



Staff Handbook 2025-2026

Mission Statement

Growing environmentally literate, community impacting learners of excellence.

School Vision

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

Core Values: RELIC

Respect – Treat others with kindness, understanding and empathy, always striving to be courteous, compassionate, inclusive and open-minded.

Excellence – Pursuit of high standards and continuous improvement in order to reach my fullest potential and growth.

Learning – Embrace joy, curiosity and enthusiasm on my lifelong journey of discovery and growth.

Integrity – Contribute to a culture of trust, honesty and responsibility by doing what is right, even in the face of challenges.

Community – Promote a sense of belonging, shared purpose and partnership with all members of our school community.

One Unified District Serving Two Unique Programs

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

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

Goals

Aim 1: Maximize Student Achievement

Goal 1: All students will meet or exceed proficiency levels in reading, writing, mathematics, and science.

Goal 2: All students will earn a high school diploma.

Aim 2: Safe and Respectful Learning Community

Goal 1: All students and staff will learn and work in a safe and healthy environment.

Goal 2: All students and staff will respect all individuals.

Aim 3: Efficient and Effective Operations

Goal 1: CCS will hire and retain a high performing workforce.

Goal 2: CCS will practice responsible fiscal management.

Goal 3: CCS will use continuous improvement and utilize technology.

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

PURPOSE OF STAFF HANDBOOK

This handbook will provide staff members of Crosslake Community Schools (CCS) with information on some of the practices and procedures at CCS. We hope you will find this handbook helpful and refer to it throughout the year as questions arise. The handbook, and acknowledgement page will be uploaded to HRConnection- www.hrconnection.com **Employee Navigator**. At this time we have two different options, depending upon who needs to review and sign the documents.

1. We will add this to the On Boarding HR Tasks, this will be used for all New Hires. New Hires will be assigned these tasks and sent a notification email once they are entered into the HRConnection **Employee Navigator** system.
2. We can create an independent HR Task, for current employees that need to review this handbook and sign the acknowledgement, when the Task is created an email notification will go out to each employee that is assigned the task, that they have something to do in their HRConnection **Employee Navigator** portal.

Employee will use the employee specific login ID and password

Once logged in employees will see on their homepages that there is a task to be completed.

The system will prompt them to review the handbook and then sign the acknowledgement.

Once the Task is completed, the documents are saved in their employee-specific file within the HRConnection- **Employee Navigator** system (only admin can see these files).

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

EQUAL OPPORTUNITY EMPLOYER

Crosslake Community Schools is an Equal Opportunity Employer. CCS does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, military service, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as required by law.

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

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

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

SCHOOL INFORMATION

LOCATION

Physical Address: 35808 County Road 66
Crosslake MN 56442

Mailing Address: P.O. Box 1020
Crosslake MN 56442

Telephone Number: 218-692-5437

Fax Telephone Number: 218-656-7226

Email groups:

CCS Seat-Based Staff at pk8@crosslakekids.org

(All staff that work in the building and those who work with both the online and seat based programs.

Online Staff at onlinestaff@crosslakekids.org

All staff that work for the online program and who work with both the online and seat based programs.

PK-4 Teachers at PK-4teachers@crosslakekids.org

Seat based classroom and other teachers who work with students in grades PreK-4.

Middle School Teachers at middleschoolteachers@crosslakekids.org

Seat based classroom and other teachers who work with students in grades 5-8.

PK-8 Teacher at PK8teachers@crosslakekids.org

Seat Based Classroom teachers and other who work with students in grades Pk-grade 8

Board of Board of Education at ccsboard@crosslakekids.org

BOE members.

PK-8 Attendance at attendance-pk8@crosslakekids.org

Seat based staff and other parties with the need to know which seat based students are absent each day.

Technology Support at helpdesk@crosslakekids.org or text cell phone is 218-537-3616.

Technology matters

WEBSITE

Website: <http://crosslakekids.org>

Staff intranet: located at <http://crosslakekids.org> Password is required.

ALARMS

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

P.O./DELIVERY INFORMATION

Crosslake Post Office is closed daily between 11 a.m. and 12 p.m.

UPS and FedEx deliver at approximately 11:30 a.m.-1:00 p.m. (Staff, please allow the office to check invoices and contents before distribution).

DISTRICT STAFF

<u>Title</u>	<u>Staff</u>	<u>Email</u>
Executive Director	Dr. Jenna Leadbetter	jennaleadbetter@crosslakekids.org
Director of Seat-Based Learning	Annette Klang	aklang@crosslakekids.org
Director of Online Learning	Rose Bierce	rosebierce@crosslakekids.org
Associate Director of Online Learning	Monique VonEnde	moniquevonende@crosslakekids.org
District Executive Assistant	Paula Green	paulagreen@crosslakekids.org
Seat-Based Administrative Assistant	Elizabeth Duffy	bethduffy@crosslakekids.org
Online Administrative Assistant	Christina Holmes	christinaholmes@crosslakekids.org
Online Administrative Assistant	Christy Kuefler	christykuefler@crosslakekids.org
Online Administrative Assistant	Devan Bartels	devanbartels@crosslakekids.org
Human Resources/Business Manager	Kelly Bittner	kellybittner@crosslakekids.org
District Technology Manager	Will Lyke	willlyke@crosslakekids.org
District Technology Coordinator	Jennifer Miller	jmiller@crosslakekids.org
Food Service Coordinator	Kathy Faust	kathyfaust@crosslakekids.org
District Special Education Coordinator	Gena Jacobson	gjacobson@crosslakekids.org
District State Reporting Coordinator	Molly Papillon	mollypapillon@crosslakekids.org
Seat-Based School Social Worker	Kris Fjelstul	kfjelstul@crosslakekids.org
Online School Social Worker	Amy Miller	amymiller@crosslakekids.org
Online School Counselor	Natalie Grady	nataliegrady@crosslakekids.org
School Finance Consultant	Adam Hewitt	jenny.abbs@creativeplanning.com
Maintenance	Bud Roberts	budroberts@crosslakekids.org
Maintenance	John Oyaas	johnoyaas@crosslakekids.org
Maintenance	Stephanie Kluck	stephaniekluck@crosslakekids.org

ABSENCE

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

Examples:

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

Seat-based: Illnesses need to be called in as early as possible. It is easiest to find a substitute the night before, so if you are feeling poorly, notify your direct supervisor before 9:30 pm or immediately (6:00am is preferred) in the morning. If you have a fever the night before, per our illness/fever policy, you cannot attend school and need to be fever free for 24 hours. Absences during the school day need to be reported to your direct supervisor. Any absence that happens before or after school needs to be reported to the appropriate personnel as timely as possible.

