



Student and Family Handbook  
2021-2022

Revised: 7/3/2021

Board of Education Approved: 8/12/18

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## **Student and Family Handbook FORWARD**

Students and staff share responsibility for developing a school climate that fosters learning 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 Crosslake Community School (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 Conscious Learners of Excellence.

### **Crosslake Community School Vision**

CCS: Where academics lead to a stronger, healthier community.

### **Crosslake Community School Authorizer**

Osprey Wilds Environmental Learning Center – Minneapolis, MN

### **Crosslake Community Schools' Interim Directors**

Holly Amaya, [hollyamaya@crosslakekids.org](mailto:hollyamaya@crosslakekids.org)

Jill Arendt, [jillarendt@crosslakekids.org](mailto:jillarendt@crosslakekids.org)

Annette Klang, [aklang@crosslakekids.org](mailto:aklang@crosslakekids.org) 218-692-5437, extension 103

**Crosslake Community School**  
**BOE Members:**  
**The BOE meets the second Monday of every month at 5 pm.**

**CCS BOE Members**

Cinda Jensen	Chair (parent)
Kysa Corbett	(parent)
Lance Swanson	Vice-Chair (teacher)
Heidi O'Brien	Secretary (teacher)
Ronda Veit	(teacher)
Maggie Heggerston	(community member)
Beverly Loeffler	Treasurer (teacher)
vacant	(parent)

**Declaration of Purpose**

1. Improve student learning: The 2019-2020 school year marked the twentieth (help) 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.
2. Increase learning 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.

**Description of CCS Programs**

**Math** – Go Math, IXL

**Science** – Mystery Science, National Geographic Explorer, Amplify

**Social Studies** – Discovery Education, Northern Lights, We the People

**Reading/ Language Arts** – Benchmark Advance, Handwriting Without Tears, IXL

**Online program** – Edgenuity

\*All curriculum used by CCS is available upon request.

**Curriculum review 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

**2020-2021 Testing Schedule**

**September:** STAR testing, K-8 EasyCBM

**October:**

**November:** Progress monitoring established

**December:**

<b>January:</b>	STAR testing, K-8 EasyCBM
<b>February:</b>	
<b>March:</b>	MCA testing, ACT
<b>April:</b>	MCA testing
<b>May:</b>	STAR testing, K-8 EasyCBM

### **Roles and Responsibilities Related to Student Learning**

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 district, 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 the CCS whenever their student will be absent.

Parents'/guardians' involvement and participation in their student's educational process is critical to his/her 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 the CCS

educational program. Parents/guardians are legally responsible for the behavior of their students.

## **GENERAL INFORMATION**

### **Arrival Time**

Buses begin to arrive:	8:15 a.m.
Classes begin:	8:30 a.m.
School dismissed:	3:15 p.m.
Buses leave:	3:20 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 at CCS by 3:20 p.m. or will be subject to enrolling in our KIDS Care in after-school care program.

### **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
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If the student will be absent, please call email [clschool@crosslakekids.org](mailto:clschool@crosslakekids.org) or call CCS at 218-692-5437, extension 102, by 8:30 am 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.

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.

### **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 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 parking lot.**

**When you pick up at the end of the day: School is dismissed 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.**

### **Attendance Update**

The BOE and staff of CCS recognize the importance and value of family trips. At the same time, we also must acknowledge that days spent away from CCS can have a negative impact on student learning. To that end, the following

guidelines will be instituted for families who take their students on vacations that extend beyond typical school scheduled breaks such as those for Winter and Spring Break as two examples.

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:

1. The office has been informed well in advance of the absence.
2. 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.
3. 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.

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

### **Tardies**

If a student is not in his/her class by 8:30 they will then be considered tardy. **Five tardies will constitute an unexcused absence.** (Please refer to attendance)

### **Calendar/Communications**

External 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 official BOE accepted dates for CCS closings **and/or** in-service days, announcing a fieldtrip, or any other event that can be shared publicly about CCS. Events that are educational in nature will be generic information such as where/when students are going on a fieldtrip.

### **Conferences**

At least one formal conference will be held each year. 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.

### **Report Cards**

K-8 report cards will be **emailed** on a trimester basis. Online program reporting will follow a semester timeline with progress reports available quarterly. These report cards are a supplement to the parent-/guardian-teacher conferences.

