in which they would like the leave to be available for other employees. Employees who would like to request to draw from the donated PTO bank must do so prior to the end of the pay period in which they would like to utilize the donated PTO.

Donated PTO will be paid out at the requesting employee's regular rate of pay and is subject to regular payroll withholdings. Unused donated PTO WILL NOT be returned to the donating employee, nor will it

be paid out to employees requesting donated PTO. The forms for donating and requesting donated PTO can be requested from the Human Resources/Business Manager.

PAYROLL

All payroll and insurance questions should be directed to the Human Resources/Business Manager. Pay days are the 5th and 20th day of the month, unless the scheduled pay date falls on a weekend or holiday, in which case payroll will be processed early. All staff will be paid via direct deposit.

All stipends and pay for contracted services will be paid at the conclusion of the activity or services.

PAYROLL REDUCTION PLAN

CCS partners with Primerica to provide employees with opportunities to make tax-deductible contributions to IRA accounts, with other options available as well. Additionally, Primerica offers a Complimentary Financial Needs Analysis. Please reach out to the Human Resources/Business Manager for more information or to sign up.

PERSONAL PROPERTY/CCS

At the time of separation of employment from CCS, it is necessary to distinguish between CCS and personal property. This guideline will help in doing so:

- Items made during work time using CCS materials belong to CCS and should be left in the classroom. Items produced for a college credit class or purchased by staff will be considered personal items and may be taken.
- Yearly department inventories must be submitted by the last staff development day of each school year, as requested.
- Donated items become CCS property.

PURCHASING

Electronic Purchase Orders (P.O.) are found on the staff intranet. Please make a copy of this form and submit it to the Principal for approval. Approval will be based on the budget review. The Principal-approved P.O. will be given to the Human Resources/Business Manager for ordering. In some cases, the Human Resources/Business Manager may require the staff member requesting the order to complete the purchase. If you have not received a confirmation of processing, please inquire.

Curriculum and professional development purchases follow a separate process: purchase orders for curriculum and PD are created by the District Teaching and Learning Coordinator. Requests can be made by filling out the “Curriculum & Professional Development Request Form” located on the staff intranet.

In order for the Business Office to close the fiscal year in a timely and accurate manner, purchases are encouraged to be made by May 1 for bookkeeping purposes. The balance of the current itemized budget for all departments will be issued periodically as needed and should be monitored by department. This is necessary in order for all of the bills to be paid by June 30, the end of our fiscal year. Bills received after that date require special bookkeeping entries.

A Pre-Approval Form signed by the Principal is needed, if possible, if you wish to be reimbursed for purchases made without a purchase order. Forms are available from the Human Resources/Business Manager. After the purchase has been made, submit the Pre-Approval Form, a voucher, and the original receipt (not a photocopy). Reminder: since we are a tax-exempt entity, we cannot reimburse sales tax. You should have the CCS tax number available when making the purchase so that you are not charged sales tax.

You will be notified when your order has been received and checked in. Please do not take any packages from the receiving area until you are notified. All purchases made by CCS will require a “property of CCS” label before the order is released.

Q-COMP (QUALITY COMPENSATION)

All licensed staff can participate in the Q-Comp program. This program is state funded and all stipends associated with participation will be paid at the conclusion of the school year, as separate checks and not included in payroll checks.

REIMBURSEMENT

All requests for reimbursements must be submitted within 30 days of the event, as best practice, to the Principal and then to the Human Resources/Business Manager.

REPORTING MALTREATMENT

Reporting Maltreatment of Minors

As adults working with minors in an educational setting, it is imperative that maltreatment of minors be reported immediately. Minnesota's Reporting of Maltreatment of Minors law (Minn. Stat. ch. 260E) outlines the legal requirements in detail. Please reference Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and Policy 414FRM, Maltreatment Reporting Form. See the appropriate school Social Worker for assistance.

Reporting Maltreatment of Vulnerable Adults

As adults working with vulnerable adults in an educational setting, it is imperative that maltreatment of vulnerable adults be reported immediately. Minnesota Statute 626.557, Reporting of Maltreatment of Vulnerable Adults, outlines the legal requirements in detail. Please reference Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults. See the appropriate school Social Worker for assistance.