APPOINTMENTS TO MEET WITH THE DIRECTOR(S)

The Director(s) have an "open door policy"; however, appointments can be made in the following ways:

- Seat-based Director: Contact the Administrative Assistant at the front desk or online.
- Online Director: Use the appointment scheduler
- Executive Director: Use the appointment scheduler

APPROPRIATE USE OF TECHNOLOGY

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

Online Privacy Expectations

1. Staff who use Crosslake Community School (hereafter, "School") equipment and services (including software provided by the School for students to do schoolwork and staff to perform duties) are required to have a School electronic account.
2. The data privacy of staff is protected by various state and federal laws (such as [FERPA](#), [Minnesota Statutes, section 13.32](#), etc.). The School will not disclose Personally Identifiable Information (PII) except in circumstances where these laws allow, such as when a teacher needs to access educational data for one of their students.
3. We collect data from staff usage on our network, computers and other devices. This aids the School in training and staff management and for the efficient operation of the School. We reserve the right to access any data that comes from the use of our electronic accounts.
4. We use several programs that collect and store data from staff and students. This data is only used for the purposes mentioned above. Some examples of these programs are: GoGuardian ("Admin", "Teacher", "Beacon", and "DNS") for the purpose of tracking student use of the internet while students are logged into their School accounts; Bark for the purpose of flagging data that may show students who might be contemplating self harm or other forms of harm and bullying; Google Workspace Education Plus for providing School accounts for staff and students, creating a digital framework that works to keep staff and students safe from harmful content on the internet, works to provide storage of content created or accessed by staff and students, and works to be the

primary mode of communication between individuals using our services and equipment; for staff, Free Microsoft Office 365 Education, which includes access to technology management services and access to the suite of Office tools. This is not a complete list of all digital programs used by the School, but includes software that we use for monitoring usage of our services.

AT-WILL EMPLOYMENT

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

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

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

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

How Can "At-Will" Staff Be Discharged?

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

What Are The Prohibited Discharge Grounds?

At least ten different discrimination laws protect staff. CCS' Board of Education's Directors should be aware that every employment decision has potential ramifications under these laws. CCS is prohibited from discharging a staff on the basis of the following:

- Age
- Race and color
- Sex, including pregnancy
- Religion
- National origin, meaning the country where born or from where ancestors came
- Disability
- Political reasons
- Marital status
- Military service
- Residence
- Union membership or activity

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

ATTENDANCE

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

Should tardiness become apparent, disciplinary action will be taken and could result in termination of employment.

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BADGES

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

BENEFITS (Detailed information can found in CCS's Benefit booklet or online at [HRConnection.com](https://hrconnection.com) [Employee Navigator](#))

Administrator Staff (.5 FTE or above)

(Executive Director, Director of Seat-Based Learning, Director of Online Learning, Associate Director of Online Learning)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage.
- TRA/PERA matching funds.
- 403(B) & PDP Investment options.
- 15 days of Paid Time Off per year.
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount, they would have earned, it will be deducted from their final paycheck.
- Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the staff (paid at \$17.50 per hour)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents or grandchildren to be adjusted based on the FTE of the staff

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

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

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.

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

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

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

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

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

(Human Resources/Business Manager, Executive Assistant, Technology Coordinator)

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

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

(Administrative Assistant, Attendance Coordinator, Admissions Coordinator, State Reporting Coordinator, Custodian/Maintenance)

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

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

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

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

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

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

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

Staff Compensation for E-Learning Days

When CCS declares an e-learning day, the district will provide all employees with full wages and benefits for scheduled work hours for the duration of the e-learning period. During the E-Learning period:

- employees must be allowed to work from home (to the extent practicable)
- OR be assigned to work in an alternative location
- OR be retained on an on-call basis for potential needs
- Paras and other hourly employees will be paid regular wage during an e-learning day.

Hourly Licensed Staff Compensation for Substitute Teacher Duties

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

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

- The staff member may find their own coverage (or request office assistance) for the teaching time in their classroom, with equal or required status: ie, licensed or substitute teacher must sub for a teacher, etc.
- A PTO slip must indicate who is covering for your classroom along with the total amount of time you will be off CCS grounds.
- The substitute staff person must fill out a time card indicating the amount of hours/time substituted.

Information from MACS (Minnesota Association of Charter Schools)

Per Minnesota Statute 181.72 regarding Wage and Salary Disclosure

"Staff are free to discuss their own wage or salary with anyone they wish, AND that CCS is barred from prohibiting you as a staff from doing so or retaliating against you for doing so".

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

BEREAVEMENT LEAVE

Bereavement Leave Policy Approved: 10/21/2024

Purpose

Crosslake Community Charter School provides eligible employees with paid bereavement leave upon the death of an immediate family member or other family member as defined in this policy.

This leave is granted to support employees during difficult times and to allow them to:

- Attend funeral services, ceremonies, and/or interment
- Make necessary arrangements
- Travel related to the death
- Have time for personal bereavement

Eligibility

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

Notice of Absence

Employees must notify their immediate supervisor or the school administration of their need for bereavement leave as soon as possible, providing:

- The name and relationship of the deceased
- The date of death
- The expected length of absence

Leave Allowance

1. Immediate Family Members:

- Up to 5 consecutive workdays of paid leave

2. Other Family Members:

- Up to 3 consecutive workdays of paid leave

3. Non-Family Members:

- 1 day of paid leave to attend the funeral of a close friend or colleague

Definitions

1. Immediate Family Members:

- Spouse or domestic partner
- Employee's or spouse's/partner's:
 - Biological, adopted, step, or foster child
 - Parent or parental equivalent
 - Sibling

2. Other Family Members:

- Children-in-law of the employee or spouse/partner
- Grandparents and grandchildren
- Aunts, uncles, nieces, nephews, and first cousins of the employee

Extended Absence

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

Documentation

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

Non-Consecutive Use

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

Confidentiality

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

Policy Review

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

BUILDING SCHEDULES

CCS' Duty Day for Teaching Staff:

Online is 8 hours; 10 a.m. to 2 p.m. with four hours flexible

Seat Based is 8 hours, 7:30 a.m. to 3:45 p.m. with flexibility 7:30-3:30 or 7:45-3:45

Office staff hours are 7:30 a.m. - 3:30 p.m.

