



Seat-Based Student and Family Handbook
2022-2023

Seat-Based Learning

Student and Family Handbook

FORWARD

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

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

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

Crosslake Community School Mission

To grow Environmentally Aware, Community Impacting Learners of Excellence.

Crosslake Community School Vision

Where academics lead to a stronger, healthier community.

Crosslake Community School Authorizer

Osprey Wilds Environmental Program Center – Minneapolis, MN

Crosslake Community Schools' Director of Seat-Based Learning

**Crosslake Community School
BOE DIRECTORS**

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

Jared Griffin	Chair, Parent/Guardian Seat Based (12/31/2023)
Chris Rhinehart	Vice-Chair, Parent/Guardian Seat Based (12/31/2023)
Abigayle Swenson	Secretary, Teacher Seat Based (12/31/2023)
Ronda Veit	Treasurer, Teacher Seat Based (12/31/2022)
Karen Teff	Teacher Online (12/31/23)
Jennifer Muller	Teacher Online (12/31/22)
Josef Garcia	Community Member (12/31/2023)
Open	Parent/Guardian Online or Seat Based (12/31/2022)

DECLARATION OF PURPOSE

- Improve student Program: The 2020-2021 school year marked the twenty-first year of a continuous improvement process for the Crosslake Community School. This process requires all stakeholders to be actively involved in activities designed to meet the goals for raising student achievement.
- Increase Program opportunities for pupils: Students at CCS are given the opportunity to be in multi-age classrooms that allow them to work at their individual education level. Qualifying students are also able to access targeted Title 1 services, which give assistance in the classroom or through pull-out activities.

ROLES AND RESPONSIBILITIES RELATED TO STUDENT PROGRAM

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

CCS is responsible for:

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

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

Students are responsible for:

- Applying a conscientious effort in all school work and activities;
- Respecting the rights of other students, CCS staff, and CCS visitors;
- Sharing the responsibility with the administration and staff of establishing and maintaining a safe, stimulating, and productive learning environment;
- Attending CCS regularly;
- Completing class assignments on time and in accordance with the instructions given by their teachers;

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

Parents/Guardians are responsible for:

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

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

GENERAL SCHOOL DAY INFORMATION

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

Teachers Arrive Office Opens	7:30-7:45 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	8:30 a.m.
School Dismissed Busses Depart	3:10 - PK/K, 3:12 Elem, 3:15 MS 3:20
Teachers Leave	3:30-3:45
Building Office Hours	7:30 a.m. to 3:30 p.m.
Kids Care Program	3:10 to 6 p.m.

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

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ATTENDANCE

Student attendance is very important. Every student is expected to attend school every day except for the following excused absences:

- illness
- doctor or dentist
- death or illness in the immediate family
- circumstances beyond the student's control
- observances of religious holidays and activities

If the student will be absent, please call or email **the Administrative Assistant** at **bethduffy@crosslakekids.org** or call CCS at 218-692-5437, extension 102, by 8:30 a.m. with notification and explanation. If you do not email or call CCS about your student's absence, or if your student is not absent for a valid reason, this will be classified as an unexcused absence. **Keep In mind, CCS is open 24-hours a day with the use of voicemail and email.**

If a student has excessive illness absences, a doctor's note may be required. Continual excessive absences may result in further action that could include written notification, meeting with CCS administration, and possible contact with County personnel.

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

- Students will be given 5 excused vacation days.
- Any days beyond 5 will be considered unexcused. The average student misses 3-5 days of school a year.
- If a student has 7 unexcused days absent, a report will be made to the student's County of residence.

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

- The office has been informed well in advance of the absence.
- The family has communicated with the classroom teacher(s) and they have provided the student and family with expectations for the student during the time away from CCS.
- Upon return, the student will complete and submit all required assignments.

CCS has adopted the Crow Wing County Attendance Policy and the process is included in the behavior matrix.

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BEHAVIOR AND DISCIPLINE OF STUDENTS

Discipline is viewed as a learning experience, which:

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

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

behavior.

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

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

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

Specific Behavior Guidelines

CCS Students will be responsible in the **hallway** by:

- Walking quietly without disturbing others.
- Cleaning off their shoes before entering the building.
- Removing headgear when they enter CCS.

CCS Students will be responsible in the **commons** by:

- Keeping the area clean.
- Eating their own nutritious lunches quietly and orderly.
- Treating all adults with respect.
- Remembering to use good table manners.

