



CROSSLAKE

COMMUNITY SCHOOL

Seat-Based Learning

Seat-Based Student and Family Handbook
~~2023-2024~~ 2024-2025

Board of Education Approved 8/21/23

Seat-Based Learning Student and Family Handbook

FORWARD

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

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

The contents and policies found in this handbook are subject to change based upon board revisions and approval.

The information in this handbook is not all-inclusive. Individual classroom procedures, based on the unique needs of each, supplement these policies, regulations, and guidelines

Crosslake Community School Mission

To grow Environmentally Aware, Community Impacting Learners of Excellence.

Crosslake Community School Vision

Where academics lead to a stronger, healthier community.

Crosslake Community School Authorizer

Osprey Wilds Environmental Program Center – Minneapolis, MN

Crosslake Community Schools's Director of Seat-Based Learning

Annette Klang, aklang@crosslakekids.org 218-692-5437, extension 103

Crosslake Community School BOE DIRECTORS

The BOE meets the third Monday of every month at 5 pm.

Josef Garcia	Chair, Parent/Community Member (12/31/2025)
Colin Williams	Vice-Chair, Teacher Seat Based(12/31/2024)
Clare Thompson	Secretary, Teacher Online (12/31/2024)
Mindy Glazier	Treasurer, Teacher Seat Based (12/31/2025)
Belinda Yurick	Parent/Guardian Seat Based (12/31/25)
Emily Stull Richardson	Teacher Online (12/31/25)
Mike Neumann	Parent/Guardian Seat Based (12/31/2024)
Jared Griffin	Parent/Guardian Seat Based (12/31/2025)

DECLARATION OF PURPOSE

- Improve student Program: The ~~2023-2024~~ 2024-2025 school year marked the twenty-three fourth year of a continuous improvement process for the Crosslake Community School. This process requires all stakeholders to be actively involved in activities designed to meet the goals for raising student achievement.
- Increase Program opportunities for pupils: Students at CCS are given the opportunity to be in multi-age classrooms that allow them to work at their individual education level. Qualifying students are also able to access targeted Title 1 and special education services, which give assistance in the classroom or through pull-out activities.

ROLES AND RESPONSIBILITIES RELATED TO STUDENT PROGRAM

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

CCS is responsible for:

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

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

Students are responsible for:

- Applying a conscientious effort in all school work and activities;
- Respecting the rights of other students, CCS staff, and CCS visitors;
- Sharing the responsibility with the administration and staff of establishing and maintaining a safe, stimulating, and

productive learning environment;

- Attending CCS regularly;
- Completing class assignments on time and in accordance with the instructions given by their teachers;
- Respecting the property of others, including students, staff and the school, and for taking reasonable precautions for the protection of their personal property;
- Adhering to and cooperating in upholding local, state, and federal laws, and CCS's policies and regulations;
- Accepting the authority of teachers, other CCS personnel on school property, at CCS events, and CCS bus drivers;
- Acknowledging the consequences of their own behavior.

Parents/Guardians are responsible for:

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

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

GENERAL SCHOOL DAY INFORMATION

The following is the schedule for school hours for Seat-Based Program:

KIDS Care Program	7:00-8:00
Teachers Arrive	7:30-7:45
Office Opens	7:30 a.m.
Doors Open	8 a.m.
Breakfast Served	8 a.m. to 8:30 a.m.
Buses Arrive	8 a.m. to 8:15 a.m.
Doors Lock	8:25 a.m.
School Begins	8:30 a.m.
Pledge of Allegiance	8:30 a.m. (8:14)
School Dismissed	3:05 - PK/K, 3:10 Elem, 3:10 MS
Busses Depart	3:20
Teachers Leave	3:30-3:45
Building Office Hours	7:30 a.m. to 3:30 p.m.
Kids Care Program	3:10 to 6:00 pm 5:45 p.m.

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



ATTENDANCE

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

The following absences are excused:

- illness (*see note below on excessive illness)
- doctor or dentist
- death or illness in the immediate family, close relative, or friend
- circumstances beyond the student's control
- observances of religious holidays
- school sponsored activities (upon return, the student will complete and submit all required assignments.
- Prior approval required for vacation days **or extended absence**

The following absences are unexcused:

- no communication to CCS
- suspension, detention
- ~~absence on a field trip day as they are curriculum days~~

If the student will be absent, please :

- Email **bethduffy@crosslakekids.org** and leave a detailed message (24/7), or
- Call CCS at 218-692-5437 and listen for the voice prompt **to leave your message.** (24/7)

~~Attendance needs to be communicated~~ **Families need to communicate** by 8:30 a.m. each morning. If you do not email or call CCS about your student's absence or if your student is not absent for a valid reason, this will be classified as an absence, unexcused (count against vacation days).

Families will receive an automated call at 9 a.m. that their student is absent, unexcused.

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

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

- ~~Students will be given 5 excused vacation days.~~
 - ~~Vacation notification forms can be found on the school website or by contacting the school office for a paper copy to be sent home with your child(ren)~~
- ~~Any days beyond 5 will be considered unexcused. The average student misses 3-5 days of school a year.~~
- ~~If a student has 7 unexcused days absent, a report will be made to the student's County of residence.~~
- ~~We ask that parents/guardians make sure that students will not be gone during important testing windows.~~

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

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

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

CCS has adopted the Crow Wing County Attendance Policy which states:

The parents, school, and community are all partners in working toward the goal of school attendance and educational success. The law is “designed to provide a continuum of intervention and services to support families and children in school and in combating truancy and educational neglect.

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

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

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

~B~

BEHAVIOR/DISCIPLINE OF STUDENTS

Discipline is viewed as a learning experience, which:

- Sets behavioral limits and guidelines to lead students to and through adulthood;
- Develops individual respect for law, authority, property, and the rights of others and self;
- Develops a mature individual capable of self-control and direction.

Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior.

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

*CARES ~~take out STAR matrix~~ - as adopted by the Responsive Classroom Model

Cooperation - work with others

- Assertion - speak up for self and others
- Responsibility - make smart choices
- Empathy - understand others feelings
- Self-Control - thinking before speaking and acting

Behavior expectations for all students and staff at CCS's Seat-Based and Online Schools:

- Listen.
- Do what is right.
- Do your best.
- Integrity
- Treat others the way you want to be treated.

DISCIPLINE due to Behavior

Definitions of Consequences for Student Misbehavior

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

Crosslake Community School Behavior Response Chart		
Behavior	Possible Responses to Behavior	
Fight/Altercation (Assault towards another student or adult on school property or on the bus)	Office Referral Form <i>*Any of the following may be appropriate regardless of past history</i> Coaching Slip Phone Call home Apology of Action Loss of Privilege (based on environment) In-school or Out-of-School Suspension (grades 4-5 only)	
Threats (School, Peers or Teachers/Staff) or Possession of a Weapon		
Bullying		
Harassment		
Theft		
Inappropriate Touch		
Leave Campus		
	1st Offense and 2nd Offense	3rd Offense (or more)
Swearing/Obscene Language (to staff or students, abusive language)	Coaching Slip, Apology of Action, Note or Phone Call Home	Level Red Response
Vandal/Property Damage (damage resulting in peers or school items being broken)	Coaching Slip, Apology of Action, Note or Phone Call Home	
Physical Aggression/Contact (harmful pushing, shoving, hitting, kicking, etc.)	Coaching Slip, Apology of Action, Note or Phone Call Home	
*Major Disruption (yelling, loud talk, screaming, throwing objects, horseplay resulting in interruption of class work or instruction)	Coaching Slip, Apology of Action to Offender (teacher/peer), Phone Call Home	
*Major Defiance/Non-compliance (technology violation, refusal, saying no despite redirection/support from teacher, refusal lasting 10 or more minutes)	Coaching Slip, Apology of Action to Offender (teacher/peer), Phone Call Home, finish project (homework at home, test in office or designated area)	
Leave Classroom or Assigned Area	Coaching Slip, Apology of Action to Offender (teacher/peer), Phone Call Home Possible Office Referral Form	
Chronic Minor	Coaching Slip, Apology of Action to Offender (teacher/peer), Phone Call Home	

Minor Disrespectful (cheating, plagiarism, teasing, talking back to adults, making fun of others, not following redirection the first time, property misuse)	-Take-A-Break -Social Conference -Problem Solving Meeting -You Break It; You Fix It -Apology of Action -Loss of Privilege -Logical Consequence -Job Contract -Phone Call home	-Take-A-Break -Social Conference -Problem Solving Meeting -You Break It; You Fix It -Apology of Action -Loss of Privilege -Logical Consequence -Job Contract -Phone Call home	-Buddy Classroom -Job Contract -Phone call home -Office Referral Form (3 more Coaching Slip for same infraction=Office Referral)
Minor Defiance/Non-compliance (refusal, off-task, not finishing homework, not beginning work or using time to work)			
Minor Disruption (3 or more despite teacher redirection/support)			
Disruption/Blurting	Verbal Reminder or Take a Break	Verbal Reminder or Take a Break	Job Contract, Coaching Slip
Inability to Focus			
Demonstrating Cooperation, Assertion, Responsibility, Empathy and/or Self-Control	Positive praise, Caught Caring Ticket, school or classroom privilege		

***If Student has an IEP or a 504 Plan, please refer to the case manager. Refer to Behavior Reporting Process document for steps and responsibilities.

**All Coaching Slips require a conversation with the student to maintain and restore your relationship with the student.

- ~~**Removal from class**~~— A student sent from a classroom because of disruptive behavior will report immediately to the office. A student must confer with the Director of Seat Based Learning and the teacher before being reinstated to the classroom. If a second removal from the same class occurs, a conference may be held with the Director of Seat Based Learning, the teacher, the student, and the legal guardian.
- ~~**Detention**~~— Requirement for a student to remain in staff supervision before, during, or after school hours. ~~**needs new definition – possibly**~~— Required attendance in a classroom or other specified location at a time when regular classes are in session, such as during or after school, or during lunch and recess, for disciplinary reasons. Detention times will be established by the administrative team as needed.
- ~~**Suspension**~~— Suspension means an action taken by CGS’s administration prohibiting a pupil from attending class/school for a period of time (no more than ten school days.) Each suspension action may include a re-admission plan. (Suspension may be in-school or out-of-school).
- ~~**OSS (Out of School Suspension)**~~— Removal from CGS’s setting. student will be marked absent, unexcused
- ~~**Expulsion**~~— Expulsion means an action taken by CGS prohibiting a pupil from attending CGS for a period of time not to exceed 1 year.
- ~~**Bus Suspension/Expulsion**~~— Action taken by CGS to prohibit a student from riding CGS’s bus for a specific number of days or per incident.
 - ~~**In-School Suspension**~~
 - ~~Removal from the classroom for academic and non-academic time.~~

Examples of Student Misbehavior include, but are not limited to:

- ~~**Verbal Abuse or Swearing**~~
 - ~~Talking back, or refusing to do as asked~~
 - ~~Verbal abuse includes disrespectful words (actions) toward another student or adult (examples: name calling, talking back, or refusing to do as asked.~~
 - ~~Hate speech, including racial slurs, innuendos, actions or anything associated with this topic~~
- ~~**Physical Abuse, Fighting, Harassment**~~