Custodial staff hours are 7 a.m.-10 a.m.; 10 a.m.-4 p.m.; 5:30 p.m.-8 p.m. (approximately)

Seat-based Paraprofessional staff hours are 8 a.m.-3:30 p.m.

Kitchen staff hours are 7 a.m.-2 p.m.

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

KIDS Care Program-morning Teachers Arrive Office Opens	7 a.m.to 8 a.m. 7:30 a.m.-7:45 a.m. 7:30 a.m.
Doors Open Breakfast Served Buses Arrive Doors Lock School Begins	8 a.m. 8 a.m. to 8:30 a.m. 8 a.m. to 8:15 a.m. 8:25 a.m. 8:30 a.m.
Pledge of Allegiance	8:14 a.m..
School Dismissed Busses Depart	3:05 p.m. - PK/Kindergarten 3:12 p.m. Elementary 3:15 p.m. Middle School 3:20 p.m.
Teachers Leave	3:30 p.m. to 3:45 p.m.
Building Office Hours	7:30 a.m. to 3:30 p.m.
Kids Care Program-afternoon	3:10 p.m. to 5:45 p.m.

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

BUILDING SECURITY

It is the responsibility of every staff to ensure building security. At no time should exterior doors be propped open.

Students are not allowed in the building without adult supervision. All windows should be closed and locked at the end of each day. All doors to the school are locked during the school day except for Exterior Door #1. Staff must use their FOBs during the school day to enter secure sections of the school. CCS is a secure school.

Seat-based staff are not to be in the school building between the hours of 11 p.m. and 5 a.m.due to triggering of the alarm system.

BUSES AND BUS SAFETY

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

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

All guests riding the bus must follow the procedures outlined:

1. The guest must have a note signed or permission by his/her parents/guardians to show the teacher, Administrative Assistant, and the bus driver. The note must include the date and the place the child is going to visit.
2. The hosting child or parents/guardian must contact the bus company to make sure the number of guests will not cause a problem. The parents/guardian must provide a written note to show the teacher and the bus driver. This note must include a list of the guests and the date they will be riding the bus. Teachers must notify the Administrative Assistant also.

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CALENDARS AND SCHEDULES

SCHEDULES, DAILY

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

PK-8 Seat-Based Staff Calendar

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

K-12 Online Staff Calendar

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

CCS PK-12 Staff Calendar

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

Crosslake Community School Calendar-

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

CASHING OF PERSONAL CHECKS

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

CHILD PROTECTION

To ensure the safety and well-being of every individual in our school community, Crosslake Community Schools is committed to preventing and responding to any form of sexual misconduct, abuse, or neglect. This policy outlines clear procedures and responsibilities for creating a safe environment, in alignment with best practices and legal requirements.

1. Screening

All employees and volunteers who interact with children or vulnerable individuals must undergo a thorough screening process, which includes:

- **Written Application:** Applicants must complete a confidential application disclosing previous experience, affiliations, references, and criminal history.
- **Personal Interview:** A face-to-face interview assesses the applicant's suitability for working with children.
- **Reference Checks:** At least two professional references are required, ideally from prior roles involving children or vulnerable populations.
- **Criminal Background Checks:** Criminal background checks and checks of the National Sex Offender Registry are required for all employees and relevant volunteers, including:
 - Those working in educational or childcare settings
 - Those involved in overnight activities or counseling
 - Mentors or coaches in one-on-one contact with children
 - Drivers or staff with occasional one-on-one interactions
- **Disqualifying Offenses:** Individuals with criminal records including (but not limited to) sexual offenses, violent crimes, child endangerment, and drug trafficking will not be permitted to work with minors or vulnerable individuals (see Appendix for full list).

2. Training

All employees and volunteers must complete training to ensure awareness and accountability in working with youth and vulnerable individuals:

- Training is required at the time of hire and annually thereafter.
- Topics include abuse identification, prevention policies, and mandatory reporting laws.
- Attendance is tracked, and failure to complete training is subject to disciplinary action.

Training includes a focus on recognizing grooming behavior, understanding mandatory reporting responsibilities, and fostering a "see something, say something" culture.

3. Prevention Controls

To minimize risk, the following safety measures must be followed:

- **Two-Adult Rule:** At least two unrelated adults must be present during all activities involving children.
- **Open Door Policy:** Doors must remain open or have clear windows when only one adult is present.
- **Restroom Supervision:** Children under five should use single-stall bathrooms or be escorted in groups; staff may not be alone in a bathroom or stall with a child.
- **Teenage Workers:** Must be at least 14 years old, fully screened, and supervised at all times.

4. Identification

All staff and volunteers must be able to identify early warning signs of misconduct:

- Training includes identifying grooming patterns and behavioral red flags.
- All adults working with children are expected to remain alert and proactive in recognizing concerning behavior.

5. Reporting

All staff and volunteers are mandatory reporters and are required to report any suspected abuse or misconduct:

- Reports must be made to at least two designated individuals within the organization.
- Clear reporting procedures are outlined during training and must be followed in accordance with state law.
- Even low-level concerns should be reported and documented.

6. Investigation

In the event of a report of abuse or misconduct:

- Civil authorities will be notified immediately in compliance with mandatory reporting laws.
- The organization will cooperate fully with any external investigation.
- A neutral third party (typically legal counsel) will conduct an internal investigation.

7. Protection

During an investigation, protective measures will be taken to ensure safety:

- Victims will be protected and supported throughout the process.
- The accused will be removed from contact with children during the investigation and may be placed on administrative leave.
- All reports and investigations will be handled with dignity and confidentiality.

