



Staff Handbook  
2021-2022

Revised 7/1/2021

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**ACKNOWLEDGMENT OF RECEIPT AND  
UNDERSTANDING OF STAFF HANDBOOK  
CROSSLAKE COMMUNITY SCHOOLS**

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

I understand that the handbook is not an employment contract but it is an explanation or guide of CCS' 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.

I understand that if I have any questions, I am to talk to:  
**Company Representative name.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For office use only:**

Date received: \_\_\_\_\_

Intranet Password Issued: \_\_\_\_\_

## **STAFF HANDBOOK**

This handbook will provide staff members of Crosslake Community School (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. A complete copy of this handbook is available at <https://www.crosslakekids.org/staff-intranet.html> and is password protected. Upon submitting your Acknowledgement Receipt to the office manager, the password will be issued to you. A hardcopy of this handbook is available for review in the main office.

With online program options available for students in grades K-12, CCS staff may have been added to CCS who do 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.

### **DISTRICT STAFF**

Director

Director

Administrative Assistant

Office Manager

Director of Technology

Director of Food Service

Director of Seat Based School

Director of Nursing and Health Services

School Social Worker

Business Manager

Maintenance

Cheryl Cole

Jodi Schott

Jennifer Miller

Kathy Faust

Jill Arendt

Cassie Carey

Kris Fjelstul

Joe Aliperto (DIECI School Finance)

Doug Moan

### **AT-WILL EMPLOYMENT**

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

#### **How Can "At-Will" Employees Be Discharged?**

Absent an agreement which specifies the time or duration of service, the employment is at the will of the employer and employee. The "at-will" employee 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 employees. Board of Education Directors should be aware that every employment decision has potential ramifications under these laws. CCS is prohibited from discharging an employee 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

Residence

Union membership or activity

Filing a Worker's Compensation claim  
Serving as a juror or responding to summons

### **APPOINTMENTS TO MEET WITH THE DIRECTOR**

The Director has an "open door policy"; however, appointments can be made by contacting the Administrative Assistant at the front desk.

### **BENEFITS**

#### **Administrative Staff (.5 FTE or above)**

- \* Employee only Medical insurance premium paid by CCS (up to \$520 per month).
- \* Employee only Dental insurance premium paid by CCS.
- \* Term Life and Long-Term and Short-Term Disability coverage.
- \* TRA and PERA matching funds.
- \* 13 days of Paid Time Off per year.
- \* No PTO carry over.
- \* 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the employee.
- \* Any employee 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.
- \* Pre-tax option for purchase of optional health insurance by the employee. The fee for this service is the responsibility of the employee.
- \* Optional vision insurance premium paid by employee.
- \* Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the employee (paid at \$12.50 per hour)

#### **Licensed Exempt Staff (.5 FTE or above)**

- \* Employee only Medical insurance premium paid by CCS (up to \$520 per month).
- \* Employee only Dental insurance premium paid by CCS.
- \* Term Life and Long-Term and Short-Term Disability coverage.
- \* TRA and PERA matching funds.
- \* 10 days of Paid Time Off per year.
- \* No PTO carry over.
- \* 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the employee.
- \* Any employee 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.
- \* Pre-tax option for purchase of optional health insurance by the employee. The fee for this service is the responsibility of the employee.
- \* Optional vision insurance premium paid by employee.
- \* Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the employee (paid at \$12.50 per hour)

#### **Licensed Part-time Exempt Staff (.1FTE or above)**

- \* 10 days (80 hours) of paid time off to be adjusted based on the FTE of the employee.
- \* 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the employee.
- \* Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on FTE of the employee (paid at \$12.50 per hour).
- \* No PTO carry over.
- \* TRA and PERA matching funds

### **Non-Exempt Hourly Staff**

- \* PERA matching funds.
- \* Five days of Paid Time Off per year based on the **hours** of the employee.
- \* No PTO carry over.
- \* Up to five days paid out at the end of the year to be adjusted based on the FTE of the employee (paid at \$12.50 per hour).
- \* 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the employee.
- \* Life and Long-Term and Short-Term Disability insurance coverage.
- \* Optional vision insurance premium paid by employee.
- \* Optional dental insurance premium paid by employee.

