

C-I HIGH SCHOOL C-I SCHOOLS ONLINE STUDENT/FAMILY HANDBOOK

Administration

Steve Gibbs, Principal

Elizabeth Young, Assistant Principal

Brent Swaggert, Assistant Principal

Courtney Karas, Special Education Coordinator

CONTACT INFO



763-689-6066



cihs.c-ischools.org



430 NW 8th Ave, Cambridge, MN 55008



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PURPOSE and MISSION

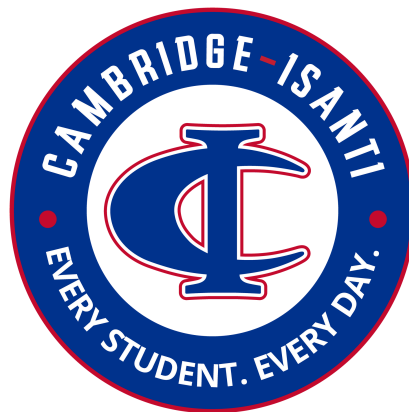
Purpose

The purpose of this handbook is to acquaint students and families with the organization of Cambridge-Isanti Schools. It is important to observe these guidelines in order to make the school year a success, for each of us as individuals and for the entire student body. Should you have questions on its contents, please contact your school's principal.

All [School District policies](#) referenced in this handbook are located on the district website.

Mission Statement

The mission of Cambridge-Isanti Schools, in partnership with our community, is to Educate, Empower and Inspire EVERY STUDENT, EVERY DAY to achieve their full potential.



PRINCIPAL'S MESSAGE

Welcome to Cambridge-Isanti High School! Our mission is to educate, empower and inspire every student, every day. We are proud to offer hundreds of opportunities for you to explore your interests and plan for your future. We encourage you to take ownership of your learning, connect with teachers and staff, and make the most of these four years. We hope that every student will find an activity or club, challenge yourself in classes, and graduate with a plan for your future.

We are proud to serve the students, families, and staff of the high school. We look forward to getting to know you! Please contact us if you have any questions, comments, or concerns.



Steve Gibbs

Principal

sgibbs@c-ischools.org

763-689-6002

IMPORTANT CONTACTS

Main Office

Phone 689-6066

Fax 689-6060

Attendance Line 689-6090

Activities

Matt Braaten, Director 689-6011

Robin Schulz, Admin Assistant 689-6016

Address/Phone Changes

Jenny Heath, Admin Assistant 689-6006

Administration

Steve Gibbs, Principal 689-6002

Elizabeth Young, Assistant Principal 689-6008

Brent Swaggert, Assistant Principal 689-6024

Courtney Karas, SPED Coordinator 689-6498

Counselors

Amber Strom (A-G) 689-6449

Kara Martin (H-O) 689-6022

Rachel Senarighi (P-Z) 689-6019

Chemical Health Specialist

Charity Allen 689-6060

Social Worker

John Lawrenz 689-6010

School Resource Officer (SRO)

Officer Kevin Gross 689-6069

Health Office

Nurse: Hope Tanko 689-6041

Admin Asst: Deanne Biggins 689-6018

District Office

Superintendent

Dr. Nathan Rudolph 689-6202

Assistant Superintendent of Teaching and Learning

Dr. Jason Bodey 689-6217

Director of Admin Services and Human Resources

Shawn Kirkeide 689-6235

Director of Finance and Operations:

Christopher Kampa 689-6205

Director of Student Support Services

Rachel Kasper 689-6196

Director of Buildings & Grounds

Chris Wilmot 689-6211

Director of Community Education

Christina Thayer Anderson 689-6220

Director of Transportation:

Jerry Anderson 689-6280

Cambridge-Isanti Schools School Board Members

Chair: Heidi Sprandel 612-998-5644

Vice Chair: DeEtta Moos 612-390-5526

Clerk: Mark Solberg 763-742-4126

Treasurer: Nikki Johnson 763-257-2639

Director: Brette Halverson 651-592-2392

Director: Kevin Gross 763-689-6069

Director: Becky Roby 763-221-4761



Cambridge-Isanti Schools

School Calendar 2025-26

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 2025

25-28 Staff & Teacher Professional Development

September 2025

- 1 No School: Labor Day (Buildings Closed)
- 2-5 Kindergarten Entrance Week
- 2-5 Preschool Entrance Week
- 2 First Day of School (Grades 1-5, 6 & 9)
- 3 First Day of School (Grades 7-8 & 10-12)

October 2025

- 10 No School: Teacher Professional Development/Work Time
- 16-17 No School: Professional Conventions

November 2025

- 7 No School: Staff Professional Development
- 26 End of Trimester 1 (58 Days)
- 27-28 No School: Thanksgiving (Buildings Closed)

December 2025

- 1 No School: Teacher Professional Development/Work Time
- 2 Start of Trimester 2
- 24-31 No School: Winter Break (Buildings Closed 24,25,31)

January 2026

- 1 No School: New Year's Holiday (Buildings Closed)
- 2 No School: Winter Break
- 16 No School: Staff Professional Development
- 19 No School: Martin Luther King Day

February 2026

- 13 No School: District Professional Development
- 16 No School: Presidents' Day (Buildings Closed)

March 2026

- 5 End of Trimester 2 (56 Days)
- 6 No School: Teacher Professional Development/Work Time
- 9-13 No School: Spring Break
- 16 Start of Trimester 3

April 2026

- 3 No School: Holiday (Buildings Closed)
- 6 No School: Teacher Professional Development

May 2026

- 8 No School: Teacher Work Time
- 25 No School: Memorial Day (Buildings Closed)

June 2026

- 4 End of Trimester 3 (55 days)- Last Day of School
- 5 Teacher Work Time/ Graduation
- 19 Holiday (Buildings Closed)

No School	School in Session	Teacher PD/Work Time
Holiday, Buildings Closed	First/Last Day of School	Staff Prof Development

VISITING OUR SCHOOLS

To ensure the safety and security of all students, staff, and visitors to our buildings, Cambridge-Isanti Schools has implemented the following visitor safety procedure. This is a district-wide policy, and all visitors to any Cambridge-Isanti school building are required to adhere to the outlined procedures listed below.

1. Enter through the designated visitor or main entrance to report to the main office.

For the safety of all students, employees, and visitors, all exterior doors will be locked during designated visitor management hours, except for the designated visitor entry for each school. Upon entering the building, all visitors are required to report to the main office. In the case of special events, visitors may be directed to enter the building through another exterior door. (Some events at certain buildings allow visitors to enter through an exterior gymnasium door for example. In these cases, visitors will be instructed to exit that same door, not through the building.) For certain large events where checking in each visitor is not efficient, staff will monitor the halls/entrances and guide visitors to their destination. Visitors will be allowed to enter the event and exit the same way, not passing through or entering any other part of the building.

2. Present your valid photo identification to a staff member.

All visitors will be asked to verify their identity by showing office staff a form of photo identification, such as a driver's license or government issued ID card. We will not be able to check you in as a visitor without your photo ID.

If Picking Up a Student(s)

Office staff will compare your ID to information in Skyward. Your ID does not need to be checked in to Hall Pass unless you are physically going into the building.

If you are requesting to see or remove a student from a school building and you are not the parent/guardian, then you must have authorization from the parent or guardian and present a current valid photo identification.

If Physically Entering the Building

The office staff will return your ID and issue you a Hall Pass badge and green lanyard.

Staff Members who are visiting the building as a parent/guardian must check in to the office and have visible either their staff badge or visitor badge with green lanyard.

3. Visitor Management Software/Badge and Lanyard

Your ID will be scanned into our secure visitor management database for visitor management purposes only. A photo visitor badge will be printed and used as your visitor credential for the day you visit school. You will be issued a green lanyard with a plastic sleeve.