8. Response Plan

Following an allegation or incident:

- The child's parent or guardian will be informed immediately.
- The accused will remain off-site and out of contact until the matter is resolved.
- An incident report will be submitted to the insurance carrier.
- A designated spokesperson will handle all communication with the media; no other staff or volunteers may speak on the matter publicly.
- If misconduct is confirmed, the individual will be permanently removed from any role involving children.

Access to Policy

This Child Protection and Sexual Misconduct Policy will be included in the Staff Handbook and reviewed annually. Any updates or changes will be communicated to all staff and volunteers.

CLASSROOM APPLIANCES/FURNITURE

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

CLASSROOM MAINTENANCE

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

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

At the end of each day, teachers should:

- ▮ Check the room so it is ready for the custodian to complete their work.
- ▮ Shut the windows.
- ▮ Turn off lights.
- ▮ Lock the door (optional)
- ▮ If something needs repair, leave a voicemail message, text or email with the building custodian.
- ▮ Report any abuse of property to the office.

The custodians sweep or vacuum the classrooms, empty trash, empty recycling, and perform other cleaning duties on a regular (daily or on an every other day or every other two days) basis.

Use personal preference in deciding if you wish your classroom door to be locked at the end of the day.

COLLECTION OF FEES

- A. All staff are given a lunch account with an ID number assigned. Staff will be charged according to current adult prices for meals and extra entrees. Staff should bring lunch deposits directly to the Food Service Department. Please keep your lunch account up to date. All balances should be paid in full each month. Past due accounts may be subject to being withheld from paycheck.
- B. All special fees (field trips, special art projects, archery, class fees, etc.) will be collected by the classroom teacher. Once fees have been collected, submit fees to the Administrative Assistant for deposit.
- C. Before fees are charged for any activities (field trips, special projects, etc.), staff must gain approval from the Director.
- D. Completion of the Field Trip Form and Bus Form for Field Trips must be completed in advance and submitted to the Administrative Assistant. Buses must be ordered ten days prior to the event, as much as possible.

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

COMMITTEE PARTICIPATION

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

Committee Structure Overview: CCS operates committees organized into three categories:

- **Seat-Based School Committees**
- **Online School Committees**
- **District-Wide Committees**

Committee Assignment Process: Staff will be assigned to committees based on:

- Professional expertise and interests

- School program affiliation (seat-based or online)
- Balanced team composition (average 6-8 members per committee)
- Leadership capacity and development opportunities

Committee Roles: Each committee includes:

- **Chair:** Facilitates meetings, coordinates with leadership, manages escalation
- **Secretary:** Documents meetings, manages inter-team communication, maintains logs
- **Members:** Participate in monthly meetings, implement initiatives, provide feedback

Communication Responsibilities: All committee members participate in CCS's tri-directional communication system:

- **Top-Down:** Receive and implement district/school leadership direction
- **Bottom-Up:** Provide feedback and escalate issues to leadership
- **Side-by-Side:** Share information and coordinate with other committees

Meeting Schedule:

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

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

COMMUNICATIONS

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

Announcements and Attendance are emailed to staff each day before 9:00. Please make sure that classroom attendance and lunch count is entered into JMC by 8:45 a.m. Please read attendance to confirm and track absences if necessary. Please check email before 2 p.m. each day, if possible, to check on any bussing changes, etc. The office will call or notify you with any additional changes after 2 p.m.

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

CONFERENCES

Parent/guardian conferences are scheduled throughout the school year; refer to the school calendar for the dates, typically in the fall and the winter.

Teachers are encouraged to hold conferences with parents/guardians at other times as needed and to establish positive communication routines.

~~Fall conferences are mandatory as much as possible, winter conferences are optional.~~

CONFIDENTIALITY

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

EMPLOYMENT AGREEMENTS

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

COPIER USE

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

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

COPYRIGHT

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

-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

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

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- how many different offenses are involved
- the seriousness of the offense
- the time interval and employee response to prior disciplinary action(s)
- previous work history of the employee

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

- All staff are subject to be placed on improvement plans at the discretion of the Director(s).
- A staff-improvement plan allows for a staff to agree to terms and conditions to improve performance employment as well as document positive and negative work habits.
- The improvement plan will be explained to the staff and will be acknowledged by both parties with a signature.
- The purpose of this plan is to make a CCS staff an even better staff.

Possible reasons for this:

- Violation of charter school policies.
- Substandard performance.
- Improper use of school equipment or time during school day
- Misconduct.

Procedure:

- Oral Warning
- Written warning or reprimand
- Suspension with or without pay
- Termination

DRESS CODE

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

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

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity.

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

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors or adults.
- Objectionable emblems, badges, symbols, signs, words, political stance, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

- Any apparel or footwear that would damage school property.
- Clothing that shows the stomach is not acceptable. Tops must cover the entire stomach area of the staff member.
- Clothing that is low cut, or spaghetti-strap type shirts.
- Clothing that shows any type of weapon or wording of a weapon is prohibited.
- Clothing must cover areas from one armpit across to the other armpit. Tops must have wide shoulder straps. Undergarments cannot show through clothing or above, below or alongside clothing. See-through or mesh garments must not be worn without appropriate coverage. Shorts must be long enough to be seen. Shirts, tops or sweatshirts cannot cover shorts or skirts completely
- Staff are encouraged to keep a sweater, sweatshirt, and shorts/pants in their office, classroom or locker in case they get cold or are asked to modify clothing due to dress code violations.
- Apparel distracting 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.

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

DRUG AND ALCOHOL

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

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

Here's a summary of Minnesota's school policy regarding cannabis:

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

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

above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any staff who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board.

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

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

CCS policies [417 Chemical Use and Abuse](#) and [418 Drug-Free Workplace/Drug-Free School](#) can be referenced for full details.

-E-

E-MAIL

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

It is recommended that staff check their email weekly during the summer months and holiday breaks.

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

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

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

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

EQUIPMENT CHECKOUT

Check out Procedures for Crosslake Community School Library

Check-Out Procedures at Crosslake Community Library

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

CCS Equipment/Teacher Resources

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

EMERGENCY PANDEMIC PROCEDURES

If necessary, procedures and plans are in place for any national pandemic safety measures. Please refer to the Safe Return to In-Person Learning Plan. Guidelines will be followed for staff pay and safety as well as students and visitors.