- ~~Physical violence or the threat of, toward one another is not expected or tolerated. Physical abuse includes aggressive acts causing deliberate injury. Fighting will carry a penalty of automatic detention.~~
- **Vandalism and Theft**
 - ~~Defacing CCS property with paint, pencil, pen, chalk, etc.~~
 - ~~Taking items that belong to CCS or others.~~
- **Chemical Substance**
 - ~~Students will not possess or use any chemical substances/paraphernalia, including tobacco, snuff, vaping, alcohol, or drugs within CCS's properties or on buses.~~
- **Sexual Harassment**
 - ~~Any unwanted sexual words or actions and put-downs.~~
- **Weapon**
 - ~~Possession or use of a weapon, including any knives, guns (real, look-alike, BB, pellet).~~
 - ~~A weapon is defined as any instrument capable of causing serious bodily injury or death.~~
 - ~~Use of any object with intent to cause injury.~~
- **Bullying**
 - ~~"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. See Bullying section below.~~

Resolving Concerns

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

- APPEALS PROCESS**
- 1st** Teacher
 - 2nd** Director of Seat-Based Learning and Behavior Interventionist
 - 3rd** BOE -If you feel a policy has been violated, you may reach out to the BOE chair.
[Please reference the full Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations](#)

BEVERAGES

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

BULLYING

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

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students educational benefits, opportunities, or performance. Bullying includes, but is not limited to,

conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

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

BUS MATTERS AND STUDENT DROP OFF

From 8:00—8:30, parents/guardians can park in the blue lot and walk their students into the building.

- ~~From 8:00—8:10, parents/guardians can drop students in the circular drive as long as the parent/guardian stays in the vehicle and the students get out and walk in on their own.~~
- ~~From 8:10 to 8:20 the circle drive is closed for bus drop-off. Please stay out of the circle drive until the buses have dropped the students off at the door.~~
- ~~From 8:20—8:30 parents/guardians can again use the circular drive to drop and go.~~

During the school day absolutely no parking in the circle driveway is allowed. **If you must get out to help your student, you MUST go to the blue parking lot.**

~~When you pick up at the end of the day: School dismissal begins at 3:10. The circular drive is off limits from 3:10 until after 3:20 when the buses leave.~~

~~If you have a friend or family member that does drop off or pick up, please communicate this policy with them, too. As well as notify the office.~~

Due to construction for the 2024-2025 school year, please be advised and aware of all drop off and pick up changes.

Removal From Bus

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

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

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

The following bus transportation rules have been adopted:

- A. Students should wait for the bus off the roadway.
- B. Students are expected to be at the appropriate bus stop on time.
- C. Students shall cross the road in front of the bus.

- D. Students shall obey the bus driver at all times.
- E. Students entering the bus will select a seat and remain in that seat while the bus is in motion.
- F. Students are expected to conduct themselves in a manner which will ensure the safety of other students on the bus. Fighting, wrestling, or placing arms and other parts (or any other object) out of the window is prohibited.
- G. Conduct on the bus, which distracts the driver's attention from the road, is also prohibited. The student is to listen to the driver at all times
- H. Refrain from loud talking, singing, and unnecessary conversation with the driver while the bus is in motion.
- I. Keep the bus aisle clear. Objects in the aisle may trip or injure others.
- J. Students are asked to assist in keeping the bus clear and free from unnecessary mess.
- K. Students or parents/guardians may be required to pay for any damages to CCS's buses for which the student is responsible.
- L. Students not regularly assigned to the bus route should have written permission from their parents/guardians or Director of Seat-Based Learning before entering the bus for riding on a regular route.
- M. The bus driver has the same disciplinary authority on the bus as a teacher in the classroom.
- N. The student shall not have in possession or use tobacco, alcohol, drugs or narcotics.
- O. All other "common sense", in-school conduct expectations shall be observed on the bus as well.
- P. Stay in seats, not climbing over or under seats**



CALENDAR

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

CAMERAS (INCLUDING CELL PHONE CAMERAS)

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

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)

A student may possess a cellular telephone or other electronic communication devices (ECD) at CCS, on CCS property, at after-school activities, and at CCS-related functions, provided that during CCS hours and on a CCS vehicle the cell phone or other ECD remains off and in a student's locker. Exceptions to this rule will be at the discretion of the classroom teacher or administration for education purposes only. Possession of a cellular telephone or other ECD by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall CCS be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

Consequences for use of phones during school hours - if students do not abide by rules set by the classroom teacher or administration, the following consequences will be enforced.

First offense - student's ECD will be held by student's teacher or the office until the end of the day and a note will be sent home letting parent/guardian know,

Second offense - ECD will be brought to the office and a phone call will be made home, ECD will not be allowed to return to school for up to 1 week.

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

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

CHILD ABUSE/NEGLECT

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

CLASS PLACEMENT

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

CLOSURES DUE TO WEATHER/SCHEDULE CHANGES

E-Learning Days: In the event of inclement weather, an e(emergency)-learning day will be announced. See page 16 for additional information, E(emergency)-Learning Days section.

CCS closure information will be broadcast via the following media:

TV Stations

WCCO 4, KARE-11, KSTP 5/KSAX 5, KMSP 9, KCCO 7, KCCW

Radio Stations

WJJY Radio Brainerd 106.7 FM
KUAL Radio Brainerd 103.5 FM
KLIZ Radio Walker/Brainerd 107.5 FM
KLKS Radio Breezy Point 104.3 FM
KBLB Radio Nisswa 93.3
KTIG Radio Pequot Lakes 102.7

Text Message/Phone

JMC Software

Internet

Facebook

It is important that you communicate to your student what to do in case CCS should dismiss early in an emergency. Tell

your student where to go if you are not home.