### **Non-Licensed Exempt Staff, Hourly Staff Contracted for More Than 176 Hours**

- \* PERA and/or TRA matching funds.
- \* 13 Days of Paid Time Off per year.
- \* No PTO carry over.
- \* Up to 5 days (40 hours) paid out at the end of the school year (paid at \$12.50 per hour).
- \* Life and Long-Term and Short-Term Disability insurance coverage.
- \* Optional vision insurance premium paid by employee.
- \* Optional dental insurance premium paid by employee.

### **Note Regarding PTO**

To offset the reduction in PTO, provide a \$300 stipend to existing licensed salaried staff that started the 2018-2019 school year. The \$300 stipend will continue to be paid each year in June to those that qualify.

At the end of the 2021-22 school year, full time salaried staff with a bank will be paid out the remainder of their PTO to reduce their bank to zero. This does NOT include the 10 days given for the current year. Hours will be paid at a rate of \$12.50 per hour.

### **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 a building administrator asks another teacher or licensed staff member to take 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 sub during the staff member's lunch or prep period will be compensated at the hourly rate.
- The Office Manager will have a list of teachers and licensed staff who wish to be given preference in taking on these extra 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 advanced notice**

- The staff member must find their own coverage for the teaching time in their classroom.
- A PTO slip must indicate who is covering for your classroom along with the total amount of time you will be off CCS grounds.

### **Information from MACS (Minnesota Association of Charter Schools)**

#### **Per Minnesota Statute 181.72 regarding Wage and Salary Disclosure**

*"Employees are free to discuss their own wage or salary with anyone they wish, AND that CCCS is barred from prohibiting you as an employee from doing so or retaliating against you for doing so".*



As an employee, should you feel your rights have been violated in regard to this policy, you may contact Joe Aliperto, DIECI School Finance at [joe@diecisf.com](mailto:joe@diecisf.com).

## **CALENDARS**

### **PK-8 Staff Calendar**

Internal Google calendar for communicating 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.

### **CCS PK-12 Staff Calendar**

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

### **Crosslake Community School Calendar**

External Google calendar accessible by the public which announces general activities of CCS. Parents/guardians and members of the public will be able to link the calendar to their own. These may include official (Board of Education accepted) dates for CCS closings, staff development days, announcing a field trip, and other events that can be shared publicly about CCS. Events that are educational in nature will have generic information such as where/when students are going on a fieldtrip and grade level(s) going.

## **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.

## **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 administration. 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.

## **COLLECTION OF FEES**

- A. Lunch account deposits will be collected through Food Service department. Students or parents/guardians may bring payments directly to the Food Service department.
- B. All special fees (for field trips, special art projects, etc.) and class fees will be collected by the main office. No staff other than authorized office staff are allowed to collect fees of any kind. Exceptions must be approved by the Director in advance of collection.
- C. Before fees are charged for any activities (field trips, special projects, etc.), staff must gain approval from the Director.

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

## **COMMITTEES**

All staff are invited and encouraged to serve CCS in some capacity either on or related to one of the committees established each school year.

### **Committees:**

Community Engagement

Continuing Education

Environmental Ed Seat Based  
Environmental Online  
Facilities  
Finance  
Health and Wellness  
Insurance  
Leadership: HRS  
Leadership: Q-Comp  
Marketing  
MTSS Seat Based  
P.T.O.  
MTSS Online  
School Climate

### **COMMUNICATIONS**

The primary onsite communications staff is the Administrative Assistant. When in doubt, please contact the front desk at [clschool@crosslakekids.org](mailto:clschool@crosslakekids.org) or at 218-692-5437 ext. 102.

### **CONTRACTS**

All contracts must be signed by the Director with Board of Education authorization. If your organization/class needs to contract any services, please submit the contract to the Director for review and signature.