During a declared pandemic or public health emergency, CCS will implement additional safety protocols that may include:

- Modified work schedules and remote work arrangements when feasible
- Enhanced health screening procedures for staff and visitors
- Increased sanitation and cleaning protocols throughout all facilities
- Personal protective equipment requirements as mandated by health authorities
- Social distancing measures in classrooms, common areas, and during meetings
- Modified student attendance and instructional delivery methods
- Adjusted food service and transportation procedures
- Limited building access and visitor restrictions

Staff will be notified promptly of any pandemic-related policy changes through official CCS communication channels. All staff are expected to comply with pandemic safety measures as directed by administration and in accordance with federal, state, and local health department guidelines.

For specific pandemic response procedures, compensation during closures, and detailed safety protocols, refer to the current Safe Return to In-Person Learning Plan available on the CCS website and staff intranet.

EMERGENCY PROCEDURES

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

Evacuation

Should the need arise to evacuate the building and premises, students and staff will proceed in an orderly fashion to Crosslake Lutheran Church. From there, students will be transported to the Crosslake Community Center for parent/guardian pick-up. Please report any missing students to the Administrative Assistant or Director. One evacuation drill per year will be performed in conjunction with a fire drill.

Fire Safety

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

Lock Down Procedures

1. Lock Down Outside Threat

- Call over the phone intercom system, “Lock Down Outside Threat”, “Lock Down Outside Threat”
- Call over the walkie-talkie system, “Lock Down Outside Threat, Lock Down Outside Threat”
- Teachers and staff inside the building should secure their windows by having them covered and closed. They do not need to lock their classroom doors and they can continue to go about their regular business. They cannot move students outside of the building and should refrain from being in the hallways.

- Take attendance and make sure all students are in the classroom or accounted for.
- Teachers and staff who are outside the building but on CCS grounds should IMMEDIATELY come inside the building and follow the process listed for teachers and staff inside a building
- Teachers and staff need to be on alert as outside threats may possibly turn into inside threats.
- Teachers and staff who are not on the CCS grounds should remain where they are until they receive an all clear notice from CCS.

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

2. Lock Down Inside Threat

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

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

A total of 5 lockdown drills will be conducted per school year.

Tornado

Move to your designated spots as determined in the site plan posted in each classroom. One tornado drill will be performed per school year.

-F-

FACILITY USE

Staff wishing to use classrooms or other spaces in the building beyond their normal daily schedule or routine need to fill out a Facility Use Form located in the front office. Staff are encouraged to use a highly visible space when working one-on-one with students, and/or maintain an open door or visible through the window of the door. Depending on space usage and need, some fees may be required. Please see Administrative Assistant for details.

FLYERS

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

FOBS

Refer to KEYS heading.

FUNDRAISING

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

-G-

GRANT APPLICATIONS

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

-H/I-

HEALTH and INJURY

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

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

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

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

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

For your protection, document everything (who, what, when, where, why, how).

Workers' compensation paperwork must be filled out as soon as possible. You can obtain this paperwork from the Human Resources/Business Manager.

Mental Health

If you are in need of personal, social, emotional or any type of confidential care, staff are encouraged to speak with the School Social Worker, Director or any trusted friend/employee who could offer assistance. We will do our best to assist in any way possible. IF YOU OR SOMEONE YOU KNOW IS IN CRISIS AND IN NEED OF IMMEDIATE ASSISTANCE, THE FOLLOWING RESOURCES CAN HELP:

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

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

INTEGRITY

All CCS staff are asked to act with integrity and character during a paid work day (see PTO section). Activities unbecoming of a leader are discouraged. These activities may include but are not limited to; alcohol consumption (forbidden), lewd language, gambling, inappropriate gestures, excessive personal phone use, inappropriate and excessive internet surfing, or other questionable activities. Use integrity and discretion so actions are not contradictory to students and their guidelines, i.e. energy drink consumption, phone usage, dress code.

Staff are not to speak ill or disparaging remarks, gossip or slander about CCS, personnel or others while inside or outside of school. Confidential information regarding students is never to be shared. Violations of these standards may result in disciplinary action.

Standards of Professional Conduct

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

- A. A teacher shall provide professional education services in an equitable, inclusive, and nondiscriminatory manner, actively working to create an environment where all students feel safe, valued, and supported.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety both physical and emotional, in all learning environments, including virtual settings.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only to serve a legitimate educational interest, in consultation with appropriate personnel, or when required by law. Staff must ensure that confidentiality is upheld across all communication platforms, including digital systems.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning. This includes maintaining professional boundaries, reinforcing school-wide expectations, and using consistent, respectful behavior management strategies.
- E. A teacher shall not use professional relationships with students, parents/guardians, and colleagues for personal, financial, or professional gain. All interactions must reflect integrity, transparency, and respect for the trust placed in educators.
- F. A teacher shall delegate authority for teaching responsibilities only to appropriately licensed and qualified personnel. Paraprofessionals and support staff must be supervised and supported in alignment with their role definitions and licensure guidelines.
- G. A teacher shall not deliberately suppress or distort subject matter and shall commit to presenting content accurately, objectively, and in a manner that encourages critical thinking and academic honesty.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or those of other educators. Staff must accurately report credentials, training, student progress, and any other professional documentation..
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues either verbally, in writing, or through electronic communication. Staff shall foster a culture of professionalism, trust, and mutual respect.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position. It is the teacher's responsibility to maintain current licensure and stay informed about the status and requirements of their certification.
- K. A teacher shall communicate with students, families, colleagues, and supervisors in a respectful, professional, and constructive manner at all times. This includes verbal, written, and electronic communication. Disagreements or concerns should be addressed through appropriate channels using solution-oriented language and a collaborative mindset.
- L. A teacher shall engage in conflict resolution in a manner that upholds the dignity of all individuals involved. Staff are expected to seek clarity, assume positive intent, and participate in restorative or mediated conversations when needed to maintain a positive working environment.

The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

Code of Ethics for Minnesota School Administrator

The Code of Ethics applies to all persons licensed as school administrators and all of the use of school administrator in the following section A-K.

Standards of Professional Conduct

The standards of professional conduct are as follows:

- A. A school administrator shall provide professional educational services in a nondiscriminatory manner.
- B. A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator shall not misuse professional relationships with students, parents/guardians and caregivers, staff, or colleagues to private advantage.
- E. A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- F. A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- G. A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Code of Ethics for Support Staff

The Code of Ethics applies to all persons who are part of the support staff.