CCS uses our JMC Software to communicate to families by phone calls or text messages when there are weather related announcements. If you wish to add other contacts who would need to know of these announcements,, you will need to notify the office for those changes.

COMMUNICATIONS

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

Office Communication

*You must provide a written, dated, signed note to the teacher or email your student’s teacher **and** CCS’s office at bethduffy@crosslakekids.org:for the following reasons:*

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

COMPUTER/EQUIPMENT REPAIR/REPLACEMENT

1. Seat-Based Program students will be issued a Chromebook for in school use only unless circumstances change. The devices are not authorized to be used for any other purpose, other than schoolwork.
2. If a computing device is damaged, a minimal fee of \$50 will be charged. If the cost of repair exceeds this amount, the family will also be charged the difference between the cost and \$50.
3. If an item is lost, the family will be charged to replace the item according to the chart below.
4. Crosslake Community School reserves the right to change these fees in the event that repair or replacement costs exceed the fees below. Families will be notified if this occurs.
5. Families will be expected to sign out computers for rare use at home.

Item	Repair Cost	Replacement Cost
Chromebook	\$50 Minimum	\$400
iPad	\$50 Minimum	\$350
Mouse	\$10 Minimum	\$ 15
Charging Cord	\$10 Minimum	\$ 15

*Prices accurate as of 7/12/2023

6. If damage occurs or the item is lost or stolen, it is imperative that you inform a staff member immediately.
7. Crosslake Community School may decide that a computer or iPad is damaged if there has been unauthorized software downloaded, or the item has been “hacked” or broken into by someone. If the student has used an inappropriate password, for example, this may constitute a breach of the Student and Family handbook

COMPUTER-IMMINENT THREAT TO LIFE OR SAFETY

CCS is required by Minnesota Statute 2020 section 13.32, subd. 14 to notify students and parents/guardians within 72 hours of the access, that the school-issued device was accessed and a written description of an inappropriate interaction, including which features of the device were accessed and a description of the threat.

CONFERENCES

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

CURRICULUM

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

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

CCS’s Seat-Based Board Approved Curriculum

Math – GreatMinds, SpringMath, IXL

Science –FOSS, Open SciEd, Amplify

Social Studies – Discovery Education, Northern Lights, IXL

Reading/ Language Arts – Benchmark Advance, Heggerty PA, UFLI, IXL, Scholastic, Holt McDoogle Literature-Common Core

PreKindergarten - World of Wonders, GreatMinds

Curriculum-5 Year Cycle

Year	Review & Evaluate against current standards	Implement new standards and curriculum	Monitor 1	Monitor 2	Monitor 3
2023-2024	Math	Music, Art, PE, Health	Social Studies	Science	Language Arts
2024-2025	Language Arts	Math	Music, Art, PE, Health	Social Studies	Science
2025-2026	Science	Language Arts	Math	Music, Art, PE, Health	Social Studies

2026-2027	Social Studies	Science	Language Arts	Math	Music, Art, PE, Health
2027-2028	Music, Art, PE, Health	Social Studies	Science	Language Arts	Math

*All curriculum used by CCS is available upon request.

~D~

DATA PRIVACY

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

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

For additional information, please visit our website at [Student Data Privacy Law](#).

DISCIPLINE

Please refer to Behavior/Discipline of Students Section on page 14.

DISCRIMINATION

Anti-Discrimination

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

Every student is responsible for reporting to their teacher or a staff member any evidence of discrimination on the basis of race, sex, age, or handicap in the school. **This will be followed up and dealt with.**

Section 504 of the Rehabilitation Act of 1973

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

DRESS CODE

The policy of the Crosslake Community School is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parents/guardians.

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

1. Clothing appropriate for the weather

2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom). If attire modifications are deemed necessary by staff, the student will be asked to make said modifications.

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

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

The wearing of headgear, including hats and caps, is not allowed in the building except with the approval of the Director for religious, medical, or other reasons or for special events, etc. with prior approval.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

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

Repeated violation of this policy may be subject to disciplinary action. [Please reference the full Policy 504 Dress and Appearance](#)

Clothing must cover areas from one armpit across to the other armpit. **No revealing midriff, total torso covered.** Tops must have wide shoulder straps. Undergarments cannot show through clothing or above, below or alongside clothing. See-through or mesh garments must not be worn without appropriate coverage.

- **Shorts** must be long enough to be seen. Shirts, tops or sweatshirts cannot cover shorts or skirts completely
- Students are encouraged to **keep a sweater, sweatshirt and shorts/pants in their locker** in case they get cold or are asked to modify clothing due to dress code violations.
- Apparel distracting 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 movements in the hallways, stairwells, and in all classes.

~E~

E(emergency)-LEARNING DAYS

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

Snow/cold days/cancellation packets core content standards will be sent by home October 3 and **will contain 5 days of work.** ~~January 3.~~ Students will be given assignments in the packets to work on during e-learning days. Please keep these packets in a safe and accessible area, so they can be easily used when or if the day occurs. Completion of the

assignments are expected and students will turn in the assignments on the next school day attended. If snow/cold days/cancellation packets are not completed and returned, students will be marked absent, unexcused for that day. Some students may be required to contact teachers via school email system accessible through any computer or tablet. Because weather closures can occur last minute, CCS may not have the opportunity for school computers to be sent home. [Please reference the full Policy 550 E-Learning](#)

EMERGENCY NUMBERS

The office keeps emergency information for each student with parent/guardian phone numbers and the number(s) of a friend or neighbor. Please let the office know if there are any changes or additions during the year.

EMPLOYEES

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



FIELD TRIPS

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

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

FOOD SERVICE

ALL families, regardless of income level, are asked to complete the Application for Education Benefits (formerly known as Free and Reduced) application. This application determines benefits for families that qualify as well as generates funding dollars to CCS.