### **COPIER USE**

The copier is located in the office. Staff will be assigned a mailbox and password for remote printing. Please see Administrative Assistant if you need a mailbox and code assigned to you.

ALL employees are to be prudent with copy usage. For example, make only needed number, limit color usage, follow copyright laws. Copy costs have risen to 1.5 cents for black and white and 7.5 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.

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

### **CCS/PERSONAL PROPERTY**

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 classroom inventories must be submitted by the last staff development day of each school year.
- Donated items become CCS property.

### **DRESS CODE**

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, 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 is not acceptable. 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 is prohibited.

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

### **E-MAIL**

Notifications and updates will be sent through CCS' email system. During the school year, all employees should check their email on a daily basis and respond in a timely manner.

It is recommended that employees periodically check their email during the summer months and holiday breaks.

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

**All email correspondences are public data on a CCS computer.**

**As an employee, if you add your employee 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 employee 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.**

### **EMPLOYEE ABSENCE**

All employee absences must be documented by using a PTO Request Form. This form is available in the staff work area. Absences due to illness will be submitted by the Office Manager. When possible, all other absences require Administrative approval and need to be submitted one to two weeks prior to the date being requested. **PTO is to be used at employee's discretion. Teaching Staff or those on a teachers contract, keep in mind that PTO is counted if you leave during your lunch or prep period.**

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, try to notify then.** Absences during the school day need to be reported to the Office Manager. Any absence that happens before or after school needs to be reported to the appropriate personnel as timely as possible.

### **EMPLOYEE INJURY**

All employee injuries and/or accidents must be reported to the Director or Office Manager immediately. This will begin the process of reporting the injury to the necessary parties.

Workers' compensation paperwork must be filled out as soon as possible. You can obtain this paperwork from the Office Manager.

## **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**

Proper check-out procedures will be posted at the location of storage.

## **EMERGENCY PROCEDURES**

### **Evacuation**

Should the need arise to evacuate the building and premises, students and staff will proceed in an orderly fashion to Crosslake Lutheran Church. From there, students will be transported to the Crosslake Community Center for parent/guardian pick-up. Please report any missing students to the Office Manager or Director.

### **Fire Safety**

Move to the designated safe area to the North East corner of the property and indicate to the Office Manager or Director if you have any students missing immediately. Follow exit routes that are located within each room or area of the building.

### **Lock Down Procedures**

#### **1. Lock Down Outside Threat**

- Call over the phone intercom system, "Lock Down Outside Threat", "Lock Down Outside Threat"
- Call over the walkie-talkie system, "Lock Down Outside Threat, Lock Down Outside Threat"
- Teachers and staff inside the building should secure their windows by having them covered. They do not need to lock their classroom doors and they can continue to go about their regular business. They cannot move students outside of the building and should refrain from being in the hallways.
- Take attendance and make sure all students are in the classroom or accounted for.
- Teachers and staff who are outside the building but on CCS grounds should IMMEDIATELY come inside the building and follow the process listed for teachers and staff inside a building
- Teachers and staff need to be on alert as outside threats may possibly turn into inside threats.
- Teachers and staff who are not on the CCS grounds should remain where they are until they receive an all clear notice from CCS.

\*\*Remember to follow the instructions of law enforcement personnel once they arrive on the scene.

#### **2. Lock Down Inside Threat**

- Call over the phone intercom system, "Lock Down Inside Threat, Lock Down Inside Threat"
- Call over the walkie-talkie system, "Lock Down Inside Threat, Lock Down Inside Threat"
- Teachers and staff inside the building will go to the closest classroom and lock the door (**if unable to safely exit the building**).
- Cover the window to the hallway if there is one.
- Take attendance and make sure all students are accounted for.
- Make sure that there is visibility from the outside into the classroom in order to let the officer outside know they are all right.
- Teachers and staff who are outside the building should NOT enter the building. If they are on the CCS grounds, they should proceed to the safety of the Whitefish Lodge & Suites next door.
- Teachers and staff who are not on CCS grounds should remain where they are until they receive an all clear notice from CCS. For instance, buses will be radioed for a lock down and they should stay at their current location or another safe location.

