



Staff Handbook  
2021-2022

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Revised 8/4/2021

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

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

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

I realize that CCS may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between CCS and me is terminable at-will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at-will.

I understand that if I have any questions, I am to talk to:  
**Seat Based Director or Online Director**

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

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

\_\_\_\_\_  
Date

**For office use only:**

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

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

## **STAFF HANDBOOK**

This handbook will provide staff members of Crosslake Community School (CCS) with information on some of the practices and procedures at CCS. We hope you will find this handbook helpful and refer to it throughout the year as questions arise. A complete copy of this handbook is available at <https://www.crosslakekids.org/staff-intranet.html> and is password protected. Upon submitting your Acknowledgement Receipt to the office manager, the password will be issued to you. A hardcopy of this handbook is available for review in the main office.

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

### **DISTRICT STAFF**

Director	
Director	
Administrative Assistant	Cheryl Cole
Office Manager	Jodi Schott
Director of Technology	Jennifer Miller
Director of Food Service	Kathy Faust
Director of Seat Based School	Jill Arendt
Director of Nursing and Health Services	
<b>Seat-Based</b> School Social Worker	Kris Fjelstul
Business Manager	Joe Aliperto (DIECI School Finance)
Maintenance	Doug Moan

### **AT-WILL EMPLOYMENT**

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

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

Absent an agreement which specifies the time or duration of service, the employment is at the will of the employer and employee. The "at-will" employee can quit or be discharged at any time for any reason as long as the employer's reason is not a prohibited discharge ground.

#### **What Are The Prohibited Discharge Grounds?**

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

- Age
- Race and color
- Sex, including pregnancy
- Religion
- National origin, meaning the country where born or from where ancestors came
- Disability

Political reasons  
Marital status  
Residence  
Union membership or activity  
Filing a Worker's Compensation claim  
Serving as a juror or responding to summons

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

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

### **BENEFITS**

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

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

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

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

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

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

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

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

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

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

### **Note Regarding PTO**

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

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

### **Hourly Licensed Staff Compensation for Substitute Teacher Duties**

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



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

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

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

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

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

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

**CALENDARS**

**PK-8 Staff Calendar**

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

**CCS PK-12 Staff Calendar**

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

**Crosslake Community School Calendar**

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

**CASHING OF PERSONAL CHECKS**

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

**CLASSROOM APPLIANCES/FURNITURE**

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

**COLLECTION OF FEES**

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

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

### **COMMITTEES**

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

Committees:

Community Engagement

Continuing Education/Teacher Relicensure

Curriculum/Professional Development

Environmental Ed Seat Based

Environmental Ed Online

Facilities

Finance

Health and Wellness

Insurance

Leadership: HRS

Leadership: Q-Comp

Marketing

MTSS Seat Based

School Climate

### **COMMUNICATIONS**

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

### **CONTRACTS**

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

### **COPIER USES**

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

ALL employees are to be prudent with copy usage. For example, make only needed number, limit color usage, follow copyright laws. Copy costs have risen to 1.5 cents for black and white and 7.5 cents for color. Using color is not wrong, we just need to be good stewards. Staff will also be assigned a unique number to be able to produce color copies.

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

### **CCS/PERSONAL PROPERTY**

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

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

## **DRESS CODE**

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

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

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

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

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors or adults.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.
- Any apparel or footwear that would damage school property.
- Clothing that shows the stomach is not acceptable. Tops must cover the entire stomach area of the staff member.
- Clothing that is low cut, or spaghetti strap type shirts.
- Clothing that shows any type of weapon or wording of a weapon is prohibited.

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

## **E-MAIL**

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

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

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

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

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

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

## **EMPLOYEE ABSENCE**

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

*Examples:*

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

Illnesses need to be called in as early as possible. It is easiest to find a substitute the night before, so if you are feeling poorly, try to notify then. Absences during the school day need to be reported to the Office Manager. Any absence that happens before or after school needs to be reported to the appropriate personnel as timely as possible.

**EMPLOYEE INJURY**

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

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

**EQUIPMENT CHECKOUT**

***Check-Out Procedures at Crosslake Community Library***

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

***CCS Equipment/Teacher Resources***

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

**EMERGENCY PROCEDURES**

***Evacuation***

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

***Fire Safety***

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

***Lock Down Procedures***

**1. Lock Down Outside Threat**

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

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

## 2. Lock Down Inside Threat

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

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

### **Tornado**

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

### **EVALUATION/SUPERVISION/DISCIPLINE**

In the event that an employee needs a disciplinary action, supervisory or discipline action, the process is as follows.. All staff are subject to be placed on improvement plans. An employee improvement plan allows for an employee to agree to terms and conditions to improve performance employment as well as document positive and negative work habits.