RETIREMENT INFORMATION

PERA Employee Hotline: 800-652-9026 · mnpera.org

TRA Member Services: 800-657-3669 · minnesotatra.org

SCHOOL CLOSURES/SCHEDULE CHANGES (IN-PERSON SCHOOL ONLY)

In the event of a school closure, families will be notified via phone call, text message and email. CCS closure information will also 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.
Text Message/Phone	ParentSquare
Internet	Facebook, CCS website

In the event of a school closure due to inclement weather, an e-learning (emergency learning) day will be put into place. Teachers are to prepare Minnesota standards-based packets, with assignments for students to work on during the called school closure. The assigned portion of the packet is expected to be returned on the next day of attendance. Teachers who will be contacting students during an e-learning day must ensure that the student knows how to contact them well before the e-learning day. There are a maximum of five e-learning days allowed. Days called off after that will be snow days and will be made up on designated days. One packet will be prepped and distributed by October 3, 2026.

SOCIAL MEDIA

As we grow, our desire is to create a consistent message and communications whenever possible. To assist in the marketing and information sharing of CCS, all social media communications should be referred to the following:

- **Facebook:** Appointed Personnel (coordinate with the District Marketing Coordinator).
- **Website:** Technology Department.
- **CCS In-Person Calendar:** In-Person Principal.
- **CCS Online Calendar:** Online Principals.

We encourage increased levels of communication to our families and community. Whenever there is an event/activity that highlights some aspect of CCS life, staff are encouraged to reach out to the above staff members to share the information along with any photo opportunities. CCS students are not allowed to be posted on staff's personal Facebook or other social media pages. You may share a school-designed social media post. Please observe the confirmed picture list of students available in

the office if sending photos and names to the local newspapers. These submissions should be pre-approved by the Principal. Please reference Policy 440, Social Media Use.

STAFF TRAVEL

1. Costs for staff travel should be pre-approved in writing by the Principal.
2. Reimbursement for the use of your personal vehicle will be paid at the current federal rate per mile. Forms are available from the Human Resources/Business Manager or in the main office.
3. Staff traveling to the same meeting should make every effort to ride together. If you choose to drive yourself when traveling together was possible, you may not be reimbursed for mileage.
4. Lodging should be booked in advance through the Human Resources/Business Manager whenever possible, so the stay is placed on the school card and receives the tax-exempt benefit.
5. When booking lodging for district business, always identify the reservation as a Crosslake Community Schools booking at the time of booking – some lodging vendors apply district billing terms (such as deposit waivers) only when the booking is identified as CCS in advance.
6. If a district purchasing card (Divvy) is used, confirm before travel that the card is funded to cover the full anticipated charge, including any deposit charged at booking; a card declines if the loaded funds do not cover the charge.
7. For hotel stays, please submit a “folio” receipt with itemized charges. Any personal charges (phone calls, movies, etc.) should be paid for at checkout. Reimbursement requests should be submitted to the office within 30 days of the date occurred.

STUDENT INFORMATION REQUESTS

To ensure the greatest measure of data privacy, all student inquiries by parents/guardians or other non-staff will need to be referred to the Principal.

SUPERVISION DUTIES

Student and staff safety is of utmost importance at CCS. We will work to ensure that whenever students or the general public are present on campus, we will provide supervision. During school hours,

this will translate to staff being assigned supervision duties/areas throughout the building and grounds. In addition, no outside activities of the school day will be allowed without adequate supervision.

SUPPLIES

Each In-Person and online teacher is given a non-instructional supply order budget which meets the needs of the individual teacher. Supplies for computers should be requested from the Technology Department. Copy paper, laminate film, and paper rolls will be ordered by the Administrative Assistant.

The Administrative Assistant is your contact for order placement. They will issue you the purchase order. Follow the purchase process.

TECHNOLOGY

Appropriate Use of Technology

All staff are expected to follow school policies regarding the appropriate use of technology and school equipment. School computers are to be used only for school work. Computer usage is monitored via software and inappropriate usage is flagged and reported to school administration.

CCS can only support access to school systems when accessed from the United States or Canada.

