



Crosslake Community Schools  
Staff Handbook  
2023-2024

Board of Education Approved DATE

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# Mission Statement

*Growing environmentally literate, community impacting learners of excellence.*

## School Vision

*Where academics lead to a stronger, healthier community.*

## Serving Two Programs

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

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

## Goals

### **Aim 1: Maximize Student Achievement**

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

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

### **Aim 2: Safe and Respectful Learning Community**

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

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

### **Aim 3: Efficient and Effective Operations**

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

*Goal 2: CCS will practice responsible fiscal management.*

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

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

## PURPOSE OF STAFF HANDBOOK

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

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

Employee will use the employee specific login ID and password

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

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

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

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

## EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

### ANY NATIONAL PANDEMIC:

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

## SCHOOL INFORMATION

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### LOCATION

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Physical Address: 35808 County Road 66  
Crosslake MN 56442

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

Telephone Number: 218-692-5437

Fax Telephone Number: 218-656-7226

Email groups:

CCS Seat-Based Staff at [pk8@crosslakekids.org](mailto:pk8@crosslakekids.org)

Online Staff at [onlinestaff@crosslakekids.org](mailto:onlinestaff@crosslakekids.org)

PK-4 Teachers at [PK-4teachers@crosslakekids.org](mailto:PK-4teachers@crosslakekids.org)

Middle School Teachers at [middleschoolteachers@crosslakekids.org](mailto:middleschoolteachers@crosslakekids.org)

Board of Board of Education at [ccsboard@crosslakekids.org](mailto:ccsboard@crosslakekids.org)

PK-8 Attendance at [attendance-pk8@crosslakekids.org](mailto:attendance-pk8@crosslakekids.org)

Technology Support at [helpdesk@crosslakekids.org](mailto:helpdesk@crosslakekids.org) or cell phone is 218-537-3616.

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### WEBSITE

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Website: <http://crosslakekids.org>

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

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### ALARMS

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

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### P.O./DELIVERY INFORMATION

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

UPS delivers at approximately 11:30 a.m.-1:00 p.m.

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

## DISTRICT STAFF

<u>Title</u>	<u>Staff</u>	<u>Email</u>
Director of Online Learning	Holly Amaya	<a href="mailto:hollyamaya@crosslakekids.org">hollyamaya@crosslakekids.org</a>
Director of Seat-Based Learning	Annette Klang	<a href="mailto:aklang@crosslakekids.org">aklang@crosslakekids.org</a>
SeatAdministrative Specialist	Cheryl Cole	<a href="mailto:cherylcole@crosslakekids.org">cherylcole@crosslakekids.org</a>
Seat-Based Executive Assistant	Paula Green	<a href="mailto:paulagreen@crosslakekids.org">paulagreen@crosslakekids.org</a>
Seat-Based Administrative Assistant	Elizabeth Duffy	<a href="mailto:bethduffy@crosslakekids.org">bethduffy@crosslakekids.org</a>
Online Administrative Assistant	Christina Holmes	<a href="mailto:christinaholmes@crosslakekids.org">christinaholmes@crosslakekids.org</a>
Human Resources/Business Manager	Kelly Bittner	<a href="mailto:kellybittner@crosslakekids.org">kellybittner@crosslakekids.org</a>
Coordinator of Technology	Jennifer Miller	<a href="mailto:jmiller@crosslakekids.org">jmiller@crosslakekids.org</a>
Coordinator of Food Service	Kathy Faust	<a href="mailto:kathyfaust@crosslakekids.org">kathyfaust@crosslakekids.org</a>
State Reporting Coordinator	Molly Papillon	<a href="mailto:mollypapillon@crosslakekids.org">mollypapillon@crosslakekids.org</a>
Seat-Based School Social Worker	Kris Fjelstul	<a href="mailto:kfjelstul@crosslakekids.org">kfjelstul@crosslakekids.org</a>
Online School Social Worker	Amy Miller	<a href="mailto:amymiller@crosslakekids.org">amymiller@crosslakekids.org</a>
Online School Counselor	Natalie Grady	<a href="mailto:nataliegrady@crosslakekids.org">nataliegrady@crosslakekids.org</a>
School Finance Consultant	Joe Aliperto (DIECI School Finance)	<a href="mailto:joe@diecisf.com">joe@diecisf.com</a>
Maintenance	Bud Roberts	<a href="mailto:budroberts@crosslakekids.org">budroberts@crosslakekids.org</a>
Maintenance	John Oyaas	