Standards of Professional Conduct

The standards of professional conduct are as follows:

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

- G. Support staff shall not knowingly make false or malicious statements about students or colleagues.

INTERNET ACCESSIBILITY

A reminder to all staff that students should not under any circumstances be granted access to the internet via administrative log-in passwords. Staff sharing this information with students can place our information at risk. Please be familiar with [Policy 524 Internet Acceptable Use and Safety Policy](#)..

-J-

JOB DESCRIPTIONS

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

JOB OPENINGS

Hiring Procedure for Crosslake Community School

6/16/2025

I. Purpose:

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

II. General Statement of Procedure

- A. CCS provides equal employment opportunity for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.
 - a. The Executive Director will bring a recommendation to the Board of Education (Board) regarding the need for additional staff not included in the current approved budget. Job descriptions for new positions must also be presented to the Board for approval.
 - b. When staff members leave the school or move to another position within the school, the Executive Director may post and hire the vacant position without prior Board approval (provided the position is included in the approved budget). The Executive Director will inform the Board of this action at the next Board meeting.
 - c. In the event that a current employee changes their FTE in their current position(s), the position(s) does not have to be posted.
 - d. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
 - e. Positions will be posted internally (for a minimum of 5 business days) via email before being posted externally. In the event that a current employee is being promoted to a new job description due to the restructuring of their current position, the position does not have to be posted.
 - School-Level Positions: Internal candidates should submit interest to hire@crosslakekids.org. Both Directors must agree on internal placement to minimize disruption to students/families. When an internal candidate meets the required qualifications, interviewing them is optional unless there is more than one qualified internal candidate.
 - District-Level Positions: Internal candidates should submit interest to hire@crosslakekids.org. All qualified candidates must interview.
 - f. For external posting, the Human Resources/Business Manager will post position openings in a minimum of two locations including, but not limited to the Crosslake Community Schools' website, MNSchoolJobs.org (required), and additional platforms as needed. Positions will be active for a minimum of ten (10) business days or until a position is filled, whichever is longer.

- g. Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located in which case an out-of-field permission may be able to be applied for, if one is required.
- h. Qualified applicants will be required to provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
- i. When extenuating circumstances exist, the Executive Director have authority to override the timeframes listed above for internal and external postings and may hire immediately following the remainder of the hiring procedure.
- B. School-Level Interview Process:
 - a. Reviewing applications: The Seat-Based Director will review all submitted applications and decide who they would like to interview for Seat-Based positions. The Online Director will review all submitted applications and decide who they would like to interview for Online positions. The Business Manager will monitor the hiring@crosslakekids.org email address.
 - b. All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.
 - c. The interview team will include a minimum of one Director, and two staff members closely related to the position. Paul Bunyan Education Cooperative can be included for Special Education positions.
 - d. All interview questions must be predetermined, and each candidate will have identical questions.
 - e. The Team will interview candidates.
 - f. The Team will deliberate and make a recommendation to the Executive Director for hiring.
 - g. Committee recommendations will be documented and submitted to Human Resources/Business Manager.
 - h. The Human Resources/Business Manager will check references and make the phone calls.
 - i. The Team will determine who calls and informs the applicants of the outcome from the interviews.
- C. District-Level Interview Process:
 - a. Reviewing applications: The Executive Director will review all submitted applications and decide who they would like to interview for District-Level positions. The Human Resources/Business Manager will monitor the hiring@crosslakekids.org email address.
 - b. All candidates who will be interviewed will receive an email from the Human Resources/Business Manager about interview dates and times.
 - c. The interview team will include the Executive Director as the chair of the committee, as well as equal representation from both seat-based and online programs.
 - d. All interview questions must be predetermined, and each candidate will have identical questions.
 - e. The team will interview the candidates.
 - f. The team will deliberate and if consensus cannot be reached, the Executive Director will make the final determination based on district-wide considerations.
 - g. Committee recommendations will be documented and submitted to HR.
 - h. The Human Resources/Business Manager will check references and make the phone calls.
 - i. The Team will determine who calls and informs the applicants of the outcome from the interviews.
- D. Job offering
 - a. Before a job is offered, check with the Human Resources/Business Manager for the rate of pay - when determining the rate of pay:
 - External candidates will be placed at level 100 (step zero) of their respective salary scale.
 - Internal candidates moving to a new position must be moved to the pay scale associated with that position, following standard progression and placement rules.
 - Any exceptions to the level 100 placement for external candidates must be pre-approved by the Executive Director and Board of Education.
 - b. When offering a position, the Human Resources/Business Manager will provide an offer letter that states that the applicant will be offered the position once a background check is completed.

- c. Submit all interview documents and the rate of pay that was offered to the Human Resources/Business Manager.
- d. Human Resources/Business Manager emails employment paperwork to the new employee.
- e. Once the background check is cleared, the Human Resources/Business Manager begins the hiring process.
- f. The Human Resources/Business Manager will notify the Executive Assistant of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.
- F. Onboarding Process:
 - a. Create Employment Agreement - Human Resources/Business Manager
 - b. Enter staff into Benefit Portal and JMC - Human Resources/Business Manager
 - c. Complete Technology Onboarding Checklist - Technology Manager and Human Resources/Business Manager.
 - d. Introduction email to all staff – Online or Seat-Based Director
 - e. Create a Fob for building staff - Administrative Assistant
 - f. Create a mailbox - Executive Assistant
 - g. Phone training - Human Resources/Business Manager and Technology Manager (google voice training and set up as needed)
 - h. JMC Training - Executive Assistant/Lead Teacher
 - i. Time Clock - Human Resources/Business Manager
 - j. Badges – Administrative Assistant
 - k. School Tour - Human Resources/Business Manager, Executive Assistant, or Administrative Assistant
 - l. Staff Parking - Human Resources/Business Manager, Executive Assistant, or Administrative Assistant
- E. Legal References:
 - a. Policy 401 - Equal Employment Opportunity
 - b. Policy 402 - Disability Nondiscrimination
 - c. Policy 404 - Employment Background Checks
 - d. Policy 405 - Veterans Preference - Hiring
 - e. Policy 426 - Nepotism
- F. The Hiring Procedure applies to all areas of employment excluding Executive Director hires which will be made by the Board of Education.