CCS Students will be responsible in the **classroom** by:

- Listening carefully to all directions.
- Having all needed supplies and assignments ready for class.
- Treating classmates, assistants, paraprofessionals, volunteers, and teachers with respect.
- Follow classroom rules.

CCS Students will be responsible on the **playground** by:

- Playing in designated areas.
- Using appropriate language.
- Playing fairly and safely at all times.
- Playing only with approved playground equipment and using it appropriately.
- Respecting all others on the playground.
- Dressing properly for the weather.

CCS Students will be responsible on the **bus** by:

- Riding in a safe, quiet manner.
- Using appropriate language.
- Respecting all other riders and the driver.
- Leaving the bus clean and undamaged.

Behavior Offenses

1. Interrupting Learning

- Includes disrupting class, clowning around, not having necessary assignments done, not coming to class prepared to learn, running in hallways, excessive noise, disrespect to CCS property, going into other student's possessions.

2. Insubordination

- All students are expected to do what is asked of them, in classrooms, hallways, playground, commons, restrooms, etc.

3. Lunch time

- Throwing food, bothering other's food, failure to stay seated, excessive noise. Students will not trade food, consume pop, or chew gum in the lunchroom.

4. Playground, and tag only, no pushing, pulling, tackling, or pulling clothes.

- Abuse of equipment, climbing or jumping off the slide.
- Playing in undesignated areas.
- Hard balls (i.e. baseballs, softballs, golf balls, etc.)
- Throwing dirt, sand, or snow.

BEVERAGES

During school hours, students will be prohibited from drinking beverages other than water, with the exception of milk provided during lunch and milk breaks as determined by CCS staff. Students will be allowed to bring clear, covered water bottles with them to class.

BULLYING

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

“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

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

BUS MATTERS

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

Absolutely no parking in the circle driveway is allowed. **If you must get out to help our student, you MUST go to the blue parking lot.**

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

If you have a friend or family member that does drop off or pick up, please communicate this policy with them, too.



CALENDAR

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

CAMERAS (INCLUDING CELL PHONE CAMERAS)

Use of any camera or picture taking device must have prior permission from the Director of Seat-Based Learning or classroom teacher for use. Improper use of pictures will be dealt with utilizing the discipline matrix.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)

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

CHILD ABUSE/NEGLECT

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

CLASS PLACEMENT

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

CLOSURES DUE TO WEATHER/SCHEDULE CHANGES

CCS closure information will be broadcast via the following media:

TV Stations

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

Radio Stations

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

KTIG Radio Pequot Lakes 102.7

Text Message/Phone
JMC Software

Internet
Facebook

It is important that you **communicate to** your student what to do in case CCS should dismiss early in an emergency. Tell your student where to go if you are not home.

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

COMMUNICATIONS

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

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

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

CONFERENCES

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

CURRICULUM

CCS' Seat-Based Programs

Math – Go Math, IXL

Science – Mystery Science, National Geographic Explorer, Amplify

Social Studies – Discovery Education, Northern Lights

Reading/ Language Arts – Benchmark Advance, IXL, Scholastic, Learning without Tears

Language Arts - Holt McDougle Literature-Common Core

PreKindergarten - World of Wonders

*All curriculum used by CCS is available upon request.

Curriculum **Purchase** Cycle

Five Year Cycle:

Year 1 (2020-21): Language Arts

Year 2 (2021-22): Science

Year 3 (2022-23): Social Studies

Year 4 (2023-24): Music, Art, PE, Health

Year 5 (2024-25): Math



DISCIPLINE

Definitions of Consequences for Student Misbehavior

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

- **Removal from class** – A student sent from a classroom because of disruptive behavior will report immediately to the office. A student must confer with the Director of Seat Based Learning and the teacher before being reinstated to the classroom. If a second removal from the same class occurs, a conference may be held with the Director of Seat-Based Learning, the teacher, the student, and the legal guardian.
- **Detention** - Requirement for a student to remain in staff supervision before, during, or after school hours.
- **Suspension** – Suspension means an action taken by CCS' administration prohibiting a pupil from attending class/school for a period of time (no more than ten school days.) Each suspension action may include a re-admission plan. (Suspension may be in-school or out-of- school).
- **OSS (Out of School Suspension)** - Removal from CCS' setting.
- **Expulsion** – Expulsion means an action taken by CCS prohibiting a pupil from attending CCS for a period of time not to exceed 1 year.
- **Bus Suspension/Expulsion** - Action taken by CCS to prohibit a student from riding CCS' bus for a specific number of days or per incident.
- **Verbal Abuse or Swearing**
 - Talking back, or refusing to do as asked).
 - Verbal abuse includes disrespectful words (actions) toward another student or adult (examples: name calling, talking back, or refusing to do as asked).
- **Physical Abuse, Fighting, Harassment**
 - Physical violence or the threat of, toward one another is not expected or tolerated. Physical abuse includes aggressive acts causing deliberate injury. Fighting will carry a penalty of automatic detention.
- **Vandalism and Theft**
 - Defacing CCS property with paint, pencil, pen, chalk, etc.
 - Taking items that belong to CCS or others.
- **Chemical Substance**
 - Students will not possess or use any chemical substances/paraphernalia, including tobacco, snuff, vaping, alcohol, or drugs within CCS' properties or on buses.
- **Sexual Harassment**
 - Any unwanted sexual words or actions and put-downs.
- **Weapon**
 - Possession or use of a weapon, including any knives, guns (real, look-alike, BB, pellet).
 - A weapon is defined as any instrument capable of causing serious bodily injury or death.
 - Use of any object with intent to cause injury.
- **Detention**
 - Removal from the classroom during lunch and or recess time.

- **In-School Suspension**

- Removal from the classroom for academic and non-academic time.

Resolving Concerns

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

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

Behavior Modification Steps

First Offense

- Students will receive a verbal warning from a teacher or other adult. A Behavior Modification Plan may be used.

Second Offense

- Student receives the Behavior Modification Plan and will write down their chosen misbehavior. The student then writes their personal plan to change the behavior and turns in to the teacher. The student's teacher will retain the plan.

Third Offense

- All of the prior plus the following:
- Parents/guardians and Director of Seat-Based Learning will be notified of repeated misbehavior and a formal discipline report, including a Behavior Modification Plan, will be filed in the office.
- Parents/guardians will receive and sign a Behavior Modification Plan.
- An appropriate consequence will be at the discretion of the teacher, staff member and Director of Seat-Based Learning.

Fourth Offense (or Serious Offense)

- All of the prior plus the following:
- A meeting will take place with the student, parents/guardians, teacher, and Director of Seat-Based Learning, the possible need for an individual behavior plan will be determined along with determination of appropriate consequence based on the Discipline Matrix in the Student **and Family** Handbook.

All Discipline and Consequences described on this matrix are implemented based on the Director of Seat-Based Learning's discretion.

Misconduct	First Incident	Second Incident	Third Incident
Disruptive class conduct	Meeting with staff	In-school detention (1-3 days)	In-school detention
Lunchroom Misconduct	Meeting with Staff	Short term suspension from cafeteria	In-school detention
General Abusive Language	Meeting with staff	In-school detention	In-school detention
Fighting/Physical Assault	In-school detention	In-school detention	Up to 3 days Out of school suspension
Hazing/Harassment/Bullying	In-school detention	In-school detention	Up to 3 days Out of school Suspension
Assault - Verbal	In-school detention	In-school detention	Up to 5 days Out of school Suspension
Theft	Police/Parent/Guardian Notification, Restitution	Police/Parent/Guardian Notification, Restitution Suspension	Police/Parent/Guardian Notification Restitution Recommend Expulsion
Vandalism-Negligent	Community Service, Pay for damages	In-school detention, pay for damages	Up to 5 days OSS; pay for damages
Vandalism-Intentional	ISS, pay for damages, Police notification	1 day OSS, pay for damages, Police notification	Up to 3 days OSS
Insubordination	Meeting with Staff	In-school detention	Up to 3 days OSS
Alcohol/Drug Usage/tobacco possession and/usage	1 day suspension, report to police	3 day suspension; recommend evaluation	5-10 day out of school suspension
Drugs Possession/ Distribution	Five days OSS, CD Evaluation, Notify Police	10 Days OSS, Police notification	Recommend Expulsion
Drugs (Selling)	10 day OSS. Notify police	Recommend expulsion	
Bomb Threat/ Terroristic Threat/ Weapons Threat	Up to 5 days OSS, police notified, and possible recommend expulsion		
Firearms	Immediate Suspension/ recommended expulsion		
Weapons Explosive Devices Ammunition Fireworks	1 day OSS, report to police	3 days OSS, report to Police	5 days OSS, report to police, recommend expulsion
Sexual Assault	3 days OSS; report to police	5 days OSS, Police notification, Recommend Expulsion	
Physical Assault/Staff	5 day suspension; recommend exclusion		