## ABSENCE

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

*Examples:*

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

Illnesses need to be called in as early as possible. It is easiest to find a substitute the night before, so if you are feeling poorly, notify Beth Duffy by calling 218-821-1452 before 9:30 pm or immediately in the morning. Absences during the school day need to be reported to the Director or Administrative Assistant. Any absence that happens before or after school needs to be reported to the appropriate personnel as timely as possible.

## APPOINTMENTS TO MEET WITH THE DIRECTOR(S)

The Director(s) have an "open door policy"; however, appointments can be made by contacting the Administrative Assistant at the front desk or online.

## AT-WILL EMPLOYMENT

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

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

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

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

### How Can "At-Will" Staff Be Discharged?

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

### What Are The Prohibited Discharge Grounds?

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

- Age
- Race and color
- Sex, including pregnancy
- Religion
- National origin, meaning the country where born or from where ancestors came
- Disability
- Political reasons
- Marital status
- Military service
- Residence
- Union membership or activity
- Filing a Worker's Compensation claim
- Serving as a juror or responding to summons

## ATTENDANCE

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

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

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## BADGES

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

## BENEFITS

### Administrator Staff (.5 FTE or above)

(Director of Seat-Based Learning and Director of Online Learning)

- \* Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- \* Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- \* Optional vision insurance premium paid by staff.

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

**Licensed Full-Time Exempt Staff & Food Service Coordinator (.5 FTE or above)**

(Classroom Teacher, Special Education Teacher, Behavior Interventionist (licensed), Learning Coach, Social Worker, Food Service Coordinator)

- \* Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- \* Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- \* Optional vision insurance premium paid by staff.
- \* Term Life and Long-Term and Short-Term Disability coverage.
- \* TRA and PERA matching funds.
- \* 10 days of Paid Time Off per year (based on FTE)
- \* No PTO carry over.
- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount, they would have earned, it will be deducted from their final paycheck.
- \* Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the staff (paid at \$17.50 per hour)
- \* 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

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

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

- \* 10 days (80 hours) of paid time off to be adjusted based on the FTE of the staff.
- \* No PTO carry over.
- \* 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff
- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- \* Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on FTE of the staff (paid at \$17.50 per hour).
- \* TRA and PERA matching funds

**Non-Licensed Exempt Staff (.5FTE or above) Contracted for More Than 176 Days**

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

- \* Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- \* Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- \* Optional vision insurance premium paid by staff.
- \* Life and Long-Term and Short-Term Disability insurance coverage.
- \* PERA and/or TRA matching funds.



- \* 13 Days of Paid Time Off per year (based on FTE)
- \* No PTO carry over.
- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- \* Up to 5 days (40 hours) paid out at the end of the school year (paid at \$17.50 per hour).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

**Non-Exempt Full-Time Hourly Staff (20 hours or more per week) Contracted for *More Than* 176 Days**

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

- \* Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- \* Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- \* Optional vision insurance premium paid by staff.
- \* Term Life and Long-Term and Short-Term Disability coverage.
- \* PERA and/or TRA matching funds.
- \* 13 Days of Paid Time Off per year (based on agreement hours).
- \* No PTO carry over.
- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- \* Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- \* 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

**Non-Exempt Full-Time Hourly Staff (20 hours or more per week) Contracted for 176 days *or less***

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

- \* Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- \* Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- \* Optional vision insurance premium paid by staff.
- \* Term Life and Long-Term and Short-Term Disability coverage.
- \* PERA matching funds.
- \* Five days of Paid Time Off per year (based on agreement hours).
- \* No PTO carry over.
- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- \* Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- \* Three floating holidays (non-session days, paid at regular rate and FTE)
- \* 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

**Non-Exempt Part-Time Hourly Staff (*less than* 20 hours per week) Contracted for 176 days *or less***

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

- \* PERA matching funds.
- \* Five days of Paid Time Off per year (based on agreement hours)
- \* No PTO carry over.