4. Wear your visitor badge and lanyard at all times

The visitor badge must be displayed around your neck with your visitor badge visible at all times during your visit. For the safety of students, employees and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.

5. Return to the office to turn in your visitor badge before leaving the building

At the completion of your visit; you will be required to check back in at the main office to return your visitor badge and to sign out as a visitor.

6. Please be advised of school district policy #903

Policy #903 (outlined below) states that an individual or group may be denied permission to visit a school if visitor(s) do not comply with school district procedures or if the visit is not in the best interest of students, employees, or the school district.

Policy # 903 states

“An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.”

We understand that your time is valuable! For the safety of all students, employees and visitors, we ask for your patience and understanding as we follow our district policy and procedure to issue you your credentials as a visitor.

Thank you for visiting Cambridge-Isanti Schools!


Lunch Visitors

Lunch visitors are not allowed at this time due to our limited area of seating for students. Parents should contact their child's administrator with any questions regarding the visitor policy.




BELL SCHEDULES


STANDARD Bell Schedule

Bus Drop-Off	8:30 a.m. - 8:35 a.m.
Period 1	8:40 a.m. - 9:34 a.m. (54 minutes)
Period 2	9:39 a.m. - 10:33 a.m. (54 minutes)
Period 3	10:38 a.m. - 11:32 a.m. (54 minutes)
Period 4 (and lunches)	<div>11:37 a.m. - 1:12 p.m. (1 hr 35 min) </div> <ul style="list-style-type: none">• 11:32 a.m. - 12:02 p.m. LUNCH 1 (30 minutes)• 12:07 p.m. - 1:12 p.m. Class (65 minutes)• 11:37 a.m. - 12:07 p.m. Class (30 minutes)• 12:07 p.m. - 12:37 p.m. LUNCH 2 (30 minutes)• 12:42 p.m. - 1:12 p.m. Class (30 minutes)• 11:37 a.m. - 12:42 p.m. Class (65 minutes)• 12:42 p.m. - 1:12 p.m. LUNCH 3 (30 minutes)
Period 5	1:17 p.m. - 2:11 p.m. (54 minutes)
Period 6	2:16 p.m. - 3:10 p.m. (54 minutes)
Bus Departure	3:15 p.m.

TWO-HOUR LATE Bell Schedule

Bus Drop-Off	10:30 a.m. - 10:35 a.m.
Period 1	10:40 a.m. - 11:04 a.m. (24 minutes)
Period 2	11:09 a.m. - 11:32 a.m. (23 minutes)
Period 4 (and lunches)	<div>11:37 a.m. - 1:12 p.m. (1 hr 35 min) </div> <ul style="list-style-type: none"> • 11:32 a.m. - 12:02 p.m. LUNCH 1 (30 minutes) • 12:07 p.m. - 1:12 p.m. Class (65 minutes) • 11:37 a.m. - 12:07 p.m. Class (30 minutes) • 12:07 p.m. - 12:37 p.m. LUNCH 2 (30 minutes) • 12:42 p.m. - 1:12 p.m. Class (30 minutes) • 11:37 a.m. - 12:42 p.m. Class (65 minutes) • 12:42 p.m. - 1:12 p.m. LUNCH 3 (30 minutes)
Period 3	1:17-1:51 (34 minutes)
Period 5	1:56 p.m. - 2:30 p.m. (34 minutes)
Period 6	2:35 p.m. - 3:10 p.m. (35 minutes)
Bus Departure	3:15 p.m.