Misconduct	First Incident	Second Incident	Third Incident
Cheating or record tampering	Meeting with Staff	In-school Suspension	Up to 3 days OSS
Attendance	5 Days of unexcused absences: Notice sent home to parents/guardians Doctor's note needed for future absences	7 Days unexcused absences Meeting with Director of Seat-Based Learning and Crow Wing Program Social Services Program worker	10 Days of unexcused absences Truancy filed with Crow Wing County Court System

Removal From Bus

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

Suspension from riding the bus may be for as long as 20 days following a due process hearing between parents/guardians, bus driver, transportation provider and the Director of Seat-Based Learning. Continued violation of bus regulations by the student may result in suspension from CCS.

The following bus transportation rules have been adopted:

- A. Students should wait for the bus off the roadway.
- B. Students are expected to be at the appropriate bus stop on time.
- C. Students shall cross the road in front of the bus.
- D. Students shall obey the bus driver at all times.
- E. Students entering the bus will select a seat and remain in that seat while the bus is in motion.
- F. Students are expected to conduct themselves in a manner which will ensure the safety of other students on the bus. Fighting, wrestling, or placing arms and other parts (or any other object) out of the window is prohibited.
- G. Conduct on the bus, which distracts the driver's attention from the road, is also prohibited. The student is to listen to the driver at all times
- H. Refrain from loud talking, singing, and unnecessary conversation with the driver while the bus is in motion.
- I. Keep the bus aisle clear. Objects in the aisle may trip or injure others.
- J. Students are asked to assist in keeping the bus clear and free from unnecessary mess.
- K. Students or parents/guardians may be required to pay for any damages to CCS' buses for which the student is responsible.
- L. Students not regularly assigned to the bus route should have written permission from their parents/guardians or Director of Seat-Based Learning before entering the bus for riding on a regular route.
- M. The bus driver has the same disciplinary authority on the bus as a teacher in the classroom.
- N. The student shall not have in possession or use tobacco, alcohol, drugs or narcotics.
- O. All other "common sense", in-school conduct expectations shall be observed on the bus as well.
 - 1st offense – Warning
 - 2nd offense – 1-3 days suspension of bus riding privilege
 - 3rd offense – 3-5 days suspension of bus riding privilege
 - 4th offense – 5-10 days suspension of bus riding privilege
 - 5th offense – Complete suspension of bus riding privilege

DISCRIMINATION

Anti-Discrimination

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

Every student is responsible for reporting to their teacher or a staff member any evidence of discrimination on the basis of race, sex, age, or handicap in the school.

Section 504 of the Rehabilitation Act of 1973

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

DRESS CODE

The policy of the Crosslake Community School is to encourage students to be dressed appropriately for school activities and in keeping with community standards. Students attending the **Online** Learning Lab in the school building and those who are participating in online meetings and video calls are expected to follow this policy. This is a joint responsibility of the student and the student's parents/guardians.

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

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

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

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

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

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

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

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E-LEARNING DAYS

CCS' Policy 550 E-Learning Days offers full access to online instruction provided by student's individual teachers due to inclement weather. Families will be notified when an E-Learning Day will take place. **Snow/cold days/cancellation packets will be sent by home October 3 and January 3.** Students will be given assignments in the packets to work on during e-learning days. Some may be required to contact teachers via school email system accessible through any computer or tablet. [Please reference the full Policy 550 E-Learning Days.](#)

EMERGENCY NUMBERS

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

~F~

FIELD TRIPS

Students must have signed permission slips turned into teachers one day prior to any field trip. **Classroom assignments will be made available for those students who remain at CCS for the day.** Students choosing not to participate in a field trip are not to come to school on that day. Other arrangements will need to be made. As fieldtrips are curriculum days, students that are absent will be marked unexcused.

FOOD SERVICE

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

Meal counting and claiming procedures.

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

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

CCS utilizes the "Offer versus Serve" method for meal service. This provision allows children to choose food items that are offered rather than requiring them to take all foods listed on the menu. Except for PREK - they must follow CACFP guidelines and they have all components on their tray at lunch. Students must choose at least three of the five food components offered at lunch. Students are required to select a minimum of a 1/2 cup fruit or vegetable with each meal.