- \* Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- \* Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- \* Three floating holidays (non-session days, paid at regular rate and FTE)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

We need to add that paras and other hourly employees will be paid regular wage during an e-learning day.

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

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

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

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

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

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

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

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

## **BUILDING SCHEDULES**

### **CCS' Duty Day for Teaching Staff:**

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

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

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

Custodial staff hours are to be determined

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

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

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

Kids Care Program-morning Teachers Arrive Office Opens	7 a.m.-8 a.m. 7:30 a.m.-7:45 a.m. 7:30 a.m.
Doors Open Breakfast Served Buses Arrive Doors Lock School Begins	8 a.m. 8 a.m. to 8:30 a.m. 8 a.m. to 8:15 a.m. 8:25 a.m. 8:30 a.m.
Pledge of Allegiance	8:30 a.m.
School Dismissed  Busses Depart	3:05 p.m. - PK/Kindergarten 3:12 p.m. Elementary 3:15 p.m. Middle School 3:20 p.m.
Teachers Leave	3:30-3:45
Building Office Hours	7:30 a.m. to 3:30 p.m.
Kids Care Program-afternoon	3:10 p.m. to 6 p.m.

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

## BUILDING SECURITY

It is the responsibility of every staff to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision. All windows should be closed and locked at the end of each day. All doors to the school are locked during the school day except for Exterior Door #1. Staff must use their FOBs during the school day to enter secure sections of the school. CCS is a secure school.

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

## BUSES AND BUS SAFETY

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

When students are dismissed for buses, they are to go directly to the buses and remain on the buses. Bus students should not be allowed to go home by a different method unless you or the office have written or verbal permission from the parents/guardians.

All guests riding the bus must follow the procedures outlined:

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

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## CALENDARS AND SCHEDULES

### SCHEDULES, DAILY

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

#### PK-8 Seat-Based Staff Calendar

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

#### K-12 Online Staff Calendar

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

#### CCS PK-12 Staff Calendar

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

#### Crosslake Community School Calendar

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

## CASHING OF PERSONAL CHECKS

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

## CLASSROOM APPLIANCES/FURNITURE

Due to Health and Safety requirements, microwaves, refrigerators, and small appliances (e.g. toasters, coffee pots) are not allowed in classrooms without permission from the administrator. Beanbag chairs and pillows must have a label

stating that they meet flammability standards. Area rugs and upholstered furniture must be fire retardant or sprayed annually.

## CLASSROOM MAINTENANCE

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

- ▣ Pick up paper, staples, paper clips, etc., in their classroom,
- ▣ Put all trash in the waste baskets,
- ▣ Stack all chairs or put chairs on desks or tables, and
- ▣ Pick up all books and materials off the floor.

At the end of each day, teachers should:

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

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

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

## COLLECTION OF FEES

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

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

## COMMITTEES

All staff are asked to serve CCS in some capacity either on or related to one of the committees established each school year. Committees may be added and changed during the school year.

In the 23-24 school year, staff will be piloting a new program that provides some compensation for committee participation and tasks additional to the staff member's job description. The process will be finalized by the Directors and driven by the "CCS Team (Committee for Committee Stipends)." This process is subject to review and change each year given budget constraints and effectiveness.

Committees:

Academic Performance/World's Best Workforce District Advisory\*\*

Board Director Evaluation\*\*

Community Engagement

Continuing Education/Teacher Relicensure

Curriculum/Professional Development

Environmental Ed Seat Based\*\*

Environmental Ed Online\*\*

Facilities

Finance\*\*

Health and Wellness

Hourly Pay Grid Task Force\*\*

Insurance

Leadership: HRS

Leadership: Q-Comp

Marketing

MTSS Seat Based

MTSS Online

School Climate

BOE appointed committees\*\*

## COMMUNICATIONS

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

Announcements and Attendance are emailed to staff each day before 9:00. Please make sure that classroom attendance and lunch count is submitted into JMC by 8:45. Please read attendance to confirm and track absences if necessary.