## **Communication**

You must write a dated, signed note, and send it to the teacher for the following reasons or email your student's teacher and CCS' office at [clschool@crosslake.kids.org](mailto:clschool@crosslake.kids.org):

1. Your student is going to someone else's home after school.
2. Your student has a transportation change.
3. 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 the CCS grounds without written permission from a parent/guardian and/or CCS staff member.

## **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.

Any parent/guardian input must be submitted in writing by May 15<sup>th</sup> of each year.

## **CCS Emergency Closings**

### **CCS WEATHER RELATED CLOSURES**

Inclement weather may result in a decision to start late, dismiss early, or cancel classes for the entire day. It is important for our telephone lines to remain open during closing situations. For this reason, please listen to the radio or watch TV rather than calling CCS for weather related announcements. Official announcements concerning these will be made over the following stations:

WCCO 4, KARE 11, KMSP 5  
WJJY Radio Brainerd 106.7 FM  
KUAL Radio Brainerd 103.5 FM  
KLZ Radio Walker/Brainerd 107.5 FM  
KLKS Radio Breezy Point 104.3 FM

It is important that you tell 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 will also use our automated reporting system, allowing you to receive 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.

## **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.

## **FOOD SERVICE**

### **Meal counting and claiming procedures.**

Each morning, students report to classroom teachers their desire to eat hot lunch. Classroom teachers enter into the JMC system and report the number of students eating hot lunch, 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 Director of Food Service records the payment into the family's account. The Office Manager receives all money to be deposited on a regular basis by the school administration.

Menus are posted on the CCS' website [crosslakekids.org](http://crosslakekids.org), school bulletin board, and menu board in the serving line. It has been proven that parents who discuss food choices and encourage children to eat a variety of foods have a positive impact on a child'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 the School Board 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. Procedural, 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.

### **Privacy of Student Records Policy**

All permanent student records, e.g. transcripts, health records, IEPs, 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 office or by calling 218-692-5437, extension 104.

CCS' plan for securing student records is as follows:

### **Securing student records**

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.

Cheryl Cole	Jodi Schott
Administrative Assistant	Office Manager
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 School, 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.
- 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.

**VIDEO SURVEILLANCE should this go somewhere else?**

Video cameras have been installed at CCS and are installed on all busses 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.

**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. **If a parent cannot be reached....**

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 7<sup>th</sup> 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, and also, those students exempt due to medical contradictions and/or conscientiously held beliefs. (Minnesota School Health Guide, Minnesota Dept. of Health)

Any **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 meds **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 his/her 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.

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 and office with a written explanation from the doctor.

## **SAFETY**

### **Winter Dress**

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

1. All K-6<sup>th</sup> grade students **MUST** wear boots, coats, hats, mittens, and snow pants outside in the winter.
2. All K-6<sup>th</sup> 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 alert are practiced in each classroom and staff has very specific instructions to follow.

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.

### **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. When you arrive, you must register in the office. **All visitors are required to check in at the front desk** to ensure the safety of all students and staff and receive a visitor's name tag. **All visitors are required to complete a School Visitor Agreement allowing CCS to do a basic background check.** The form will be available when you enter the office. Visiting school-age students may not attend classes with friends. They may visit during the lunch hour.

### **MISCELLANEOUS**

#### **Lost and Found**

A lost and found box will be kept at CCS. Please check it occasionally. All lost and found items will be disposed of at the end of each month.

#### **Invitations**

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

#### **Beverages in school**

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.

#### **Pets**

Pets are not allowed during operational school hours.

#### **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.

#### **Leaving CCS Grounds**

Students may not leave CCS grounds other than during the regularly scheduled departure times without permission from the Executive Director. 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.

#### **Dress Code**

It is the policy of CCS to encourage students 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.
- 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 CCS property.
- Hats or hoods are not allowed at CCS except with the approval (for certain circumstances) of CCS administration
- When in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- **Clothing that shows the stomach is not acceptable. Tops must cover the entire stomach area of the student. This includes any seat based or online student. Students will be asked to change, cover up, or call home for a change of clothes.**
- **Extremely short, tight shorts and spaghetti strap tank tops are not allowed,**

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

### **Public Displays of Affection**

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

### **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 **while school is in session** 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 the CCS be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property

### **Cameras (including cell phone cameras)**

Use of any camera or picture taking device must have prior permission from the Executive Director or Classroom Teacher for use.

Improper use of pictures will be dealt with utilizing the discipline matrix.

### **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 technology facilitator 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, diskettes, 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.