Using this method reduces unnecessary food waste, acknowledges students' independent nature and ability to choose, and allows students to try new food items without having to take the entire portion.

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

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

Students charging meals and negative balances.

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

Policy on lost or stolen or misused PIN numbers.

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

FUNDRAISING

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



HARASSMENT, SEXUAL

Students Rights and Responsibilities

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

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

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

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

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

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

Consequences

Overview

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

Corporal Punishment

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

Victims

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

Physical Interventions

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

Physical interventions may be used by staff members:

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

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

Special Education Students

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

HEALTH/INJURY

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

HEALTH/MEDICAL/SAFETY

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

When a student becomes ill, the office will take their temperature. **If the student is running a fever 99.5 or above, parents/guardians will be notified and the student MUST be picked up. Any student who is running a fever must be fever-free for 24 hours before returning to CCS.**

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

In accordance with the **School Immunization Law** (Minnesota Statutes, section 121A.15), students may not enroll or remain enrolled in school without having provided documentation of immunization against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, and hepatitis B for kindergarten and 7th grade. Certain legal exemptions are allowed. All students are expected to be in compliance on the first day of their entry into school in the fall with the exception of students transferring into the school who are granted up to 30 days to provide immunization information **or**, those students exempt due to medical contradictions and/or conscientiously held beliefs. (Minnesota School Health Guide, Minnesota Dept. of Health) Please reference the full [Policy 530 Immunization Requirements](#). Please reference [Policy 530FRM addendum 4 for students exemption](#).

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

Over-the-counter medications **including Tylenol and cough drops** must also have a prescription, a parent/guardian permission note, or a doctor's order. In accordance with standard nursing practice, designated CCS personnel may refuse to administer or allow to be administered any medication, which, based on their individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by CCS personnel and the reason for refusal explained. [Please reference the full Policy 516 Student Medications.](#)

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

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



INVITATIONS

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



LEARNING LAB FOR ONLINE PROGRAM

This section and other sections regarding the Learning Lab apply only when the Learning Lab is in use. For the 22-23 school year, the Learning Lab is not anticipated to be operational.

All building rules apply to any online student that comes to the building to use the online lab. This includes and is not limited to no hats/hoods, no cell phones during the school day, no tobacco use/vaping, and CCS' dress code policy.

The available hours for the learning lab are 8 a.m. to 3:15 p.m. Students attending the Learning Lab Program are expected to adhere to a planned schedule established each semester; changes to the schedule must be approved by lab staff and agreed to by a parent/guardian. Students attending the Learning Lab Program can take the Crosslake bus if on the route, contact the bus company at 218-546-6156 to determine eligibility. Students in the Learning Lab Program must follow the planned schedule for the day and can access school lunch in the cafeteria.

Students who are driving to the Learning Lab Program must register their vehicle with the school office and park in the appropriate assigned area. Non-bussed students should arrive between 8:15 a.m. and must leave by 3:20 p.m.

For students being dropped off at the building:

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

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

When you pick up at the end of the day: School is dismissed at 3:10. **The circular driveway is off limits from 3:10 until after 3:20** when the buses leave.

If you have a friend or family member that does drop off or pick up, please communicate this policy with them, too.

LEAVING SCHOOL GROUNDS

Students may not leave CCS grounds other than during the regularly scheduled departure times without permission from the Director of Seat-Based Learning. All students with permission to leave CCS must sign out in the office.

Parents/guardians desiring to have their students leave during the school day are asked to check in at the main office before leaving with their student.

LOCKERS

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

will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or CCS officials.

Locker Rules

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

Violations of Locker Use

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

LOST AND FOUND

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



NETWORK USE

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

It Is The Responsibility Of All Users To:

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

Disciplinary Action

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

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



PETS

Pets are not allowed during operational school hours. Service animals are allowed when following [Policy 899 Service Animals and Pet Visits](#)

PHONE USE

Students may use the classroom phone for personal use at the discretion of the teacher. The office phone is for school business and emergency use only. We ask your cooperation in our efforts to restrict student use. Students are not allowed to use the phone to make arrangements for after-school plans with friends. Cell phone use will be monitored and rules must be followed.