Please check email before 2:00 each day if possible, to check on any bussing changes, etc. The office will call or notify you with any additional changes after 2:00. If you have any announcements, please send them to [bethduffy@crosslakekids.org](mailto:bethduffy@crosslakekids.org) by 8:30 a.m. Some announcements may occur at the beginning or end of the day, to prevent interruptions during instructional time. Please check your email for staff announcements prior to leaving for the day.

## COMPUTERS

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

❖ Staff should be familiar with the computer use policy and enforce the policy.

- ❖ Report any misuse of the policy to the Technology Coordinator so the proper procedure can be followed.
- ❖ Unauthorized software cannot be loaded.
- ❖ Computers are property of CCS and should be used for educational purposes.
- ❖ Mass emails containing jokes, stories, or other forwarded material are highly discouraged.
- ❖ Refrain from sending emails to colleagues that address personal or professional concerns. It is best to handle these concerns in person.
- ❖ You can send an email to a group of staff members, the following groups are available:
  - CCS Seat-Based Staff at [pk8@crosslakekids.org](mailto:pk8@crosslakekids.org)
  - Online Staff at [onlinestaff@crosslakekids.org](mailto:onlinestaff@crosslakekids.org)
  - PK-4 Teachers at [PK-4teachers@crosslakekids.org](mailto:PK-4teachers@crosslakekids.org)
  - Middle School Teachers at [middleschoolteachers@crosslakekids.org](mailto:middleschoolteachers@crosslakekids.org)
  - Board of Board of Education at [ccsboard@crosslakekids.org](mailto:ccsboard@crosslakekids.org)
  - PK-8 Attendance at [attendance-pk8@crosslakekids.org](mailto:attendance-pk8@crosslakekids.org)
  - Technology Support at [support@crosslakekids.org](mailto:support@crosslakekids.org)

## CONFERENCES

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

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

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

## CONFIDENTIALITY

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

## CONTRACTS

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

## COPIER USE

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

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

## COPYRIGHT

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

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## DATA PRIVACY

Information will be available for the August review of this handbook.

## DISCIPLINE

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

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

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

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

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

### Possible reasons for this:

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

### Procedure:

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

## DRESS CODE

As CCS's staff, we are judged not only by our service but by our appearance. Our expectation is that your appearance is consistent with the high standards we set for ourselves. You are expected to present a well-groomed, business-like



appearance and to practice good personal hygiene. Remember, to our students, parents/guardians, and the public, you are CCS.

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

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

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

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

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

shorts and skirts appropriate for event. length will be longer than end of fingertips extended at side of leg

Board discussion needed (duplicate in staff handbook): students and staff follow the same policy:

Informational Purposes Only:

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress code.

- **Shorts** must be at least fingertip length.
- **Skirts/Dresses** must be no shorter than 4 inches above the kneecap (includes the height of a slit in clothing).
- Students are encouraged to **keep a sweater or sweatshirt in their locker** in case they get cold or are asked to modify clothing due to dress code violations.
- **Some of our girls have chosen to wear t-shirts with the leggings, thus exposing more leg and backside area. This can be highly distracting for other students and I am asking your assistance. If your daughters choose to wear leggings or other tight fitting clothing please support our goal of keeping things covered up. We encourage students to dress modestly and this trend is definitely a move away from our general expectations.**
- Apparel distracting the learning environment (or a potential danger to themselves or others) is prohibited. Dress for school should be modest, respectful, clean, and in good condition. It should also allow for safe movements in the hallways, stairwells, and in all classes.
- no leggings spandex yoga pants

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

## DRUG AND ALCOHOL

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

If you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of the school district policy on alcohol and drugs and will notify your supervisor in writing of your conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

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

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

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

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

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## E-MAIL

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

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

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

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

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

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

## EQUIPMENT CHECKOUT

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

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

### *CCS Equipment/Teacher Resources*

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

## EMERGENCY PROCEDURES

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

### *Evacuation*

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

### *Fire Safety*

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

### *Lock Down Procedures*

#### **1. Lock Down Outside Threat**

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

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

#### **2. Lock Down Inside Threat**

- Call over the phone intercom system, "Lock Down Inside Threat, Lock Down Inside Threat"

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

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

#### *Tornado*

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

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### **FACILITY USE**

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

### **FLYERS**

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

### **FOBS**

Refer to KEYS heading.