### **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 Executive Director, 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 order. In addition to periodic locker checks, the 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.

### **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 material or item 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.

### **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.

### **Adult Volunteer Opportunities**

As a member of the 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 will need to complete a School Visitor Agreement, allowing CCS to do a basic background check. If you or someone you know would like to volunteer at CCS, please call the CCS office at 692-5437, extension 102.

### **Student Volunteer Opportunities**

To fulfill CCS responsibility in regards 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.

### **Fundraising**

CCS attempts to keep fundraising efforts to a minimum. Any fundraising efforts or requests must be approved by the Executive Director.

### **Online Students in the Lab**

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.

## **STUDENT RIGHTS**

The Board of Education 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 program. 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 the CCS.

## **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 he/she qualifies 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 contracts its special education services through the Paul Bunyan Cooperative, which is based in Brainerd, Minnesota. The philosophy of the cooperative and CCS is:

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

**LD (Learning Disabilities), EBD (Emotional Behavioral Disorder), DCD (Developmental Cognitive Disabilities), OHI (Other Health Impairments)** programs are provided according to an IEP (Individual Education Plan). 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.

### **Title 1**

Is 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.

**Section 504 of the Rehabilitation Act of 1973** 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' office, 218-692-5437, extension 104.

### **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.

## **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.

## **STUDENT BEHAVIOR AND DISCIPLINE**

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 and Crosslake Community High School:**

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 hats when they enter the 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, 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.

## **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 refer to the policy section at the end of this student handbook.

"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:

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

## **SEXUAL HARASSMENT**

### **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 other 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 individual education plan (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).

### **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.)

<b>APPEALS PROCESS</b>	<b>1st</b>	Teacher
	<b>2nd</b>	Director of Seat Based School
	<b>3rd</b>	Executive Director
	<b>4th</b>	BOE -If you feel a policy has been violated, you may reach out to the BOE chair. Please see Policy 206 on the website for procedures.

### **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 his/her chosen misbehavior.

The student then writes his/her 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 Executive Director 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 Dean of Students.

#### **Fourth Offense (or Serious Offense)**

All of the prior plus the following:

A meeting will take place with the student, parents/guardians, teacher, and Executive Director, 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 Handbook.

**All Discipline and Consequences described on this matrix are implemented based on the Executive Director's discretion.**

<b>Misconduct</b>	<b>First Incident</b>	<b>Second Incident</b>	<b>Third Incident</b>
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		
Gambling with intent for profit or property gain	In-school detention	In-school Suspension	Up to 3 days Out of school suspension
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 Dean of Students and Crow Wing County Social Services Program worker	10 Days of unexcused absences Truancy filed with Crow Wing County Court System

## **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 School 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 Executive Director, the teacher, the student, and the legal guardian.

**Detention** - Requirement for a student to remain in staff supervision during, after, or before school hours.

**Suspension** – Suspension means an action taken by the 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**

- Under **NO** circumstances will profanity (written, spoken, or gestured) or lying be tolerated.
- 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, alcohol, or drugs within the 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.

### **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 his/her ability to safely manage his/her bus. Districts are 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 Executive Director 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 Executive Director. 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' bus for which the student is responsible.
- L. Students not regularly assigned to the bus route should have written permission from their parents/guardians or Executive Director 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.
  - 1<sup>st</sup> offense – Warning
  - 2<sup>nd</sup> offense – 1-3 days suspension of bus riding privilege
  - 3<sup>rd</sup> offense – 3-5 days suspension of bus riding privilege
  - 4<sup>th</sup> offense – 5-10 days suspension of bus riding privilege
  - 5<sup>th</sup> offense – Complete suspension of bus riding privilege

# Additional Information for Crosslake Community School

## Online Students and Families

### Welcome to the online program at Crosslake Community School!

The online program instruction is technology-based and all school work can be completed off campus. The curriculum is available 24/7 over the internet, but students have the option to work on campus each week. For students to be most successful, they must spend a minimum of 30 hours a week on class assignments. It is also recommended that students spend time on campus to attend seminars, complete environmental education projects and fieldtrips, complete required testing sessions, and to check in on a regular basis with their learning coach.