PRIVACY OF STUDENTS

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

CCS' plan for securing student records is as follows:

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

Elizabeth Duffy	Cheryl Cole
Administrative Assistant	Executive Assistant
Crosslake Community School	Crosslake Community School
PO Box 1020	PO Box 1020
Crosslake, MN 56442	Crosslake, MN 56442
3. Location of student records, by category, in the building;
 - a. General records.
 - i. Stored in file cabinets in the locked file room.
 - b. Special education records.
 - i. Stored with a special education lead teacher or in file cabinets in the locked file room.

- c. Discipline records.
 - i. Stored in a separate file cabinet from student cum files also in the locked file room. Accessed by Director of Seat-Based Learning, but available on request to parents/guardians and others based on policy guidelines.
- 4. Means of securing student records.
 - a. Student records are stored in locked file cabinets inside of the locked file room. There is limited access to the files as there are only three keys issued, one to the Office Manager, the front desk Administrative Assistant and the Director of Seat-Based Learning.
 - b. File room will be locked at the end of each day and only opened during the day as needed.
- 5. Procedures for access and disclosure.
 - a. When records are viewed by staff members requiring access, a sign-out sheet is located at the file cabinets. Staff members removing files for examination need to sign and date the form on the date the file was accessed and reviewed. All contents must be returned to the folder once the review is complete.

PUBLIC DISPLAYS OF AFFECTION (PDA)

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

~R~

REPORT CARDS

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

~S~

SAFETY

Winter Dress

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

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

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

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

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

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

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

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

~T~

TARDIES

If a student is not in their class when school starts at 8:30 a.m., they will then be considered tardy. Five tardies will constitute an unexcused absence.

~V~

VIDEO SURVEILLANCE

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

VISITORS

Parents/guardians/family members are welcome to visit their student's classroom anytime. However, it is preferred that you make arrangements in advance. CCS' phone number is 218-692-5437, extension 102. 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 before proceeding to the classroom/event. The form is available in the office. Visiting school-age students may not attend classes with friends. They may visit during the lunch hour.

~S~

SEARCH AND SEIZURE

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

SPECIAL EDUCATION

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

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

Philosophy

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

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

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

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

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

STUDENT RIGHTS

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

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

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

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

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



TESTING SCHEDULE

September:	STAR testing, Fluency testing
October:	
November:	Progress monitoring established
December:	
January:	STAR testing, Fluency testing
February:	
March:	
April:	MCA testing, Star testing
May:	Fluency testing

TITLE 1

Title 1 services are available for all students who qualify in the areas of reading and math and do not have these needs met through an IEP. Our Title 1 coordinator and paraprofessionals are on staff to offer supportive/supplemental assistance to those students needing an extra boost in these areas.



VOLUNTEER OPPORTUNITIES FOR ADULTS

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

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

VOLUNTEER OPPORTUNITIES FOR STUDENTS

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

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**Policies Relating to Students at CCS:**

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**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.

**II. GENERAL STATEMENT OF POLICY**

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

**413 HARASSMENT AND VIOLENCE**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of to maintain a Program and working environment that is free from religious, racial or sexual harassment and violence. CCS prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of CCS to harass a pupil, teacher, administrator or other personnel through conduct or communication of a sexual

nature or regarding religion and race as defined by this policy. (For purposes of this policy, other personnel includes governing board members, CCS employees, agents, volunteers, contractors or persons subject to the supervision and control of CCS.)

- C. It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of CCS to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other personnel.
- D. The CCS will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other personnel who is found to have violated this policy.

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

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

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

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

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

#### **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.

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

- A. It is the policy of CCS to fully comply with Minnesota Statute § 626.557 requiring CCS' personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any CCS personnel fails to report suspected maltreatment of vulnerable adults when CCS' personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

#### **417 CHEMICAL USE AND ABUSE**

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

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

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

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

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is strictly prohibited in the educational setting in accordance with CCS' policies with respect to a Drug-Free Workplace/Drug-Free

School.

- B. It is the policy of CCS to provide an instructional program in chemical abuse and the prevention of chemical dependency.
- C. CCS is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the Director(s)/designee, with the advice of the school board to address chemical abuse problems in CCS when they arise.
- E. CCS shall educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

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

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

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

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

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

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school CCS personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. CCS will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

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

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

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

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

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of CCS, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that CCS owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school

operation, if more than one person is present. This prohibition includes all CCS property and all off-campus events sponsored by CCS.

- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that CCS owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all CCS property and all off-campus events sponsored by CCS.
- C. CCS will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.  
[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]
- D. CCS will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. CCS will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS (update after July BOE mtg)**

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

**A. Students**

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

**B. Employees**

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

undertaken unless it poses an undue hardship to CCS.