Meal counting and claiming procedures.

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

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

There is no charge for meals in the 2023-24 **2024-2025** school year but they still must be counted and claimed to the Minnesota Department of Education. CCS utilizes the "Offer versus Serve" method for meal service. This provision allows children to choose food items that are offered rather than requiring them to take all foods listed on the menu.

Except for PREK - they must follow CACFP guidelines and they have all components on their tray at lunch. Students must choose at least three of the five food components offered at lunch. Students are required to select a minimum of a 1/2 cup fruit or vegetable with each meal. Using this method reduces unnecessary food waste, acknowledges students' independent nature and ability to choose, and allows students to try new food items without having to take the entire portion.

All students are provided a PIN number that is entered into the keypad to purchase their meals or milk.

Menus are posted on CCS's website crosslakekids.org, school bulletin board, Facebook, on the menu board in the serving line, and emailed to families. It has been proven that parents who discuss food choices and encourage children to eat a variety of foods have a positive impact on the student's nutrient intake.

Students charging meals and negative balances. **Not in effect during the 2024-2025 school year.**

When student lunch accounts show a negative balance, families are contacted electronically through an automated email indicating a low balance as a reminder to the family to remedy the situation. Even though student accounts may run in the negative, CCS will still serve the individual their meal. Repeat efforts to communicate the negative balance to families will be made until the balance is corrected. Families will receive weekly lunch account balance reminders when their account falls below \$10. [Please also refer to Policy 534 Unpaid Debt for more information.](#)

Policy on lost or stolen or misused PIN numbers.

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

FUNDRAISING

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



HARASSMENT, SEXUAL

Students Rights and Responsibilities

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

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

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

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

Under certain circumstances, sexual harassment may constitute sexual abuse under Minnesota Statutes 609.341, subd. 10 through 609.345; 609.321 through 609.324; or 626.556, Reporting of Maltreatment of Minors.

Nothing in this policy prohibits CCS from taking immediate action to protect victims of alleged sexual abuse.

Consequences

Overview

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

Corporal Punishment

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

Victims

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

Physical Interventions

In certain instances, it may become necessary for staff members to use physical interventions to provide a safe environment for students. Reasonable force may be used on a student without his or her consent when used by a **trained** CCS staff member in the exercise of lawful authority to restrain or correct such a student. Special care will be taken with students with disabilities to follow any guidelines for physical restraint (Handle with Care) which may be written into their IEP.99.5

Physical interventions may be used by trained staff members:

- To quell a disturbance threatening injury to others;
- To obtain possession of weapons or other dangerous objects upon the person or within the control of the student;
- For self-defense;
- To protect other persons and/or property;
- To direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom or other parts of CCS, and
- To protect an individual from his or her own actions.

Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

Special Education Students

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

HEALTH/INJURY

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

HEALTH/MEDICAL/SAFETY

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

When a student becomes ill, the office will take their temperature. **If the student is running a fever 100 or above, parents/guardians will be notified and the student MUST be picked up. Any student who is running a fever must be fever-free (without medication) for 24 hours before returning to CCS.**

Any injury to a student's head will result in parents/guardians being called immediately. ***symptoms of head injury**

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

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

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

An over-the-counter medications form needs to be completed and returned to the office along with the medicine indicated on the form. Staff will administer the medicine a total of seven times. **After five doses**, a new form needs to be completed and returned. After the form is complete, no more medicine will be administered until a new over-the-counter form is returned. [Please reference the full Policy 516 Student Medications.](#)

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

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

Any national pandemic: 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 safety of staff, students, and visitors.

Mental Health

CCS employs a School Social Worker who is available to meet with students **and staff**, both individually and in small

groups, in regards to personal, social, academic, career and college concerns/questions. Students and families are encouraged to contact the teacher, paraprofessional, social worker, director, or of any trusted staff if this need arises. We also have access to an external therapy and counseling options.

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

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

Crisis Line and Mobile Crisis - 800-462-5525.

~|~

INVITATIONS

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

~K~

KIDS CARE

KIDS Care is offered each day before school from 7 a.m. to 8 a.m. up to grade 5. After-school KIDS care is offered from 3:10 p.m. to 5:45 p.m.. The cost is \$20 \$30 for registration, before-school care is \$3 daily, after-school care is \$7, and drop-in fees not on a regular schedule are \$10 daily. KIDS care is staffed by school personnel striving to provide safe, quality time for students who need care before and after the school day. KIDS care follows a less rigid schedule than the school day but school expectations are still enforced. Students are not allowed to show disruptive behavior, disrespect to adults or the school or any unsafe behavior. Students choosing to not follow the rules will have a meeting with the staff, a meeting with the director, a meeting with the director and parents/guardians, and then possible dismissal from the program.

~L~

LEAD IN SCHOOL DRINKING WATER

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires schools districts to make the results of the testing available to the public for review and notify parents/guardians of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or another publication that is available to staff, students, parents and the public. CCS conducts Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

CCS is committed to providing a safe working and learning environment for employees and students. We have developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE)

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

LEAVING SCHOOL GROUNDS

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

LOCKERS

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

Locker Rules

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

Violations of Locker Use

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

LOST AND FOUND

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



NETWORK USE

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

It Is The Responsibility Of All Users To:

- Recognize all computer users have the same right to use the equipment.

- Use the internet in support of education and research consistent with the purposes of CCS.
- Adhere to the rules established by the Coordinator of Technology for use of hardware, software, labs, and networks.
- Not play games or use the computer or resources for other non-academic activities when others require the system for academic purposes.
- Not waste or take supplies, such as paper, printer cartridges, etc.
- Not access pornographic material, inappropriate material, or files dangerous to the integrity of the network.
- Not use the internet for business purposes or product advertisement.
- No access to social networking sites.
- Use of all internet sites must have a supervising adult permission before accessing.