### **FUNDRAISING**

All fundraising requests must be approved by the Director. **Parent Teacher Organization (PTO) should make the director aware of the fundraiser's intention.**

## **-G-**

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### **GRANT APPLICATIONS**

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

## INJURY

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

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

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

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

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

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

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

## INTEGRITY

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

### Standards of Professional Conduct

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents/guardians, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

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

## Code of Ethics for Minnesota School Administrator

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

### *Standards of Professional Conduct*

The standards of professional conduct are as follows:

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

## Code of Ethics for Support Staff

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

### *Standards of Professional Conduct*

The standards of professional conduct are as follows:

- A. Support staff shall provide professional services in a nondiscriminatory manner.
- B. Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- C. Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.

- D. In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- E. Support staff shall not use professional relationships with students, parents/guardians and colleagues to private advantage.
- F. Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
- G. Support staff shall not knowingly make false or malicious statements about students or colleagues.

## INTERNET ACCESSIBILITY

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

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## JOB DESCRIPTIONS

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

## JOB OPENINGS

### Hiring Procedure

#### I. Purpose:

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

#### II. General Statement of Procedure

- A. CCS provides equal employment opportunities for all applicants and employees. To that end, the following process will be implemented when it has been determined that there is a need to fill a position.
  - a. The Director will bring a recommendation to the Board of Education (Board) regarding the need for additional staff not included in the current approved budget. Job descriptions for new positions must also be presented to the Board for approval.
  - b. When staff members leave the school or move to another position within the school, the Director may post and hire the vacant position without prior Board approval (provided the position is included in the approved budget). The Director will inform the Board of this action at the next Board meeting.
  - c. Special Education Paraprofessionals may be hired due to student needs that arise without prior Board approval.
  - d. Positions will be posted internally via email before being posted externally. In the event that a current employee is being promoted to a new job description due to the restructuring of their current position, the position does not have to be posted.
  - e. Current staff are welcome to submit and email a letter of interest to [hireing@crosslakekids.org](mailto:hireing@crosslakekids.org). Current staff are not guaranteed the posted position. All staff assignments are made with the best interest of the entire school in mind.
  - f. Internal candidates will be considered before external candidates are considered. When an internal candidate meets the required qualifications, interviewing them is optional unless there is more than one qualified internal candidate. Both Directors should be informed, consulted, and in agreement before an employment offer is extended to an internal candidate.



- g. For external posting, the Director or Administrative Assistant will post position openings in a minimum of two locations including, but not limited to the Crosslake Community Schools' website, EdPost service available through St. Cloud State University, the Minnesota Association of Charter Schools, Indeed.com, and in the local newspapers as needed. Positions will be active for a minimum of ten (10) business days or until a position is filled, whichever is longer.
  - h. Applicants must be licensed or certified to fill posted positions unless a qualified candidate is not located in which case an out-of-field permission may be able to be applied for, if one is required.
  - i. Qualified applicants will be required to provide documentation of adequate licensure and/or certification depending on the requirements of the position applied for.
- B. Create an Interview Team of at least one Administrator and at least two (2) other staff members who are closely related to the posted position. The Paul Bunyan Education Cooperative may be included in Special Education Teacher interviews.
- a. Reviewing applications: The team will review all submitted applications and decide who they would like to interview for the position. The Business Manager will monitor the [hiring@crosslakekids.org](mailto:hiring@crosslakekids.org) email address.
  - b. All candidates who will be interviewed will receive a phone call and/or email about interview dates and times.
  - c. Call for interview - the Human Resources/Business Manager or Director will schedule interviews based on the schedule determined by the Interview team. The Team will interview candidates. The Team will determine who will check references and make the phone calls.
  - d. All interview questions must be predetermined and each candidate will have identical questions.
  - e. The Team will determine who calls and informs the applicants of the outcome from the interviews.
- C. Job offering
- a. Before a job is offered, check with the Human Resources/Business Manager for the rate of pay - when determining the rate of pay, no more than three (3) years experience will be given unless pre-approved by the Board. If a current staff member is moving to a new position, the staff member must be moved to the pay scale that is associated with that position.
  - b. When offering a position, the Human Resources/Business Manager will provide an offer letter that states that the applicant will be offered the position once a background check is completed.
  - c. Submit all interview documents and the rate of pay that was offered to the Human Resources/Business Manager.
  - d. Human Resources/Business Manager emails employment paperwork to the new employee.
  - e. Once the background check is cleared, the Human Resources/Business Manager begins the hiring process.
  - f. The Human Resources/Business Manager will notify the **Administrative Assistant** of the new hire so the information can be added to the next Board packet. Name of hire, position, and step/pay rate should be included in the consent agenda.
- D. Legal References::
- a. Policy 401 - Equal Employment Opportunity
  - b. Policy 402 - Disability Nondiscrimination
  - c. Policy 404 - Employment Background Checks
  - d. Policy 405 - Veterans Preference - Hiring
  - e. Policy 445 - Nepotism
- E. Onboarding Process:
- a. Create Contract, Employment Agreement - Human Resources/Business Manager
  - b. Enter staff into HRConnection and JMC - Human Resources/Business Manager