**C. Circumstances and Conditions**

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

**D. Students with Special Circumstances and Conditions**

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

**E. Extracurricular Student Participation**

Student participation in nonacademic, extracurricular, and non-educational programs of CCS are subject to a requirement of equal access and comparable services.

**F. Precautions**

CCS will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with CCS' procedures regarding blood-borne pathogens developed pursuant to CCS' employee right to know policy.)

**G. Information Sharing**

1. Employee and student health information shall be shared within CCS only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside CCS only in accordance with state and federal law and with CCS' policies on employee and student records and data.

**H. Reporting**

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

**I. Prevention**

CCS shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23

which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school CCS and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents/guardians and other community members;
6. in-service training for CCS staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. CCS may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

**J. Vaccination and Screening**

CCS will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**501 SCHOOL WEAPONS POLICY**

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public at Crosslake Community Schools (CCS).

**II. GENERAL STATEMENT OF POLICY**

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

Pursuant to Minnesota statutes, school lockers are the property of CCS. At no time does CCS relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a



school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

C. Personal Possessions and Student's Person

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

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

**504 STUDENT DRESS AND APPEARANCE** (update after July BOE mtg)

**I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the Crosslake Community School is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

1. Inside or outside clothing appropriate for the weather, the seasons, or the temperature.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

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

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

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

F. "Gang," as used in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more



criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

**506 STUDENT DISCIPLINE (update after July BOE mtg)**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

**514 BULLYING PROHIBITION POLICY**

**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Crosslake Community School (CCS) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the

extent such conduct affects the educational environment of the CCS and the rights and welfare of its students and is within the control of CCS in its normal operations, it is CCS's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist CCS in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

## II. GENERAL STATEMENT OF POLICY

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

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

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

## 523 POLICIES INCORPORATED BY REFERENCE

### I. PURPOSE

Certain policies as contained in Crosslake Community Schools' (CCS) policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

|                  |                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------------|
| Model Policy 413 | Harassment and Violence                                                                                           |
| Model Policy 417 | Chemical Use and Abuse                                                                                            |
| Model Policy 418 | Drug-Free Workplace/Drug-Free School                                                                              |
| Model Policy 419 | Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices |
| Model Policy 420 | Students and Employees with Sexually Transmitted Infections and Diseases                                          |

and

Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

**524 INTERNET ACCEPTABLE USE AND SAFETY POLICY (update after July BOE mtg)**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**525 VIOLENCE PREVENTION (APPLICABLE TO STUDENTS AND STAFF) (update after July BOE mtg)**

**I. PURPOSE**

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

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

**II. GENERAL STATEMENT OF POLICY**

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

**526 HAZING PROHIBITION**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, Director, volunteer, contractor or other employee of CCS shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, Director, volunteer, contractor or other employee of CCS shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, Director, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with CCS' policies and procedures.

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

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

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

**531 THE PLEDGE OF ALLEGIANCE**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

**550 E-Learning Day(new to 2021-2022 school year)**

**PURPOSE**

The purpose of this policy is for Crosslake Community School to offer full access to online instruction provided by student's individual teachers due to inclement weather.

**GENERAL STATEMENT OF POLICY**

- A. Provide accommodations for students without internet access at home by requiring a due date at least three school days from the first day back at school following the school closure due to weather.
- B. Provides accommodations accessible options for students with disabilities under chapter 125A.
- C. Provides accommodations for students with IEP accommodations so that all children are able to complete assignments independently.
- D. Provides a telephone number and email access to the teacher between the hours of 8:30 a.m. and 3:00 p.m. every day that Crosslake Community School is closed.
- E. Provides assignments on Google Classroom,IXL, or other websites used in the classroom that continues current classroom learning rather than simply providing busy work.
- F. Crosslake Community School may have up to five e-learning days in one school year.
- G. An e-learning day is counted as a day of instruction and included in the hours of instruction under 120A.41.
- H. All students will be considered present due to considerations of internet access.

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

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

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

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

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

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

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

### **Technology Statement of Responsibility**

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

### **Agreement for financial responsibility**

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

Replacement of Case: \$19

Lost Charger: \$49



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

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

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

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

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

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

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

Date \_\_\_\_\_

~~~~~  
NOTE

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

This form must be returned by Friday, September 9, 2022.