Disciplinary Action

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

- User may lose computer privileges up to one year or longer.
- User will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- Users may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines for CCS.



PETS

Pets are not allowed during operational school hours. Service animals are allowed when following [Policy 535SB Service Animals and Pet Visits](#)

PHONE USE

A student may possess a cellular telephone or other electronic communication devices (ECD) at CCS, on CCS property, at after-school activities, and at CCS-related functions, provided that during CCS hours and on a CCS vehicle the cell phone or other ECD remains off and in a student's locker. Exceptions to this rule will be at the discretion of the classroom teacher or administration for education purposes only. Possession of a cellular telephone or other ECD by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall CCS be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

Consequences for use of phones during school hours - if students do not abide by rules set by the classroom teacher or administration, the following consequences will be enforced.

First offense - student's ECD will be held by student's teacher or the office until the end of the day and a note will be sent home letting parent/guardian know,

Second offense - ECD will be brought to the office and a phone call will be made home, ECD will not be allowed to return to school for up to 1 week or will be turned into the office for up to 1 week.

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

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

PRIVACY OF STUDENTS

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

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

1. A description of records maintained;
 - a. General student records.
 - i. Includes health records, grade reports, assessment summaries, enrollment information.
 - b. Special education records.
 - i. IEP's, meeting summaries.
 - c. Discipline records.
 - i. Staff discipline referral sheets and notes on student behavior.
2. Titles and addresses of person(s) responsible for the security of student records.

Elizabeth Duffy	Paula Green
Administrative Assistant	Executive Assistant
Crosslake Community School	Crosslake Community School
PO Box 1020	PO Box 1020
Crosslake, MN 56442	Crosslake, MN 56442
3. Location of student records, by category, in the building;
 - a. Student cum file records.
 - i. Stored in file cabinets in the locked file room.
 - b. Special education records.
 - i. Stored with a special education lead teacher or in file cabinets in the locked file room.
 - c. Discipline records.
 - i. Stored in student's cum files also in the locked file room. Accessed by Director of Seat-Based Learning, but available on request to parents/guardians and others based on policy guidelines.
4. Means of securing student records.
 - a. Student records are stored in locked file cabinets inside of the locked file room. There is limited access to the files as there are only three keys issued, one to the Office Manager, the front desk Administrative Assistant and the Director of Seat-Based Learning.
 - b. File room will be locked at the end of each day and only opened during the day as needed.
5. Procedures for access and disclosure.
 - a. When records are viewed by staff members requiring access, a sign-out sheet is located at the file cabinets. Staff members removing files for examination need to sign and date the form on the date the file was accessed and reviewed. All contents must be returned to the folder once the review is complete.

PUBLIC DISPLAYS OF AFFECTION (PDA)

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

~R~

REPORT CARDS

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



SAFETY

Winter Dress

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

1. All K-6th **8th** grade students **MUST** wear boots, coats, headgear, mittens, and snow pants outside in the winter.
2. All K-6th **8th** grade students will go outside during recess time, weather permitting. (Students will remain indoors when the temperature is 0 Fahrenheit, or the wind chill is -10 F.)
3. Students without proper attire will be required to use donated items when available.

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

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

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

Type 1 - Evacuation (1 drill) - this situation would take place when it was essential for us to completely evacuate the building; examples could be a bomb threat, hazardous spills, etc. During this type of evacuation, students would follow posted evacuation routes posted in each classroom and reassemble at the Crosslake Lutheran Church or Pine Peaks Hotel. After students have been reassembled at the safe spot, attendance would be taken to make sure everyone was present and accounted for.

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

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

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

SEARCH AND SEIZURE

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

personnel.

SPECIAL EDUCATION

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

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

Philosophy

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

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

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

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

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

STUDENT RIGHTS

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

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

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

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

Students have the right to attend CCS and gain an education as provided by law, including the right of classroom instruction to continue and to carry on studies without interruptions, disruptions, or distractions; to have their parent/guardian request a visiting teacher when the student is absent from CCS for an extended period of time because of illness or injury, and to apply for enrollment in special programs offered by CCS.



TARDIES

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

TESTING SCHEDULE

September:	FastBridge Screening
October:	FastBridge Screening
November:	No Testing, Progress Monitoring Established
December:	FastBridge Screening
January:	FastBridge Screening
February:	No Testing
March:	FastBridge Screening
April:	MCA testing, FastBridge Screening
May:	FastBridge Screening

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

If you choose to not have your student(s) participate in testing, please click on the link below to fill out the form and send it to the school via email to abigayleswenson@crosslakekids.org or to our mailing address at P.O. Box 1020, Crosslake, MN 56422.

[Parent/Guardian Guide and Refusal Information](#) this is going to be updated in MDE in the near future

TITLE 1

K-4 students participate in interventions as determined by the classroom teacher as a component of Tier 1 core instruction. Students requiring more intensive, specific academic support based on data may receive intervention instruction as Tier 2 and 3 instructional support with interventionist in reading or math.

Title 1 services are available for all students who qualify in the areas of reading and math and do not have these needs met through an IEP. Our Title 1 coordinator and Title I teachers are on staff to offer supportive/supplemental assistance to those students needing an extra boost in these areas. Students can receive Title I services from a certified teacher whenever the classroom teacher assesses that such a service would be beneficial to the student's academic growth and achievement. Your child may never require Title I services this year. Your child may benefit from Title 1 services for a short period of time or the entire school year, depending upon how they progress. Teachers are continually monitoring and assessing student progress. It is our goal to assist students in reaching a high bar of success.