- c. Complete Technology Onboarding Checklist - Technology Coordinator and Human Resources/Business Manager.
- d. Introduction email to all staff - Human Resources/Business Manager
- e. Create a Fob for building staff - Administrative Assistant
- f. Create a mailbox - Administrative Assistant
- g. Phone training - Human Resources/Business Manager and Technology Coordinator (google voice training and set up as needed)
- h. JMC Training - Executive Assistant/Lead Teacher
- i. Time Clock -Human Resources/Business Manager
- j. Badges - Human Resources/Business Manager
- k. School Tour - Human Resources/Business Manager
- l. Staff Parking - Human Resources/Business Manager
- F. The Hiring Procedure applies to all areas of employment excluding Director hires which will be made by the Board of Education.

## JURY DUTY

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

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## KEYS

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

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

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

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## LICENSURE/CERTIFICATION

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

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

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

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

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### **MAINTENANCE REQUESTS**

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

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

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

Absences due to illness will be submitted to the appropriate Director(s) for approval and then to Human Resources/Business Manager for processing.

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

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

### **PAYROLL**

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

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

## PERSONAL PROPERTY/CCS

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

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

## PHONE SYSTEM

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

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

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

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

## PURCHASING

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

In order for the Business Office to close the fiscal year in a timely and accurate manner, purchases are encouraged to be made by May 1 for bookkeeping purposes. Balance of current itemized budget for all departments **will** be issued **periodically as needed** and should be monitored by department. This is necessary in order for all of the bills to be paid by June 30th, the end of our fiscal year. Bills received after that date require special bookkeeping entries.

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

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

## -Q-

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### Q-COMP (QUALITY COMPENSATION)

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

## -R-

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### REIMBURSEMENT

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

### REPORTING MALTREATMENT OF MINORS

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

### REPORTING MALTREATMENT OF VULNERABLE ADULTS

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

### RETIREMENT INFORMATION

PERA Employee Hotline: 800-652-9026

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

TRA Member Services: 800-657-3669

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

## -S-

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

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

#### TV Stations

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

#### Radio Stations

WJJY Radio Brainerd 106.7 FM

KUAL Radio Brainerd 103.5 FM

KLIZ Radio Walker/Brainerd 107.5 FM

KLKS Radio Breezy Point 104.3 FM  
KBLB Radio Niswaw 93.3  
KTIG Radio Pequot Lakes 102.7

Text Message/Phone  
JMC Software

Internet  
Facebook

In the event of a school closure due to inclement weather, an e (emergency)-learning day will be put into place. Teachers are to prepare MN standards based packets, with assignments for students to work on during the called school closure. The assigned portion of the packet is expected to be returned to the next day of attendance. Teachers who will be contacting students during an e-learning day must ensure that the student knows how to contact them well before the e-learning day. Two packets will be prepped and distributed on October 3, 2023 and again on January 3, 2024.