Our online courses are powered by Odysseyware and Canvas. All online instructors are highly qualified teachers licensed in the state of Minnesota in the content area they teach. The curriculum is aligned to the Minnesota graduation standards and can be reviewed on our website. An on-site learning lab is available for students who live close enough and desire an in-person experience. An on-site supervisor, a licensed teacher, provides assistance to students. The learning lab is open during the same hours as the seat-based pre-k to 8th grade program. Each student is assigned a learning coach who supports students in academic as well as non-academic areas of their lives. Learning coaches will use PLP Plans (personal learning plans) to help students create short term and long term educational goals.

CCHS students will be required to complete a minimum of 21.5 course credits to graduate.

<b>CCHS Requirements by Category</b>	<b>Credits</b>
English/Language Arts	4
Social Studies <ul style="list-style-type: none"><li>• World History</li><li>• U.S. History</li><li>• Geography</li><li>• Government</li><li>• Economics</li></ul>	3.5
Science <ul style="list-style-type: none"><li>• Biology</li><li>• Chemistry or Physics</li></ul>	3
Math (higher than Algebra I)	3
Fine Arts	1
Physical Education & Health	1
Electives	6
Total	21.5

## Crosslake Community High School Attendance Policy

### I. PURPOSE

The purpose of this policy is to define student attendance and to provide structure for the procedures regarding student attendance, truancy, and enrollment for the online students. Because of the nature of being an online charter school, the definition of student attendance is not based entirely on seat time in a physical location but rather on daily log-ins to the course learning coursework. Per Minnesota Department of Education guidance, online schools require a daily attendance log-in to the online courseware system. In accordance with Minnesota state laws concerning student attendance, the policy includes the school's truancy intervention and continued enrollment qualification processes.

### II. POLICIES

**Absence** – A day on which a student does not log in to the online courseware system.

**Excused absence** – An acceptable absence as determined by the school. The burden of proof for a student being excused from school is placed on the parent/guardian of the student. Determination of the excused nature of the absence is left to staff discretion. *Please note:* students may access and attend school virtually from their home 24 hours a day seven days a week. Excused absences should be few, far between, and due to extreme circumstances. The very nature of an online school allows students to maintain attendance while circumstances would ordinarily prevent them from attending school. Parents/guardians of students who need to provide documents for absences should do so by emailing [hsattendance@crosslakekids.org](mailto:hsattendance@crosslakekids.org).

The following reasons are examples which are recognized by the school as legitimate:

- a. **Parent/guardian/doctor verified illness:** an absence verified by a parent/guardian or doctor, in writing **within three days of the absence**. The excuse must specify the health condition and why it prevents attendance at the online school. Should the illness prevent them from attending school virtually from their home, a doctor's note is required to verify the severity of the illness and the length of time anticipated that student would not be able to work online. Students/parents/guardians should email [hsattendance@crosslakekids.org](mailto:hsattendance@crosslakekids.org).
- b. **Family emergencies:** an absence resulting from a serious illness, injury, or death of an immediate family member.
- c. **School directed activities:** absences for field trips, athletic trips, music trips, or other school activities planned by the school.
- d. **Prearranged family vacations:** an exceptional circumstance which requires families to take a vacation during the school year. A pre-approved absence must be submitted by email to [hsattendance@crosslakekids.org](mailto:hsattendance@crosslakekids.org) from the legal parent/guardian to the Director of Online Programming **14 days in advance** and be approved by the school prior the absence in order for the absence to be excused. Work should be completed **in advance** of the absence in preparation for the absence.
- e. **Suspension:** as defined by BOE.
- f. **Court appearances:** an absence by a student who has been court ordered to appear and the absence has been previously arranged by the parent/guardian with the school. Proof of court order and of actual appearance is required to verify this type of absence.
- g. **Computer problems:** an absence by a student whose computer access is not working. This problem must be resolved within 24 hours. **A maximum of 1 day can be excused for this reason; please refer to the student contract signed at enrollment concerning alternate forms of computer access for students.**
- h. **Exceptional circumstances:** any other circumstances where permission may be granted at the discretion of the school staff, which is coordinated by the student with the staff, in advance or as the occasion arises. Examples would be childbirth, hospitalization, detention center, etc.



**Note:** In almost all cases, daily log-ins and adequate progress toward course completion is expected. Whether an absence is excused or unexcused, students are required to make up all work and continue toward successful completion of coursework in order to receive credit in accordance with the policy which governs the granting of credits.

**Extended absences** - A student absent for an extended period of time due to a verified medical condition is eligible for a leave of absence. Parents/guardians should contact the staff to make these arrangements. If a student has suffered an extended long term illness and required work has not been completed, the student may request an extension by completing the extension request form seven days prior to the end of the term. The staff has the authority to grant or to deny the extension based on individual student circumstances. The online school's curriculum is available 24 hours a day/seven days a week from any computer with internet access.