#### **Possible reasons for this:**

- Violation of charter school policies.
- Substandard performance.
- Misconduct.

#### **Procedure:**

- Oral Warning
- written warning or reprimand
- suspension with or without pay
- Termination

### **FACILITY USE**

Staff wishing to use classrooms or other spaces in the building beyond their normal daily schedule or routine need to fill out a Facility Use Form located in the front office. Depending on space usage and need, some fees may be required. Please see Administrative Assistant for details.

### **FLYERS**

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

### **FUNDRAISING**

All fundraising requests must be approved by the Director.

## **GRANT APPLICATIONS**

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

## **INTEGRITY:**

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

## **INTERNET ACCESSIBILITY**

A reminder to all staff that students should not under any circumstances be granted access to the internet via administrative log-in passwords. Staff sharing this information with students can place our information at risk.

## **JOB DESCRIPTIONS**

Current job descriptions will be made available upon request.

## **JOB OPENINGS**

### **I. Purpose:**

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

### **II. General Statement of Policy**

- A. It is CCS's policy to provide equal employment opportunity for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.
- a. The Director will bring a recommendation to the Board of Education (Board) regarding the need for additional staff or the replacement of a staff member who has left the school. Job descriptions for new positions must also be presented to the Board for approval.
  - b. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
  - c. Positions will be posted internally for five (5) days before being posted externally.
  - d. Current staff are welcome to submit and email a letter of interest to [hring@crosslakekids.org](mailto:hring@crosslakekids.org). Current staff are not guaranteed the posted position. All staff assignments are made with the best interest of the entire school in mind.
  - e. Internal candidates will be considered and interviewed before external candidates are considered.
  - f. For external posting, the Director will post position openings in a minimum of two locations including, but not limited to the Crosslake Community School's website, EdPost service available through St. Cloud State University, Indeed.com, and in the local newspapers as needed. Positions will be active for a minimum of ten (10) business days or until a position is filled, whichever is longer.
  - g. Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located in which case an out-of-field permission may be able to be applied for, if one is required.
  - h. Qualified applicants will be required to fill out an Employment Application as well as provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
- B. Create an Interview Team of at least one Administrator and at least two (2) other staff members who are closely related to the posted position. The Paul Bunyan Education Cooperative may be included in Special Education Teacher interviews.

- a. Reviewing applications: The team will review all submitted applications and decide who they would like to interview for the position. The Director along with the Office Manager will monitor the [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org) email address.
  - b. All candidates who will be interviewed will receive a phone call and/or email about interview dates and times.
  - c. Call for interview - the Administrative Assistant will call and schedule interviews based on the schedule determined by the Interview team. The Team will interview candidates. The Team will determine who will check references and make the phone calls.
  - d. All interview questions must be predetermined and each candidate will have identical questions.
  - e. The Team will determine who calls and informs the applicants of the outcome from the interviews.
- C. Job offering
- a. Before a job is offered, check with the Office Manager for the rate of pay - when determining the rate of pay, no more than three (3) years experience will be given unless pre-approved by the Board. If a current staff member is moving to a new position, the staff member must be moved to the pay scale that is associated with that position.
  - b. When offering a position, make sure it is stated that the applicant will be offered the position once a background check is completed.
  - c. Submit all interview documents and the rate of pay that was offered to the Office Manager.
  - d. Office Manager emails employment paperwork to the new employee.
  - e. Once the background check is cleared, the Office Manager creates an agreement and begins the hiring process.
  - f. The Office Manager will notify the Administrative Assistant of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.
- D. The Crosslake Community School Board adheres to the following policies when a hiring occurs:
- a. Policy 401 - Equal Employment Opportunity
  - b. Policy 402 - Disability Nondiscrimination
  - c. Policy 404 - Employment Background Checks
  - d. Policy 405 - Veterans Preference - Hiring
  - e. Policy 445 - Nepotism
- E. Process Once Hired:
- a. Create Contract, wage agreement - Office Manager
  - b. Enter staff into Ease Central and JMC - Office Manager
  - c. Create Email address - Technology Coordinator
  - d. Introduction email to all staff - Office Manager
  - e. Create a Fob for building staff - Office Manager
  - f. Create A mailbox - Administrative Assistant
  - g. Phone training - Office Manager and Technology Coordinator (google voice training and set up as needed)
  - h. JMC Training - Office Manager/Lead Teacher
  - i. Time Clock - Office Manager
  - j. Badges - Office Manager
  - k. School Tour - Office Manager
  - l. Staff Parking - Office Manager
- F. This policy applies to all areas of employment excluding Director hires which will be made by the Board of Education.