Online Privacy Expectations

- Staff who use Crosslake Community Schools (hereafter, "School") equipment and services (including software provided by the School for students to do schoolwork and staff to perform duties) are required to have a School electronic account.
- The data privacy of staff is protected by various state and federal laws (such as FERPA, Minnesota Statutes, section 13.32, etc.). The School will not disclose Personally Identifiable Information (PII) except in circumstances where these laws allow, such as when a teacher needs to access educational data for one of their students.
- We collect data from staff usage on our network, computers and other devices. This aids the School in training and staff management and in the efficient operation of the School. We reserve the right to access any data that comes from the use of our electronic accounts.

- We use several programs that collect and store data from staff and students, used only for the purposes mentioned above. Examples: GoGuardian ("Admin", "Teacher", "Beacon", and "DNS") for tracking student use of the internet while students are logged into their School accounts; Bark for flagging data that may show students who might be contemplating self-harm or other forms of harm and bullying; Google Workspace Education Plus for providing School accounts for staff and students, a digital framework that works to keep staff and students safe from harmful content on the internet, storage of content created or accessed by staff and students, and the primary mode of communication between individuals using our services and equipment; and, for staff, free Microsoft Office 365 Education, which includes access to technology management services and the suite of Office tools. This is not a complete list of all digital programs used by the School, but includes software that we use for monitoring usage of our services.

Computer Usage Guidelines

All employees must have a signed Computer Usage Agreement on file with the Technology Coordinator. Staff personal login information for all school-owned devices and Google Workspace must be submitted to the office to be kept confidential if there were a need for this information.

- Staff should be familiar with the computer use policy and enforce the policy.
- Report any misuse of the policy to the Technology Manager or Coordinator so the proper procedure can be followed.
- Unauthorized software cannot be loaded.
- Computers are property of CCS and should be used for educational purposes.
- Mass emails containing jokes, stories, or other forwarded material are highly discouraged.
- Refrain from sending mass emails to colleagues that address personal or professional concerns. It is best to handle these concerns in person.

Email Communication Guidelines

Notifications and updates will be sent through CCS's email system. During the school year, all staff should check their email on a daily basis and respond in a timely manner. It is recommended that staff check their email weekly during the summer months and holiday breaks.

Any changes in email passwords should be coordinated with the help and support of the Technology Department.

All email and chat correspondence is public data on a CCS computer. Email to students must be for educational and instructional purposes only.

If you add your staff email address to your personal phone, you agree CCS will retain ownership of its data and can retrieve this data at any time from your phone. CCS will only be able to interact with data attached to your staff email address.

CCS may at any time change password and other cyber security requirements and require staff to comply in order to access their CCS data.

Internet Accessibility

Students should not under any circumstances be granted access to the internet via administrative log-in passwords. Staff sharing this information with students can place our information at risk. Please be familiar with Policy 524, Internet Acceptable Use and Safety Policy.

Phone System

Each room in CCS has a phone. Each phone has its own line and voicemail. Any problem with your phone should be reported to the Administrative Assistant.

We require all staff to make personal long distance phone calls on their own cell phone. Students are not to use classroom phones for personal business. Students may request to make phone calls from the office.

Cell phones are to be used with discretion. The use of cell phones is permitted during breaks or lunch and should not interfere with any assigned duties. While in class, staff use should be limited to those activities that relate to the classroom.

Online staff will have a Google Voice or work cell phone assigned to them. Personal phones should not be used for work matters unless through the Google Voice application. Staff must take steps to ensure the security of student data and information is preserved.

Technology Support

For technology support, contact helpdesk@crosslakekids.org or text 218-537-3616. Technology matters should be directed to the District Technology Manager, Will Lyke, or District Technology Coordinator, Jennifer Miller.

TOBACCO-FREE ENVIRONMENT

CCS is a tobacco-free environment. All tobacco use, including vaping, is prohibited on CCS property. Refer to Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, for information.

VISITORS & VOLUNTEERS

All visitors must enter through the front office, check in with the Administrative Assistant, and obtain a “Visitor’s Badge.” 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. Visitors are not to be allowed into any entrance other than the main door #1 (front office). Depending upon the situation and/or activity, pre-arrangements may be necessary.