**Unexcused absence** - And absence (no daily log-in) for reasons that are not recognized by the school authorities as legitimate. Unexcused absences are tracked for truancy and enrollment purposes.

**The following are examples of unacceptable reasons for absence:**

- a. Car trouble
- b. Overslept; alarm did not work
- c. Shopping
- d. Required to perform duties at home (i.e. babysitting, cleaning, or caring for a relative) that interfere with student's ability to complete schoolwork
- e. Family vacation (not pre-approved);
- f. Work
- g. No email or call from the parent/guardian verifying the absence
- h. Computer issues of more than one 24 hour period
- i. Personal (no reason given)
- j. Truancy, as defined in this document
- k. Other absences as determined on a case by case basis
- l. Missing required state testing

**Attendance: Impact on Enrollment and Truancy** – Attendance is required for two purposes: 1) to determine student eligibility to remain enrolled at the school; 2) to identify students, under the age of 18, who are in need of county intervention per truancy laws.

Letters sent in regards to **enrollment status** due to lack of attendance apply to all students:

- o When a student has accrued **five days of consecutive unexcused absences**, the charter school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totaling 15 consecutive school days will result in loss of enrollment in the charter school.
- o When a student has accrued **ten days of consecutive unexcused absences**, the charter school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totaling 15 consecutive school days will result in their loss of enrollment in the charter school.
- o When a student has accrued **15 days of consecutive unexcused absences**, the charter school drops the students from enrollment and sends notification, via U.S. Mail, to the student and parents/guardians of that fact.

For students who are under **18 years of age**, enrollment laws as well as truancy laws apply. The charter school must comply with the truancy procedures of each individual county in which students reside. For truancy, the absences do not need to be consecutive school days for truancy to be in effect.

- o When a student has accrued **three total days of unexcused absences**, the school sends the student and parents/guardians with a warning letter concerning the absences, compulsory education laws, and the fact that the

- student is considered a continuing truant. Depending on the policies and procedures of a student's county of residence, the student will be referred to the county for early intervention when appropriate for the specific county.
- o When a student has accrued **seven cumulative days of unexcused absences**, the student is considered a habitual truant. The school notifies the student and parents/guardians that the school has filed a truancy offense report with the student's county of residence. The school cooperates with the county from this point forward, and a school official attends court should the need arise.

### III. DISSEMINATION OF POLICY

Copies of this policy are available to all students and parents/guardians. Should the policy be changed in the middle of a school year, students and parents/guardians will be notified in a timely manner.

## Crosslake Community High School 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 or district 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.

*Student initials* \_\_\_\_\_

I (parent/guardian) have read the CCS student 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 or district 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 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.

*Parent/Guardian initials* \_\_\_\_\_

### **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.

*Parent/Guardian initials* \_\_\_\_\_

*Student initials* \_\_\_\_\_

**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 are below.

Replacement of Case: \$19

Lost Charger: \$49

*Parent/Guardian initials* \_\_\_\_\_

*Student initials* \_\_\_\_\_

**Parent/Guardian Permission for Student Access to Online Educational Applications:**

The Children's Online Privacy Protection Act (COPPA) requires that parents/guardians of children 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 child to use web-based information and open source content for the purpose of educational practices and collaboration. I understand that my child may be communicating through filtered class blogs and web-based applications.

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

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

### **413 HARASSMENT AND VIOLENCE**

#### **I. PURPOSE**

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

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

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

### **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 the education district to fully comply with Minn. Stat. § 626.556 requiring CCS personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any CCS personnel to fail 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 School's (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 Minn. Stat. § 626.557 requiring CCS personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any CCS personnel to fail 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.

## **419 TOBACCO-FREE ENVIRONMENT**

### **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 Crosslake Community School, 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 Crosslake Community School.
- 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 Crosslake Community School.
- C. Crosslake Community School 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.
- D. Crosslake Community School 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. Crosslake Community School will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

## **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.**

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

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

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

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

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

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

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

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

## **514 BULLYING PROHIBITION POLICY**

### **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.

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

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

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



- A. No student, teacher, administrator, volunteer, contractor or other employee of CCS shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of CCS shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. CCS will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of CCS who is found to have violated this policy.

## **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.