VIDEO SURVEILLANCE

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

VISITORS

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

VOLUNTEER OPPORTUNITIES FOR ADULTS

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

All volunteers must enter through the front office, check in with the Administrative Assistant, and obtain a “Visitor’s Badge”. Volunteers will be asked to complete a background clearance form annually before proceeding to the classroom/event.

VOLUNTEER OPPORTUNITIES FOR STUDENTS

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

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**Policies Relating to Students at CCS:**

The following policies and their summaries apply directly to students and families at CCS. For a full description of the policies and all other BOE approved policies, please go to our website.

~~403 — COMPLAINTS — STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS~~

~~I. — PURPOSE~~

~~Crosslake Community Schools (CCS) takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of CCS, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.~~

~~II. — GENERAL STATEMENT OF POLICY~~

~~A. — Students, parents, employees or other persons, may report concerns or complaints to CCS. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the Director(s) of the receipt of the complaint. The Director(s) shall make an initial determination as to the seriousness of the complaint. A person may file a complaint at any level of the~~

CCS; i.e., Director(s) or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

- B. Depending upon the nature and seriousness of the complaint, the Director(s) receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the Director(s) shall determine whether an internal or external investigation should be conducted. The Director(s) shall determine the nature and scope of the investigation and may designate a person responsible for investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate Director(s) concerning the status or outcome of the matter.
- C. The Director(s) shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statute Ch. 13 (Minnesota Government Data Practices Act) or other law.

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

Crosslake Community Schools (CCS) takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of CCS, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

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

- A. Students, parents, employees or other persons, may report concerns or complaints to CCS. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the Director(s) of the receipt of the complaint. The Director(s) shall make an initial determination as to the seriousness of the complaint. A person may file a complaint at any level of CCS; i.e., Director(s) or school board.
- B. Depending upon the nature and seriousness of the complaint, the Director(s) receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the Director(s) shall determine whether an internal or external investigation should be conducted. The Director(s) shall determine the nature and scope of the investigation and may designate a person responsible for investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate Director(s) concerning the status or outcome of the matter.
- C. The Director(s) shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statute Ch. 13 (Minnesota Government Data Practices Act) or other law.
- D. The charter school must include identifying and contact information for the school's authorizer on the school's official website and in other school materials it makes available to the public.

## **211 CRIMINAL OR CIVIL ACTION AGAINST CROSSLAKE COMMUNITY SCHOOLS, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidance as to Crosslake Community Schools's (CCS) position, rights, and responsibilities when a civil or criminal action is pending against CCS, or a school board member, a CCS

employee, or student.

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

- A. CCS recognizes that, when civil or criminal actions are pending against a school board member, CCS employee, or student, CCS may be requested or required to take action.
- B. In responding to such requests and/or requirements, CCS will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. CCS acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of duties. Collective bargaining agreements and CCS policies may also apply.

## **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 harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

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

- A. It is the policy of CCS to maintain a learning and working environment free from religious, racial or sexual harassment and violence on the basis of Protected Class. CCS prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, Director(s) or other personnel of CCS harasses a student, teacher, Director(s) or other personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, CCS's personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of CCS.)
- C. A violation of this policy for any student, teacher, Director(s) or other personnel of CCS to inflict, threaten to inflict, or attempts to inflict violence upon any student, teacher, Director(s), or other CCS personnel or group of students, teachers, Director,(s) or other CCS personnel based on a person's Protected Class.
- D. The CCS will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, Director(s), or other CCS personnel who is found to have violated this policy.

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of Crosslake Community School's (CCS) personnel to report suspected child neglect or physical or sexual abuse.

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

- A. It is the policy of CCS to fully comply with Minnesota Statutes chapter 260E§ requiring CCS personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any CCS personnel fails to immediately report instances of child neglect, or physical or sexual abuse when CCS personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

## **417 CHEMICAL USE AND ABUSE**

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

### **I. PURPOSE**

Crosslake Community Schools' (CCS) school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public entity has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist CCS in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is strictly prohibited in the educational setting in accordance with CCS' policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of CCS to provide an instructional program in chemical abuse and the prevention of chemical dependency.
- C. CCS is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the Director(s)/designee, with the advice of the school board to address chemical abuse problems in CCS when they arise.
- E. CCS shall educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students at Crosslake Community Schools (CCS) by prohibiting the use of alcohol, toxic substances, medical cannabis, and nonintoxicating cannabinoids, edible cannabinoid products), and controlled substances without a physician's prescription.

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

- A. Use of or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances, before, during, or after school hours, at school, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school CCS personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products), or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all

vehicles that CCS might own, leases rent, contracts for, or controls.

- D. CCS will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

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

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of CCS, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that CCS owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all CCS property and all off-campus events sponsored by CCS.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that CCS owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all CCS property and all off-campus events sponsored by CCS.
- C. CCS will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. CCS will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. CCS will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

**I. PURPOSE**



Public concern that students and staff of Crosslake Community Schools (CCS) be able to attend school without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

## II. GENERAL STATEMENT OF POLICY

### A. Students

The policy of CCS is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of CCS. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by CCS in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

### B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in CCS. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to CCS.

### C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of CCS will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

### D. Students with Special Circumstances and Conditions

CCS, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

- E. Extracurricular Student Participation  
Student participation in nonacademic, extracurricular, and non-educational programs of CCS are subject to a requirement of equal access and comparable services.
- F. Precautions  
CCS will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with CCS's procedures regarding blood-borne pathogens developed pursuant to CCS's employee right to know policy.)
- G. Information Sharing  
1. Employee and student health information shall be shared within CCS only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.  
2. Employee and student health data shall be shared outside CCS only in accordance with state and federal law and with CCS's policies on employee and student records and data.
- H. Reporting  
If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.
- I. Prevention  
CCS shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statute section 121A.23 that includes:  
1. planning materials, guidelines, and other technically accurate and updated information;  
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;  
3. cooperation and coordination among school CCS and Service Cooperatives;  
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;  
5. involvement of parents/guardians and other community members;  
6. in-service training for CCS staff and school board members;  
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;  
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and  
9. participation by state and local student organizations.  
10. The program must be consistent with the health and wellness curriculum.  
11. CCS may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.
- J. Vaccination and Screening  
CCS will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**501 SCHOOL WEAPONS POLICY**

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**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.