All volunteers are not to be allowed into any entrance other than the main door #1 (front office) and must check in with the Administrative Assistant. Volunteers will be asked to complete a background clearance form annually before proceeding with volunteer service.

WEAPONS

CCS provides a safe school environment for students, staff and the public. Refer to Policy 501, School Weapons Policy, for information. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in that policy.

BOARD OF EDUCATION APPROVED POLICIES

A full copy of CCS’s Board of Education approved policies can be found in the Policies folder on CCS’s website at crosslakekids.org. Any policy questions can be referred to the Principals. Consistent with the Student & Family Handbooks, full policy text is not reprinted here. Policies of special interest to staff include the following:

Policy	Title
102	Equal Education Opportunity
103	Complaints – Students, Employees, Parents, Other Persons
211	Criminal or Civil Action Against Crosslake Community Schools, School Board Member, Employee, or Student
401	Equal Employment Opportunity

Policy	Title
402	Disability Nondiscrimination
404	Employment Background Checks
405	Veterans Preference – Hiring
409	Employee Publications, Instructional Materials, Inventions, and Creations
410	Family and Medical Leave Act
413	Harassment and Violence
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
415	Mandated Reporting of Maltreatment of Vulnerable Adults
416	Drug and Alcohol Testing
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
420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
426	Nepotism in Employment – Charter Schools
440	Social Media Use
461	Floating Holiday Leave
462	Attendance
463	Non-Teaching Staff Evaluation

Policy	Title
464	Paraprofessional Staff Evaluation
501	School Weapons Policy
502	Search of Student Lockers, Desks, Personal Possessions, and Student's Person
506	Student Discipline
507	Corporal Punishment and Prone Restraint
514	Bullying Prohibition
524	Internet Acceptable Use and Safety
525	Violence Prevention (Applicable to Students and Staff)
526	Hazing Prohibition
531	The Pledge of Allegiance
535 / 535.5	Service Animals / Therapy Animals in Schools
552	Administrative Guidelines for Gender Inclusion (under board review — August 2026)
554	Prohibition of Malicious and Sadistic Conduct

ACKNOWLEDGMENT OF RECEIPT OF STAFF HANDBOOK

I have received my copy of Crosslake Community Schools' (CCS) Staff Handbook. I know I must read the handbook so that I understand my rights and responsibilities as a staff member of CCS.

I understand that the handbook is not an employment contract but is an explanation or guide of CCS's policies, procedures, and benefits. CCS has not solicited my assent or agreement to the policies and procedures set forth in this staff handbook; my employment is not in consideration of or in return for my being bound by this handbook.

I realize that CCS may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between CCS and me is terminable at-will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at-will. CCS reserves the right to make changes to this handbook at any time. However, staff members will be informed of said changes.

I understand that if I have any questions, I am to talk to: the In-Person Principal or an Online Principal.

Staff Name: _____

Staff Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

For office use only – Date received: _____

APPENDIX A – SUMMARY OF CORRECTIONS IN THIS DRAFT

District-wide alignment (August 16, 2026)

