

Adopted:

208.5 POLICY AND PROCEDURE DRAFTING AND FORMAT STANDARD

(DRAFT – recommended for adoption September 28, 2026 as a companion to Policy 208)

I. PURPOSE

The purpose of this policy is to establish one district-wide standard for how CCS policies, procedures, plans, and manuals are written, formatted, shortened, and maintained, so that every district document is concise, readable in plain language, and fully compliant with the statutes, rules, federal laws, and charter contract provisions that govern it. This policy is a companion to Policy 208 (Development, Adoption, and Implementation of Policies): Policy 208 governs how policies are adopted; this policy governs how they are written.

II. GENERAL STATEMENT OF POLICY

Two rules govern every district document. **Concise:** a document states what someone must do, who does it, and by when; explanation that does not change what a reader does is removed. **Compliant:** concision never removes an element that a statute, rule, federal law, or the Osprey Wilds charter contract names as required content. When the two rules conflict, compliance controls the required element remains, stated in one plain sentence.

III. FORMAT

A. Every policy carries: the CCS header (Crosslake Community Schools · District 4059 · "Online and In-Person School's Policy"); a policy number and title; Adopted and Revised dates (required on every policy for website posting and authorizer certification — a revision keeps the original adoption date and adds each revision date); Roman-numeral structure (I. PURPOSE, II. GENERAL STATEMENT OF POLICY, then substantive sections); and Legal References and Cross References at the foot.

B. Companion policies are paired as ### / ###.5 (e.g., 110/110.5, 302/302.5, 535/535.5).

C. Procedures, plans, and manuals use the same header and foot with a body structured for their purpose (steps, tables, checklists); where the state publishes a model or template that a document must be consistent with, that structure is followed.

D. Documents are titled per the district naming convention — "[Type] – [What It's About], [Month Year]" — with DRAFT in parentheses at the end and no version-number suffixes.

IV. PLAIN LANGUAGE

Document bodies are written in plain terms a parent or new staff member can follow. Statutes are cited once, in Legal References, not throughout the body; a legal requirement is stated as what CCS does, not as a recitation of the law. Exception: where law or a state model prescribes specific wording (required notices, model-plan language, assurances), that wording is kept verbatim and is never paraphrased for brevity.

V. SINGLE SOURCE OF TRUTH

Each requirement lives in exactly one adopted document; all other documents point to it rather than restating it. Handbooks point to policies; policies point to procedures; related plans cross-reference one another. When a source document changes, pointers remain accurate; restated copies drift and are not used.

VI. THE COMPLIANCE FLOOR

Before shortening or revising any document, the drafter identifies its governing mandate and the minimum content that mandate fixes, and confirms each required element survives the edit. The Superintendent maintains the compliance-floor table below and adds a row before drafting any new document type.

Document	Mandate fixing its minimum content
Cardiac Emergency Response Plan	Minn. Stat. § 121A.241, subd. 2 (team, AED placement, training, distribution/EMS coordination, annual drills, board review, school-sponsored events), consistent with the MDE model plan
Crisis Management Policy 806 / Crisis Manual	Minn. Stat. § 121A.035 and § 121A.037 (cooperative development, drill counts, SRP-consistent drills)
Nursing / Pharmaceuticals Plan	Minn. Stat. §§ 121A.22, .221, .2205–.2207, .224 (parent/prescriber requirements, self-carry, naloxone, epinephrine)
Telehealth Plan	Minn. Stat. § 121A.216 (private space, request procedure, consent, device use)
Language Access Plan	Minn. Stat. § 123B.32 (plan elements; summary in the handbooks) and Title VI
LIEP Plan	Minn. Stat. §§ 124D.58–.65 and ESSA (identification, screener, services, parent notice, ACCESS, exit, monitoring)
TSES Manual	Minn. Rule 3525.1100, subp. 2 (child study, sites and full continuum, administration/due process assurances, interagency)
CACR Strategic Plan	Minn. Stat. § 120B.11 and § 124E.03, subd. 2(i)

Document	Mandate fixing its minimum content
	(five goal areas, plan/budget/process, annual review and public reporting)
Teacher Evaluation Process	Minn. Stat. § 124E.03, subd. 2(h) → § 122A.40, subd. 8(b)(2)–(13); § 122A.414 (Q Comp)
Policies 302 / 302.5	Minn. Stat. § 124E.12, subd. 2 and 6 (board-established qualifications; basis for job descriptions, hiring, evaluations; training as an evaluation component)
Policy 210.1	Minn. Stat. § 124E.14, incl. 2024 amendments (contract conflicts, teacher exception, gifts, authorizer-board prohibition and disclosure)
Policy 706	Minn. Stat. § 465.03 as guidance; § 124E.14; UFARS coding — board acceptance, register, district custody of funds
Background Check Procedure	Minn. Stat. § 123B.03 (BCA check on offer of employment; contractor coverage; records)
Succession Plan and Delegation of Authority	Charter contract notice of change in chief administrator; Bylaws Section 5.2; ch. 13D (board action requirements)
Student & Family / Staff Handbooks	Statutory notices (Language Access summary, § 121A.35 suicide-prevention information for grades 6–12, § 121A.613 field-trip supervision, Pupil Fair Dismissal, data practices)

VII. WORKING NOTES AND ADOPTION HYGIENE

Bracketed items, "confirm with" notes, and drafter instructions may appear only in documents marked DRAFT. At adoption they are resolved and removed; an adopted document carries only its content, its dates, and its references. Recommended-motion language travels in the board packet transmittal, not in the document itself.

VIII. LIFECYCLE

Draft under this standard → legal review where the subject warrants it → first reading for new or substantively revised policies per Policy 208 → Board adoption with dates recorded → posted to the district website under the correct series → certified to the authorizer where the item is tracked → reviewed on cycle: annually where law requires annual review (e.g., CERP, Environmental Literacy Plan, handbooks, calendar submissions), each July for the succession plan, on the district's three-year rotation otherwise, and immediately upon a change in law, monitored each legislative session

through the MACS new-law primers.

IX. RESPONSIBILITIES

The District Superintendent administers this policy and maintains the compliance-floor table; the District Administrative Assistant applies the format and naming conventions to all board packet materials; every drafter of a district document follows this standard.

Legal References: Minn. Stat. ch. 124E (Charter Schools); the statutes and rules listed per document in Section VI

Cross References: Policy 208 (Development, Adoption, and Implementation of Policies); CCS board packet naming convention; "Clarity is Kindness: Your District at a Glance"; District-Wide Alignment Crosswalk