JURY DUTY

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

-K-

KEYS

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

Keys/FOBs are **never** to be loaned.

Support staff will need to turn in their FOBS on the last day of employment each school year.

-L-

LICENSURE/CERTIFICATION

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

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

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

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

-M-

MAINTENANCE REQUESTS

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

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

-N-

NURSING MOTHERS, LACTATING EMPLOYEES, and PREGNANCY ACCOMMODATIONS

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

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

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

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

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

-P-

PAID TIME OFF (PTO) REQUESTS

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

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

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

Earned sick and safe time can be used for:

- funeral/memorial arrangements and financial/legal matters after a family member's death;
- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

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

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

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

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

PTO BANK

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

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

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

Employees who would like to request to draw from the donated PTO bank must do so prior to the end of the pay period in which they would like to utilize the donated PTO.

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

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

PAYROLL

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

All stipends and pay for contracted services will be paid at the conclusion of activity or services. Checks will be processed as separate checks from regular payroll.

PAYROLL REDUCTION PLAN

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

PERSONAL PROPERTY/CCS

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

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

PHONE SYSTEM

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

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

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

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

PURCHASING

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

In order for the Business Office to close the fiscal year in a timely and accurate manner, purchases are encouraged to be made by May 1 for bookkeeping purposes. Balance of current itemized budget for all departments will be issued

periodically as needed and should be monitored by department. This is necessary in order for all of the bills to be paid by June 30th, the end of our fiscal year. Bills received after that date require special bookkeeping entries.

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

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

-Q-

Q-COMP (QUALITY COMPENSATION)

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

-R-

REIMBURSEMENT

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

REPORTING MALTREATMENT OF MINORS

As adults working with minors in an educational setting, it is imperative that maltreatment of minors be reported immediately. Minnesota Statute 626.556 Reporting of Maltreatment of Minors outlines the legal requirements in detail. Please reference [Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#) and [Policy 414FRM Maltreatment Reporting Form](#). See appropriate school Social Worker for assistance.

REPORTING MALTREATMENT OF VULNERABLE ADULTS

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

RETIREMENT INFORMATION

PERA Employee Hotline: 800-652-9026

www.mnpera.org

TRA Member Services: 800-657-3669

www.tra.state.mn.us

SCHOOL CLOSURES/SCHEDULE CHANGES (Seat-Based School Only)

In the event of a school closure, families will be notified via phone call, text message and email.

CCS closure information will also be broadcast via the following media:

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

In the event of a school closure due to inclement weather, an e (emergency)-learning day will be put into place. Teachers are to prepare MN standards based packets, with assignments for students to work on during the called school closure. The assigned portion of the packet is expected to be returned to the next day of attendance. Teachers who will be contacting students during an e-learning day must ensure that the student knows how to contact them well before the e-learning day. There are a maximum of five e-learning days allowed. Days called off after that will be snow days and will be made up on designated days. One packet will be prepped and distributed by October 3, 2025.

SOCIAL MEDIA

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

Facebook:	Appointed Personnel
Website:	Technology Department
CCS Seat-Based Calendar:	Director of Seat-based Learning
CCS Online Calendar:	Director of Online Learning and Associate Director of Online Learning

We encourage increased levels of communication to our families and community. Whenever there is an event/activity that highlights some aspect of CCS' life, are encouraged to reach out to the above staff members to share the information along with any photo opportunities. CCS students are not allowed to be posted on staff's personal Facebook or other

social media pages. You may share a school designed social media post. Please observe the confirmed picture list of students available in the office if sending photos and names to the local newspapers. These submissions should be pre-approved by the director.

STAFF TRAVEL

- A. Costs for staff travel should be pre-approved in writing by the Director.
- B. Reimbursement for the use of your personal vehicle will be paid at the current federal rate per mile. Forms are available from the Human Resources/Business Manager or in the main office.
- C. Staff traveling to the same meeting should make every effort to ride together. If you choose to drive yourself when traveling together was possible, you may not be reimbursed for mileage.
- D. For hotel stays, please submit a “folio” receipt with itemized charges. Any personal charges (phone calls, movies, etc.) should be paid for at checkout. Reimbursement requests should be submitted to the office within 30 days of the date occurred. It is preferred that the Business Manager makes the reservation before the travel to receive the tax free benefit as well as purchase on the school credit card.

STUDENT INFORMATION REQUESTS

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

SUPERVISION DUTIES

Student and staff safety is of utmost importance at CCS. We will work to ensure that whenever students or the general public is present on campus, we will provide supervision. During school hours, this will translate to staff being assigned supervision duties/areas throughout the building and grounds. In addition, no outside activities of the school day will be allowed without adequate supervision.

SUPPLIES

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

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

-T-

TECHNOLOGY

Appropriate Use of Technology

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

Online Privacy Expectations

1. Staff who use Crosslake Community School (hereafter, "School") equipment and services (including software provided by the School for students to do schoolwork and staff to perform duties) are required to have a School electronic account.
2. The data privacy of staff is protected by various state and federal laws (such as FERPA, Minnesota Statutes, section 13.32, etc.). The School will not disclose Personally Identifiable Information (PII) except in circumstances where these laws allow, such as when a teacher needs to access educational data for one of their students.
3. We collect data from staff usage on our network, computers and other devices. This aids the School in training and staff management and for the efficient operation of the School. We reserve the right to access any data that comes from the use of our electronic accounts.
4. We use several programs that collect and store data from staff and students. This data is only used for the purposes mentioned above. Some examples of these programs are: GoGuardian ("Admin", "Teacher", "Beacon", and "DNS") for the purpose of tracking student use of the internet while students are logged into their School accounts; Bark for the purpose of flagging data that may show students who might be contemplating self harm or other forms of harm and bullying; Google Workspace Education Plus for providing School accounts for staff and students, creating a digital framework that works to keep staff and students safe from harmful content on the internet, works to provide storage of content created or accessed by staff and students, and works to be the primary mode of communication between individuals using our services and equipment; for staff, Free Microsoft Office 365 Education, which includes access to technology management services and access to the suite of Office tools. This is not a complete list of all digital programs used by the School, but includes software that we use for monitoring usage of our services.