ADVISORY Bell Schedule

Bus Drop-Off	8:30 a.m. - 8:35 a.m.
Period 1	8:40 a.m. - 9:28 a.m. (48 minutes)
Period 2	9:33 a.m. - 10:21 a.m. (48 minutes)
Advisory	10:26 a.m. - 10:51 a.m. (25 minutes)
Period 3	10:56 a.m. - 11:44 a.m. (48 minutes) 
**Period 4 (and lunches) ** <u><i>Times are different than a typical bell schedule</i></u>	11:49 a.m. - 1:24 p.m. (1 hr 35 min) <ul style="list-style-type: none"> • 11:44 a.m. - 12:14 p.m. LUNCH 1 (30 minutes) • 12:19 p.m. - 1:24 p.m. Class (65 minutes) • 11:49 a.m. - 12:19 p.m. Class (30 minutes) • 12:19 p.m. - 12:49 p.m. LUNCH 2 (30 minutes) • 12:54 p.m. - 1:24 p.m. Class (30 minutes) • 11:49 a.m. - 12:54 p.m. Class (65 minutes) • 12:54 p.m. - 1:24 p.m. LUNCH 3 (30 minutes)
Period 5	1:29 p.m. - 2:17 p.m. (48 minutes)
Period 6	2:22 p.m. - 3:10 p.m. (48 minutes)
Bus Departure	3:15 p.m.

ACADEMIC INFORMATION

INTRODUCTION

The years you spend at Cambridge-Isanti High School are some of the most important years of your life. In all probability, you will never again have as many people helping and supporting your learning. We ask that you be good school citizens who represent yourself, your parents, and your school by committing to your academic program and demonstrating Respect, Compassion, Responsibility, Honesty, and Self-Discipline at all times.

CLASS REGISTRATION

Parents/Guardians are asked to work with their children in learning about class options. Classes should be selected based on graduation requirements, future goals, student ability, and class appropriateness. If a student inadvertently takes the same class twice, the student will only receive credit once. Students must register carefully to avoid this situation. Counselors and Administration will review class requests with students individually or in small groups, however, students are responsible for meeting all graduation requirements.

CREDIT REQUIREMENTS

Students will be scheduled for at least five credits per trimester and a total of fifteen credits per year. Students may also be scheduled for a study hall or other non-academic assignment. A credit consists of a one hour trimester class meeting every school day for one trimester.

GRADE REPORTS

High school grade reports are posted to Skyward's Family Access after each trimester. Parents are highly encouraged to update their email address at the start of every school year to receive this valuable information.

GRADUATION

Fifty-two credits are required for graduation. The principal has the final determination on credits and graduation eligibility. Each student is responsible for earning the necessary credits and meeting graduation requirements. A senior must register a full schedule and maintain full-time status. Students may be removed from graduation exercises if they fail a necessary class or for discipline reasons leading up to and including the date of graduation.

Seniors with failing grades in courses needed to meet graduation requirements have until their last day of school to earn the credit(s). However, a determination (for practice and program deadlines) will be made at the end of the second trimester. Students must have earned at least 45 credits at the end of the second trimester of their senior year to participate in the graduation ceremony. Students must also meet all state mandated graduation requirements. These requirements will be explained to students and parents many times as students progress through high school.

HONORS REQUIREMENTS

Honors status is based on a student's academic standing at the end of the second trimester of his/her senior year. Those students eligible for class rank with an unweighted grade-point average (GPA) of 3.33 to 3.66 will graduate with "Honors." Students eligible for class rank with unweighted averages of 3.67 or higher will graduate with "Distinction." You need to be a full-time student at CIHS to receive these honors. Courses taken under the post-secondary enrollment option (PSEO) program are counted under our GPA ranking.

HYBRID COURSES

Cambridge-Isanti High School offers students a few Hybrid Learning opportunities. A hybrid course combines the best of online learning and instruction, with face to face (traditional) learning and instruction. If a course is Hybrid (current courses include Digital Photography and College Public Speaking) the syllabus provided by the instructor will explain in detail the expectations, schedule, etc. for the unique type of course.

INCOMPLETE GRADES

For determining honor roll, graduation honors, and Cambridge-Isanti High School academic eligibility requirements, all incomplete grades will be assigned a value of 0.00 (F) in determining grade-point averages. When these incompletes are satisfied and a new grade is entered on the records, a new GPA will be determined. The student is responsible for completing all work. The Student Office shall be notified by a written statement from the instructor on grade changes two weeks from the end of the trimester, or the grade will remain as originally earned at the completion of the Trimester.