**II. GENERAL STATEMENT OF POLICY**

**A. Lockers and Personal Possessions Within a Locker**

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

**B. Desks**

School desks are the property of CCS. At no time does CCS relinquish its exclusive control of desks proschool officialsvided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

**C. Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

**D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.**

**504 STUDENT DRESS AND APPEARANCE**

**I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other charter school staff should exemplify and reinforce student clothing and

appearance standards and help students develop an understanding of appropriate appearance in the school environment.

## II. GENERAL STATEMENT OF POLICY

- A. The policy of Crosslake Community School (CCS) is to encourage students to be dressed appropriately for school activities and in keeping with community standards. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate charter school policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

1. does not injure people or damage property;
2. does not materially and substantially disrupt or interfere with the educational process or classwork;
3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
4. does not involve substantial disorder or invasion of the rights of others.

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

- Clothing for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing for the activity (i.e., physical education or the classroom).
- Footwear that does not present a safety hazard.
- Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- 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.
  - a. **Shorts** must be long enough to be seen. Shirts, tops or sweatshirts cannot cover shorts or skirts completely
  - b. Students are encouraged to **keep a sweater, sweatshirt and shorts/pants in their locker** in case they get cold or are asked to modify clothing due to dress code violations.
  - c. Apparel distracting 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 movements in the hallways, stairwells, and in all classes.

Student clothing may not include the following:

- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates charter school policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- “Gang,” as used in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

## **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.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of CCS that a fair and equitable student discipline policy will contribute to the quality of the student’s educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of CCS's administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of CCS.

## **514 BULLYING PROHIBITION POLICY**

[Note: Charter schools are required by statute to have a policy addressing bullying.]

### **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 CCS 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:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the charter school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off charter school property and/or with or without the use of charter school resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a charter school or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the charter school shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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 or other remedial responses for that act in accordance with the charter school's policies and procedures, including the school's discipline policy (See MSBA/MASA Model Policy 506).

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 remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The charter school shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

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 school property and events /or termination of services and/or contracts.

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

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **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.

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

~~In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and~~

instruction to students in their use.

In making decisions regarding student and employee access to CCS's computer system and the Internet, including electronic communications, CCS considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to CCS's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. CCS expects that faculty will blend thoughtful use of CCS's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. CCS is required to provide this guidance and instruction in order to receive funding from the Federal Erate program.

## **525 VIOLENCE PREVENTION (APPLICABLE TO STUDENTS AND STAFF)**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that Crosslake Community Schools (CCS) will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under CCS' supervision.

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

- A. The policy of the CCS is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the CCS is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- E. CCS will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

## **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, Director, volunteer, contractor or other employee of CCS shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, Director, 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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, Director, volunteer, contractor, or other employee are prohibited.



- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with CCS' policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from CCS' property and events and/or termination of services and/or contracts.

## **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.

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

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## **550 E-LEARNING DAY**

### **PURPOSE**

The purpose of this policy is for Crosslake Community School (CCS) to offer full access to learning instruction, meeting needs with paper school work and possibly online options if available, to students in grades PK-8 provided by student's individual teachers due to inclement weather.

### **GENERAL STATEMENT OF POLICY**

- A. Provide accommodations for students without internet access at home by requiring a due date at least three school days from the first day back at school following the school closure due to weather. Paper school work will be due upon next day return.
- B. Provides accommodations accessible options for students with disabilities under Minnesota Statutes, chapter 125A.
- C. Provides accommodations for students with IEP accommodations so that all children are able to complete assignments independently.
- D. Provides a telephone number, email access or other means to contact the teacher between the hours of 8:30 a.m. and 3 p.m. every day that CCS is closed.
- E. May provide assignments on Google Classroom, IXL, or other websites used in the classroom that continues current classroom learning along with standards based paperwork

- F. CCS may have up to five e-learning days in one school year.
- G. An e-learning day is counted as a day of instruction and included in the hours of instruction under 120A.41.
- H. All students will be considered present due to considerations of internet access, with the expectation of doing the given work.

**554 PROHIBITION OF MALICIOUS AND SADISTIC CONDUCT**

**I. Purpose**

- A. Crosslake Community School (CCS) prohibits malicious and sadistic conduct and sexual exploitation by a school staff member, independent contractor, or student enrolled in the school against a staff member, independent contractor, or student in all contexts.
- B. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

## **Seat-Based Learning Student and Family Handbook ACKNOWLEDGEMENT**

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

### **Crosslake Community Schools's Responsible Use Agreement**

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

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

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

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

### **Technology Statement of Responsibility**

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

### **Agreement for financial responsibility**

We understand that instances of damage, destruction, or loss will be dealt with on a case-by-case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$369. Samples of approximate repair and replacement cost of individual parts follow:

Replacement of Case: \$19

Lost Charger: \$49

~~~~~  
Parent/Guardian permission for student access to online educational applications:

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

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

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

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

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

~~~~~  
NOTE

Please sign and date this form and return to school. If you have more than one child enrolled at CCS, have each sign under “student”.

This form must be returned by ~~Friday, September 8, 2023~~ Friday, September 6, 2024