- Applied the districtwide title and terminology changes cleanly throughout: “Executive Director” → “District Superintendent”; “Director” → “Principal”; “Seat-Based” → “In-Person” (the redline carried these as markup).
- Replaced all remaining JMC references with Infinite Campus (attendance/lunch-count entry, onboarding checklist, training step, closure notifications), consistent with the SIS migration.
- Rewrote EMERGENCY PROCEDURES in Standard Response Protocol (SRP) terminology consistent with the Districtwide Crisis Manual – HOLD, SECURE (formerly “Lock Down Outside Threat”), LOCKDOWN (formerly “Lock Down Inside Threat”), EVACUATE, SHELTER – and stated the two-site evacuation chain (Crosslake Lutheran Church initial; Crosslake Community Center for reunification), with the Crisis Manual named as the authoritative source.
- Added the Minnesota Human Rights Act (ch. 363A), Title VII, and ADA citations to the Equal Opportunity Employer statement (protected classes unchanged; the list already included sexual orientation, including gender identity or expression).
- Converted the board policies section from titles-with-purpose-paragraphs to an index table matching the Student & Family Handbooks, pointing to the website Policies folder; added 535/535.5 (pending adoption) and noted the Policy 552 review status.
- Illness/fever guidance for staff aligned to the districtwide 100.4°F threshold (MDH guidance) used in the student handbooks.
- Dismissal times in Building Schedules aligned to the In-Person Student & Family Handbook (prior staff draft carried 3:12/3:15); flagged for bell-schedule confirmation.
- E-learning packet distribution date updated to October 3, 2026 (draft carried the 2025 date).
- Integrity section rewritten as Integrity and Professional Conduct: removed the restriction on speech “inside or outside of school”; added the statutory rights preserved (Minn. Stat. §§ 181.72, 181.932; ch. 179A); routed concerns to Policy 103.
- Child Protection rewritten to align with Policy 414 and Minn. Stat. ch. 260E: external mandated reporting stated as the controlling duty (internal notification supplemental); the two-adult rule and organization-internal reporting framework removed as inconsistent with school practice and 260E; screening tied to Policy 404.

Review-comment resolutions (June–July 2026 thread)

- Benefits updated per the Human Resources/Business Manager’s July 20 comments: Administrator PTO 15 → 16-20 days (based on agreement days); Non-Licensed Exempt and Non-Exempt 12-month PTO 13 → 11-16 days (based on agreement days); all fixed payout rates (\$17.50/\$15.00 per hour) → staff’s regular rate of pay; Non-Licensed Exempt role list →

“Managers, Coordinators, Leads”; “Attendance Coordinator, Admissions Coordinator, State Reporting Coordinator” removed from the Non-Exempt 12-month role examples.

- Staff directory restructured per the July 2026 org chart and the June 24 comments: district-wide vs. school-based roles separated; Dan Fischer replaces the struck former principal (the redline still showed the former principal's email); Teaching and Learning Coordinator, MnMTSS Coordinator, Marketing Coordinator, and Engagement Leads added; titles updated per the 7/30/26 org chart (District Administrative Assistant, Special Education Manager, Student Support Services Manager, Student Data and Enrollment Coordinator, Food Service Manager, Facilities Manager); Online Principals listed by grade span (K-8 / 9-12); Callista Klaus (Learning Coach Lead, Online) added per the June 24 comment; Special Education Directors named (Jennifer Johnson & Lynn Krominga, Paul Bunyan Service Cooperative).
- Front-desk contact generalized to the Administrative Assistant role: the named individual's email (a former staff member) was removed from Communications; the current front-desk mailbox is being confirmed.
- Consolidated duplicated sections: ALARMS merged into BUILDING SECURITY (June 22 comment); the standalone APPROPRIATE USE OF TECHNOLOGY, E-MAIL, INTERNET ACCESSIBILITY, and PHONE SYSTEM sections now cross-reference the TECHNOLOGY master section, which carried the same text twice in the draft.
- Added the direct staff intranet link (crosslakekids.org/staff-intranet/) per the June 22 comment.
- Added the technology support-scope sentence (systems supported only when accessed from the United States or Canada) per the June 22 comment.
- Added the curriculum/PD purchasing note (POs created by the District Teaching and Learning Coordinator) per the July 8 comment.
- Staff Travel updated per the June 24 comment to current practice: booking through the Business Manager on the school card, identifying bookings as CCS at reservation time (vendor district terms such as deposit waivers), and confirming Divvy card funding before travel.
- Past-due lunch account language revised for consistency with Minn. Stat. § 181.79 (payroll deduction only with the employee's voluntary written authorization) – flagged June 22, on HR's agenda.

Corrections and cleanup

- Maltreatment-of-minors statutory citation updated from Minn. Stat. 626.556 to chapter 260E (2020 recodification).
- Acknowledgment page: garbled contact line repaired (“Seat Based In Person Director oPrincipal r...”); references now read “In-Person Principal or an Online Principal.”
- “Board of Board of Education”, “can found”, split words, and assorted redline artifacts and typos corrected throughout.
- TRA website corrected to minnesotatra.org (draft carried a stale address).