\*\*Remember to follow the instructions of law enforcement personnel once they arrive on the scene.

### **Tornado**

Move to your designated spots as determined in the site plan posted in each classroom.

### **EVALUATION/SUPERVISION**

All staff are on improvement plans.

### **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 in the front office. Depending on space usage and need, some fees may be required. Please see Administrative Assistant for details.

### **FLYERS**

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

### **FUNDRAISING**

All fundraising requests must be approved by the Director.

### **GRANT APPLICATIONS**

All grant applications must be approved by the Director. A copy of the approved grant must be provided to the Office Manager.

### **INTEGRITY:**

All CCS staff are asked to act with integrity and character during a paid work day. Activities unbecoming of a leader are discouraged. These activities may include but are not limited to; alcohol consumption, lewd language, gambling, strange gestures, excessive personal phone use, inappropriate internet surfing, or other questionable activities.

### **INTERNET ACCESSIBILITY**

A reminder to all staff that 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.

### **JOB DESCRIPTIONS**

Current job descriptions will be made available upon request.

### **JOB OPENINGS** *(Board of Education updated CCSs' Hiring Process on June 14, 2021.)*

- The Director will inform the Board of Education of any staff needs and gain approval of job descriptions and ability to post.
- Current staff will be given an opportunity to apply for any position openings prior to opening up to the outside.
- Any interested staff will indicate their interest in a position in writing.
- Internal candidates will have five days from the time of posting to indicate an interest in a posted position.
- The Director will inform the Board of Education of any requests of reassignment.
- If no candidate is selected internally, positions will be posted to at least two sites including EdPost with St. Cloud State University, the Minnesota Association of Charter Schools, and the CCSI's website.
- Interviews will be conducted by the Director and other staff members as deemed necessary.
- Final job offerings will be presented to the Board of Education.
- The Director will inform all applicants of the Board of Education's decision.

**FTE over 1.0:**

- CCS staff who desire to take on additional duties beyond 1.0 FTE will be considered only when other licensed staff are not found through a search process.
- CCS staff will be limited to a total of 1.2 FTE.
- Q-Comp duties will not be considered as additional FTE.
- Online teachers and learning coaches FTEs are determined by formula based on student load.

### **JURY DUTY**

If you perform jury duty, are subpoenaed, or a prosecutor requests to call you as a witness in court, you will receive compensation from CCS equal to the difference between your regular pay and the amount received as a juror or witness, minus mileage reimbursement. Any notice an employee receives for jury duty or a subpoena to testify as a witness must be turned in to the Office 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 and/or FOB to their assigned area. Employees will be assessed \$25 for a lost key/FOB. Employees 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. 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 administration.

Proof of updated/current licensure must be submitted to the office by July 1 of each year. Failure to provide such proof will result in termination of position.

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 Director 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 Director. To reduce extra room maintenance, scotch tape IS NOT allowed for use on classroom doors or walls.

### **PAID TIME OFF REQUESTS (PTO)**

As soon as a staff member becomes aware of the need to use PTO, a request form must be filled out and given to the Office 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 **Dean of Students (waiting for Long-Term Planning Committee's recommendation)**. 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 Office Manager ASAP. However, the sooner the notification can be made, the better. The longer the lead time, the better the chance of securing a substitute. Requests for discretionary PTO will be handled on a first-come/first-served basis pending substitute availability. PTO will not be allowed during the last two weeks of the school year except in cases of illness or family emergency.

### **PAYROLL**

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

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

### **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 Office Manager.

**We require all employees 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 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.

### **PURCHASING**

For purchases, a Requisition Form should be turned in to the Office Manager. Once the budget is reviewed, Director approves the requisition.