## **JURY DUTY**

If you perform jury duty, are subpoenaed, or a prosecutor requests to call you as a witness in court, you will receive compensation from CCS equal to the difference between your regular pay and the amount received as a juror or witness, minus mileage reimbursement. Any notice an employee receives for jury duty or a subpoena to testify as a witness must be turned in to the Office Manager as soon as possible so that arrangements for substitutes may be put in place.

## **KEYS**

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

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

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

## **LICENSURE/CERTIFICATION**

License renewal is the responsibility of each teacher. CCS uses an in-school team for review.

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

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

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

## **MAINTENANCE REQUESTS**

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

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

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

As soon as a staff member becomes aware of the need to use PTO, a request form must be filled out and given to the Office Manager for processing. Should a substitute need to be scheduled, one will be secured prior to approving the leave request. All leave requests must be approved by the Dean of Students (waiting for Long-Term Planning Committee's recommendation). Exceptions will be made for those staff members who become ill and must call in from home. Staff members who need to notify CCS of their absence are asked to contact the Office Manager ASAP. However, the sooner the notification can be made, the better. The longer the lead time, the better the chance of securing a substitute. Requests for discretionary PTO will be handled on a first-come/first-served basis pending substitute availability. PTO will not be allowed during the last two weeks of the school year except in cases of illness or family emergency.

**CCS' Duty Day:**



Online is 8 hours; 10 a.m. to 2 p.m. with four hours flexible  
Seat Based is 8 hours, 7:30 a.m. to 3:45 p.m. with flexibility

### **PAYROLL**

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

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

### **PHONE SYSTEM**

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

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

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

### **PURCHASING**

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

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

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

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

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

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

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

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

**Q-COMP (QUALITY COMPENSATION)**

All licensed staff will participate in the Q-Comp program. This program is state funded and all stipends associated with participation will be paid at the conclusion of the school year.

**REIMBURSEMENT**

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

**REPORTING MALTREATMENT OF MINORS**

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

**REPORTING MALTREATMENT OF VULNERABLE ADULTS**

As adults working with vulnerable adults in an educational setting, it is imperative that maltreatment of vulnerable adults be reported immediately. M.S. 626.557 outlines the legal requirements in detail.

**RETIREMENT INFORMATION**

PERA Employee Hotline: 800-652-9026

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

TRA Member Services: 800-657-3669

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

**SCHOOL CLOSURES**

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

Radio Stations

WJJY

KUAL

KBLB

KLIZ

TV Stations

WCCO/KCCO/KCCW

KARE-11

KSTP/KSAX

KMSP

Internet/Phone

JMC

## **SOCIAL MEDIA**

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

Facebook:	Mara Powers
Website:	Emily Stull-Richardson
CCS Calendar:	Cheryl Cole

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

## **STAFF ID BADGES**

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

## **STAFF TRAVEL**

- A. Reimbursement for the use of your personal vehicle will be paid at the current federal rate per mile. Forms are available from the Office Manager or in the main office.
- B. Staff traveling to the same meeting should make every effort to ride together. If you choose to drive yourself, you may not be reimbursed for mileage.
- C. For hotel stays, please submit a "folio" receipt with itemized charges. Any personal charges (phone calls, movies, etc.) should be paid for at checkout. Reimbursement requests should be submitted to the office within 30 days of the date occurred.

## **STUDENT INFORMATION REQUESTS**

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

## **SUPERVISION DUTIES**

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

## **SUPPLIES**

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

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

## **TOBACCO FREE ENVIRONMENT**

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

## **VISITORS**

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

**ADDITIONAL INFORMATION FOR STAFF**

**Board Approved Policies**

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

102 EQUAL EDUCATION OPPORTUNITY

I. PURPOSE

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

410 FAMILY AND MEDICAL LEAVE ACT

I. PURPOSE

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

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

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

I. PURPOSE

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

440 SOCIAL MEDIA USE

I. PURPOSE

The purpose of this policy is to make clear the guidelines for acceptable use of Social Media by school staff and current school board members.

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

I. PURPOSE

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

506 STUDENT DISCIPLINE

I. PURPOSE

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

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Crosslake Community Schools' (CCS) computer system and acceptable and safe use of the Internet, including electronic communications.

526 HAZING PROHIBITION (copy included)

I. PURPOSE

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

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

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