Computer Usage Guidelines

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

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

Email Groups

You can send an email to a group of staff members using the following groups:

CCS Seat-Based Staff at pk8@crosslakekids.org (All staff that work in the building and those who work with both the online and seat based programs.)

Online Staff at onlinestaff@crosslakekids.org (All staff that work for the online program and who work with both the online and seat based programs.)

PK-4 Teachers at PK4teachers@crosslakekids.org (Seat based classroom and other teachers who work with students in grades PreK-4.)

Middle School Teachers at middleschoolteachers@crosslakekids.org (Seat based classroom and other teachers who work with students in grades 5-8.)

PK-8 Teachers at PK8teachers@crosslakekids.org (Seat based classroom teachers and others who work with students PK-grade 8)

Board of Education at ccsboard@crosslakekids.org (BOE members.)

PK-8 Attendance at attendance-pk8@crosslakekids.org (Seat based staff and other parties with the need to know which seat based students are absent each day.)

Technology Support at helpdesk@crosslakekids.org or text cell phone is 218-537-3616. (Technology matters)

Email Communication Guidelines

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

It is recommended that staff check their email weekly during the summer months and holiday breaks.

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

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

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

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

Internet Accessibility

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

Phone System

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

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

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

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

Technology Support

For technology support, contact: Technology Support at helpdesk@crosslakekids.org or text cell phone is 218-537-3616.

Technology matters should be directed to: District Technology Manager: Will Lyke (willylyke@crosslakekids.org) District Technology Coordinator: Jennifer Miller (jmiller@crosslakekids.org)

TOBACCO FREE ENVIRONMENT

CCS is a Tobacco-Free environment. All tobacco use is prohibited on CCS property. Refer to [Policy 419 Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction](#) for information.

VISITORS

All visitors must enter through the front office, check in with the Administrative Assistant, and obtain a "Visitor's Badge." If necessary, staff members are responsible to direct visitors to the office to obtain a visitor's badge. Visitors will be asked to complete a background clearance form annually if they will be in direct contact with any students. Visitors are not to be allowed into any entrance other than the main door #1 (front office). Depending upon the situation and/or activity, pre-arrangements may be necessary.

VAPING

Reference Tobacco-Free Environment heading above.

VOLUNTEERS

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

-W-

WEAPONS

CCS provides a safe school environment for students, staff and the public. Refer to [Policy 501 Schools Weapon Policy](#) for information. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.

-BOARD OF EDUCATION APPROVED POLICIES-

A full copy of the CCS's Board of Education approved policies can be found on CCS's website:

<http://www.crosslakekids.org/district/policies>.

Any policy questions can be referred to the Director(s). Policies of special interest to staff include the following:

102 EQUAL EDUCATION OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Crosslake Community Schools (CCS).

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.

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' (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.

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law at Crosslake Community Schools (CCS).

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATION

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of Crosslake Community Schools (CCS) to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district

410 FAMILY AND MEDICAL LEAVE ACT

I. PURPOSE

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

413 HARASSMENT AND VIOLENCE

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).

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.

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of Crosslake Community Schools' (CCS) personnel to report suspected maltreatment of vulnerable adults.

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. Crosslake Community Schools's (CCS) school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957

417 CHEMICAL USE AND ABUSE

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.

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.

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

I. PURPOSE

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

- 420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS
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.
- 426 NEPOTISM IN EMPLOYMENT - CHARTER SCHOOLS
I. PURPOSE
The purpose of this policy is to establish consistent employment guidelines and to prevent situations in which an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the charter school.
- 440 SOCIAL MEDIA USE
I. PURPOSE
The purpose of this policy is to make clear the guidelines for acceptable use of Social Media by school staff and current school board members.
- 461 FLOATING HOLIDAY LEAVE
I. PURPOSE
The purpose of this policy is for Crosslake Community Schools (CCS) to offer three floating holidays for non-exempt hourly staff contracted for 176 days or less.
- 462 ATTENDANCE
I. PURPOSE
The purpose of this policy is to set forth Crosslake Community Schools' (CCS) policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.
- 463 NON-TEACHING STAFF EVALUATION POLICY
I. PURPOSE
The purpose of this policy is to set forth Crosslake Community School's policy and procedures for evaluating the performance of non-teaching staff.
- 464 PARAPROFESSIONAL STAFF EVALUATION POLICY
I. PURPOSE
The purpose of this policy is to set forth Crosslake Community School's policy and procedures for evaluating the performance of paraprofessional staff.
- 501 SCHOOL WEAPONS POLICY
I. PURPOSE
The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

I. PURPOSE

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

506 STUDENT DISCIPLINE

I. PURPOSE

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

507 CORPORATE PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student of Crosslake Community School (CCS).

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

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 Crosslake Community School's (CCS) computer system and acceptable and safe use of the Internet, including electronic communications.

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.

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.

531 THE PLEDGE OF ALLEGIANCE (update)

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.

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.

552 ADMINISTRATIVE GUIDELINES FOR GENDER INCLUSION

I. PURPOSE

These Guidelines (Guidelines) set forth Crosslake Community Schools' (CCS) procedures for schools to address the needs and concerns of transgender and gender-expansive students to ensure safe, supportive, and healthy school environments where every child can learn.

These Guidelines are intended to:

- 1) ensure that all students are welcomed, valued, included, and respected;
- 2) to help schools ensure safe learning environments free of discrimination, harassment, and bullying; and
- 3) to promote the educational and social integration of transgender and gender-expansive students.

These Guidelines do not and cannot anticipate every situation that may occur, as every student is unique. The support for each student must be assessed and addressed individually based upon the student's specific requests and needs.

These Guidelines are supported by Policy 102 (Equal Education Opportunity), 413 (Harassment and Violence), 514 (Bullying Prohibition Policy), 515 (Protection and Privacy of Pupil Records, and 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process).

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.

ACKNOWLEDGMENT OF RECEIPT OF STAFF HANDBOOK

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

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

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

I understand that if I have any questions, I am to talk to:

Seat Based Director or Online Director

Staff Name

Staff Signature

Date

Director's Signature

Date

For office use only:

Date received: _____