Fill out an electronic Requisition form and submit the order to the Office Manager. If you have not received a confirmation of processing, please make additional inquiry.

If you would like to phone in an order, please indicate this on the requisition and the Requisition Form will be returned to you instead of mailing it.

In order for the Business Office to close the fiscal year in a timely and accurate manner, all purchases for the current year must be completed by April 15th. **The Director will not be signing requisitions dated after April 15th.** This is necessary in order for all of the bills to be paid by June 30th, the end of our fiscal year. Bills received after that date require special bookkeeping entries.

Requisitions must be submitted through the electronic requisition process. Completely fill out the requisition and submit it as an attachment with an email to the Director.

A Pre-Approval Form signed by the Director is needed if you wish to be reimbursed for purchases made without a purchase order. Forms are available from the Office 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.

Purchase orders are required for materials being previewed. Please observe return dates and notify the Office Manager regarding your decision to either return the materials or purchase them.

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 order is released.

**Q-COMP (QUALITY COMPENSATION)**

All licensed staff will 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.

**REIMBURSEMENT**

All requests for reimbursements must be submitted within 30 days of the event.

**REPORTING MALTREATMENT OF MINORS**

As adults working with minors in an educational setting, it is imperative that maltreatment of minors be reported immediately. M.S. 626.556 outlines the legal requirements in detail.

**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. M.S. 626.557 outlines the legal requirements in detail.

**RETIREMENT INFORMATION**

PERA Employee Hotline: 800-652-9026

[www.mnpera.org](http://www.mnpera.org)

TRA Member Services: 800-657-3669

[www.tra.state.mn.us](http://www.tra.state.mn.us)

**SCHOOL CLOSURES**

Information on CCS closures will be relayed to staff through JMC and postings on local radio and television stations. Closure information will also be broadcast via the following media:

Radio Stations

WJJY

KUAL

KBLB

KLIZ

TV Stations

WCCO/KCCO/KCCW

KARE-11

KSTP/KSAX

KMSP

Internet/Phone

JMC

**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 individuals:

Facebook:

Website:

CCS Calendar:

Mara Powers

Emily Stull-Richardson

Cheryl Cole



We encourage increased levels of communication to our families and community. Whenever there is an event/activity that highlights some aspect of CCS's life, staff are encouraged to reach out to the above staff members to share the information.

### **STAFF ID BADGES**

All staff will be issued ID badges and are required to wear them during working hours.

### **STAFF TRAVEL**

- A. Reimbursement for the use of your personal vehicle will be paid at the current federal rate per mile. Forms are available from the Office Manager or in the main office.
- B. Staff traveling to the same meeting should make every effort to ride together. If you choose to drive yourself, you may not be reimbursed for mileage.
- C. 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-employees will need to be referred to the Director.

### **SUPERVISION DUTIES**

Student and staff safety is of utmost importance at CCS. We will work to ensure that whenever students or the general public is 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 teacher is given a non-instructional supply order budget which meets the needs for the individual teacher. Supplies for computers should be requested from the Director of Technology. Copy paper, laminate film, and paper rolls will be ordered by the office.

Report any supply that is running low to the Administrative Assistant for order placement.

### **TOBACCO FREE ENVIRONMENT**

CCS is a Tobacco-Free environment. All tobacco use is prohibited on CCS property.

### **VISITORS**

All visitors are to check in at the office immediately upon entering the building. Staff members are responsible to direct visitors to the office to obtain a visitor's badge.

## **ADDITIONAL INFORMATION FOR STAFF**

### ***Board Approved Policies***

A full copy of the CCS' Board of Education approved policies can be found on CCS's website at: <http://www.crosslakekids.org/district/policies>. Any policy questions can be referred to the Director. Policies of special interest to staff include the following:

#### **102 EQUAL EDUCATION OPPORTUNITY**

##### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

#### **410 FAMILY AND MEDICAL LEAVE ACT (copy included)**

##### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to Crosslake Community School (CCS) employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

#### **413 HARASSMENT AND VIOLENCE (copy included)**

##### **I. PURPOSE**

The purpose of this policy is for Crosslake Community School (CCS) to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. CCS prohibits any form of religious, racial or sexual harassment and violence. This policy is for seat based students/staff and online students/staff.