## SOCIAL MEDIA

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

Facebook:	Marketing Committee
Website:	Executive Assistant
CCS Seat-Based Calendar:	Administrative Assistant
CCS Online Calendar:	Updated as needed by staff leading event

We encourage increased levels of communication to our families and community. Whenever there is an event/activity that highlights some aspect of CCS' life, are encouraged to reach out to the above staff members to share the information along with any photo opportunities. CCS students are not allowed to be posted on staff's personal Facebook or other social media pages. You may share a school designed social media post. Please observe the confirmed picture list of students available in the office if sending photos and names to the local newspapers. These submissions should be pre-approved by the director.

## STAFF TRAVEL

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

## STUDENT INFORMATION REQUESTS

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

## SUPERVISION DUTIES

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

## SUPPLIES

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

Online staff should notify the Director of Online Learning if supplies are needed and requests will be reviewed on a case-by-case basis.

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

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## TOBACCO FREE ENVIRONMENT

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

## VISITORS

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

## VAPING

Reference Tobacco-Free Environment heading above.

## VOLUNTEERS

All volunteers must enter through **the main door #1** (front office) **only** and check in with the Administrative Assistant. Volunteers will be asked to complete a background clearance form annually before proceeding with volunteer service.

-W-

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## WEAPONS

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

## -BOARD OF EDUCATION APPROVED POLICIES- (all policies will be updated following board approval)

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

102 EQUAL EDUCATION OPPORTUNITY

I. PURPOSE

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

103 COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

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

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

I. PURPOSE

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

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

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

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATION

I. PURPOSE

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

410 FAMILY AND MEDICAL LEAVE ACT

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Crosslake Community School (CCS)



employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is for Crosslake Community School (CCS) to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

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

417 CHEMICAL USE AND ABUSE

I. PURPOSE

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

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

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

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES.



AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

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

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

I. PURPOSE

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

426 NEPOTISM IN EMPLOYMENT - CHARTER SCHOOLS

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the charter school.

440 SOCIAL MEDIA USE

I. PURPOSE

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

STAFF PAY DURING COVID19 ABSENCE

I. PURPOSE

The purpose of this policy is to ease the financial burden Crosslake Community Schools' (CCS) staff incurs as a result of required isolation or quarantine due to contracting COVID19 or residing with a COVID19 positive person.

FLOATING HOLIDAY LEAVE

I. PURPOSE

The purpose of this policy is for Crosslake Community Schools (CCS) to offer three floating holidays for non-exempt hourly staff contracted for 176 days or less.

ATTENDANCE

I. PURPOSE

The purpose of this policy is to set forth Crosslake Community Schools' (CCS) policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

NON-TEACHING STAFF EVALUATION POLICY

I. PURPOSE

The purpose of this policy is to set forth Crosslake Community School's policy and procedures for evaluating the performance of non-teaching staff.

PARAPROFESSIONAL STAFF EVALUATION POLICY

I. PURPOSE

The purpose of this policy is to set forth Crosslake Community School's policy and procedures for evaluating the performance of paraprofessional staff.

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

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

I. PURPOSE

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

506 STUDENT DISCIPLINE

I. PURPOSE

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

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.

523 **POLICIES INCORPORATED BY REFERENCE**

I. PURPOSE

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

Model Policy 413 Harassment and Violence

Model Policy 417 Chemical Use and Abuse

Model Policy 418 Drug-Free Workplace/Drug-Free School

Model Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

Model Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

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

524 **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

I. PURPOSE

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

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

I. PURPOSE

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

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

526 HAZING PROHIBITION

I. PURPOSE

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

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

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

552 ADMINISTRATIVE GUIDELINES FOR GENDER INCLUSION

I. PURPOSE

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

These Guidelines are intended to:

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

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

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

ACKNOWLEDGMENT OF RECEIPT OF STAFF HANDBOOK

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

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

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

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

Seat Based Director or Online Director

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**For office use only:**

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