#### **419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

##### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free at Crosslake Community School (CCS).

#### **502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

##### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Crosslake Community School's (CCS) policies against contraband.

#### **506 STUDENT DISCIPLINE**

##### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the Crosslake Community School's (CCS) expectations for student conduct. Such compliance will enhance CCS's ability to maintain discipline and ensure that there is no interference with the educational process. CCS will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

#### **514 BULLYING PROHIBITION POLICY (copy included)**

##### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote

healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Crosslake Community School (CCS) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the CCS and the rights and welfare of its students and is within the control of CCS in its normal operations, it is CCS's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist CCS in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY (need updated policy yet)

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

526 HAZING PROHIBITION (copy included)

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Crosslake Community School (CCS) and are prohibited at all times.

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

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Adopted: \_\_\_\_\_

Revised: July 2011

Reviewed/Approved: 6/14/2021

**410 FAMILY AND MEDICAL LEAVE POLICY**

**I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to Crosslake Community School (CCS) employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

**II. GENERAL STATEMENT OF POLICY**

A. Twelve-week Leave.

1. Regular full-time and part-time employees who have been employed by CCS for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child;

- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.
3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
4. Eligible spouses employed by CCS are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by CCS does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition.
5. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of CCS or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the CCS may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
6. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
7. If CCS has reason to doubt the validity of a health care provider's certification, it may require a second opinion at CCS's expense. If the opinions of the first and second health care providers differ, CCS may require certification from a third health care provider at CCS's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
8. Requests for leave shall be made to CCS. Employees must give 30 days written notice of a leave of absence when practical. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of CCS, subject to and in coordination with the health care provider.
9. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), CCS will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.
10. CCS may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. It shall be the responsibility of

the Executive Director to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

- CCS shall comply with written notice requirements as set forth in federal regulations.
11. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.
  12. An employee who does not return to work after leave may, in some situations, be required to reimburse CCS for the cost of the health plan premiums paid by it.
  13. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
  14. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and CCS regarding family and medical leaves (if any) shall be followed.

**B. Six-week Leave.**

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for CCS for at least 12 consecutive months and has worked an average number of hours per week equal to one-half full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

**III. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principle function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, CCS may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, CCS may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, CCS may require the employee to continue taking leave until the end of the

semester.

- D. The entire period of leave taken under the special rules will be counted as leave. CCS will continue to fulfill CCS's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

#### IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each CCS building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: \_\_\_\_\_  
Revised: July 2011  
Reviewed/Approved: 6/14/2021

### 413 HARASSMENT AND VIOLENCE

#### I. PURPOSE

The purpose of this policy is for Crosslake Community School (CCS) to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. CCS prohibits any form of religious, racial or sexual harassment and violence. This policy is for seat based students/staff and online students/staff.

#### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. CCS prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of CCS to harass a pupil, teacher, administrator or other personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, other personnel includes governing board members, CCS employees, agents, volunteers, contractors or persons subject to the supervision and control of CCS.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of CCS to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other personnel.
- D. The CCS will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil,

teacher, administrator or other personnel who is found to have violated this policy.

### III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

#### A. Sexual Harassment; Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

#### B. Racial Harassment; Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

#### C. Religious Harassment; Definition.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

#### D. Sexual Violence; Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.

Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence: Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence: Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault: Definition. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

#### IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other personnel of the CCS, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other personnel should report the alleged acts immediately to an appropriate official designated by this policy. CCS encourages the reporting party or complainant to use the report form available from the executive director/designee or from CCS business office in Crosslake, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a CCS's executive director or to the executive director/designee.

B. In Each Organization Building. The building administrator is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building administrator immediately.

C. Upon receipt of a report, the building administrator must notify CCS's human rights officer immediately, without screening or investigating the report. The building administrator may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building administrator to the human rights officer. If the report was given verbally, the building administrator shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the administrator. If the complaint involves the building administrator, the complaint shall be made or filed directly with the executive director/designee or CCS's human rights officer by the reporting party or complainant.

D. Crosslake Community School. The governing board hereby designates the Executive Director as CCS's human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the CCS Board Chair.

E. CCS shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.



- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. CCS will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the CCS's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **V. INVESTIGATION**

- A. By authority of CCS, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by CCS's officials or by a third party designated by CCS.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, CCS should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, CCS may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. CCS's human rights officer shall make a written report to the director upon completion of the investigation. If the complaint involves the director, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. CCS ACTION**

- A. Upon receipt of a report, CCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. CCS's action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and CCS's policies.
- B. The result of CCS's investigation of each complaint filed under these procedures will be reported in writing to the complainant by CCS in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

CCS will discipline or take appropriate action against any student, teacher, administrator or other personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

**X. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the CCS from taking immediate action to protect victims of alleged harassment, violence or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each building in areas accessible to pupils and staff members.
- B. This policy shall be given to each employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. CCS will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)

Adopted:

Revised: July 2012

Reviewed/Approved: 6/14/2021

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Crosslake Community School (CCS) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the CCS and the rights and welfare of its students and is within the control of CCS in its normal operations, it is CCS's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist CCS in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on CCS property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of CCS or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of CCS by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off CCS property and/or with or without the use of CCS resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of CCS shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with CCS's policies and procedures. CCS may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral

interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from CCS property and events and/or termination of services and/or contracts.

- G. CCS will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of CCS who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  1. harming a student;
  2. damaging a student's property;
  3. placing a student in reasonable fear of harm to his or her person or property; or
  4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On CCS property or at school-related functions" means all CCS buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for CCS purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. CCS property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, CCS does not represent that it will provide supervision or assume liability at these locations and events.

### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate CCS official designated by this policy. A student may report bullying anonymously. However, the CCS's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. CCS encourages the reporting party or complainant to use the incident report form available from CCS office.
- C. The Executive Director and/ or personnel as designated by the Executive Director is the person responsible for receiving reports of bullying at all levels.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Executive Director immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. CCS will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed,

and the witnesses as much as possible, consistent with the CCS's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. CCS ACTION**

- A. Upon receipt of a complaint or report of bullying, CCS shall undertake or authorize an investigation by CCS officials or a third party designated by CCS
- B. CCS may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, CCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. CCS action taken for violation of this policy will be consistent with the requirements of; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; CCS policies; and regulations.
- D. CCS is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of CCS. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

CCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of CCS who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

- A. CCS annually will provide information and any applicable training to CCS staff regarding this policy.
- B. CCS annually will provide education and information to students regarding bullying, including information regarding CCS's policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of CCS is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. CCS may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **VIII. NOTICE**

CCS will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Insert board approved policy 524 here

Adopted: \_\_\_\_\_ MSBA/MASA Model Policy 526  
Orig. 1997  
Revised: August 2012 Rev. 1999  
Reviewed: 6/14/2021

## 526 HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Crosslake Community School (CCS) and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of CCS shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of CCS shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in

this policy.

- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. CCS will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of CCS who is found to have violated this policy.

### III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of CCS policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate CCS official designated by this policy.
- B. The school director is the person responsible for receiving reports of hazing. Any person may report hazing directly to a CCS human rights officer.
- C. Teachers, administrators, volunteers, contractors and other employees of CCS shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### V. CCS ACTION

- A. Upon receipt of a complaint or report of hazing, CCS shall undertake or authorize an investigation by CCS officials or a third party designated by CCS.
- B. CCS may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, CCS will take appropriate action. Such action may include, but is

not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. CCS action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, CCS policies and regulations.

## **VI. REPRISAL**

CCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of CCS who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)