INDEPENDENT STUDY GUIDELINES

Independent Study opportunities are limited and should be discussed with the student's Counselor. If it is determined that an Independent Study is an appropriate option for the student based on input from the student, Counselor, Administrator, and classroom teacher, expectations will be discussed with the student and shared in writing as well.

NATIONAL HONOR SOCIETY

Senior and junior students with unweighted grade point averages (GPAs) of 3.5 or higher that meet leadership and character standards are invited to apply for membership in the National Honor Society. Students must be eligible for class rank to be considered into the NHS. Applications are made to the advisor. Application forms and selection process explanations are available to eligible students. A faculty committee reviews each application on the basis of leadership, character and service determines selection. Students may lose membership if their GPA falls below 3.5 before graduation. Students may also be dismissed from the Society if they violate any school or district policies regarding possession and/or use of any mood altering chemicals such as alcohol, tobacco or any other controlled substances. Other reasons for dismissal include cheating and other serious violations of school and district policies and civil laws. Due process procedures are followed.

REPEAT COURSE POLICY

Students may repeat a course to improve their grade. Students wishing to retake a course must make the request in writing (email is appropriate) to their Counselor and Administrator. The Principal/Counselor Team will review requests and grant or deny based on space availability, reasons stated for the request, credit count, and other appropriate measures as determined by the team. If the student repeats a course, their transcript will show the best grade earned in the class. The other entry for the class on the transcript will show RC in the grade column. The RC does not affect GPA calculations. Only one credit will be awarded for the class.

SCHEDULE ADJUSTMENTS

Class registrations are considered permanent when school begins.

Reasons for initiating schedule adjustments:

- Schedule and class size balancing
- A student being ill-suited for a class (as determined by classroom teacher and counselor)
- A lack of class prerequisite
- Adding a failed required course not already rescheduled
- Adding elective classes to increase credits (other classes may not be switched)

Policy for Schedule Adjustments:

- Schedule adjustments may be initiated by a Counselor or Administrator for one or more reasons listed above
- Schedule adjustments initiated by a student must be requested within the first two weeks of the course(s) (approximately 10 classes).
- Any student who drops a trimester class may receive a failing grade.
- The teacher, in collaboration with the Principal/Counselor Team, will have the final determination of the student's grade at the time of withdrawal, based on the student's current status in the class.
- Students who withdraw from a year-long course after two weeks will receive a failing grade and no credit on their transcript. This policy also applies to post-secondary enrollment options (PSEO) and College in the Schools (CIS) courses.
- When necessary, changes will be made for special programs such as on the job training or special education programs.

STUDY HALLS

If a study hall has been assigned to a student, they are expected to attend the assigned study hall each day. This is a wonderful opportunity for students to complete their coursework during the school day.

Students in Good Standing may apply for Late Start or Early Release permissions if they are assigned a Study Hall 1st or 6th period. To qualify for this program, students must be considered to be "In Good Standing".

- Students in Good Standing exhibit exceptional character on a consistent basis.
- Attends school and has limited tardies and absences.
- Must be passing all classes.
- Principals/Coordinators reserve the right to revoke the late start/early release privilege at any time.

Students with early release/late start privileges must have transportation to/from school which allows them to arrive/leave at the appropriate time. Students who are occasionally unable to leave the school must check-in and remain in the media center until the end of the school day. Students who are unable to find consistent transportation, will be assigned to a regular study hall class.

ATHLETICS AND ACTIVITIES

ACADEMIC ELIGIBILITY REQUIREMENTS

To be eligible to participate in Minnesota State High School League governed activities, a student must be making satisfactory progress toward the requirements for graduation from Cambridge-Isanti High School and they must be passing all of their classes while involved in an activity.

This policy is not intended to use ineligibility as a punishment for failing grades. Student learning is a priority and decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities.

Because these needs are so varied, the scholastic policy must reflect some flexibility.

- Grade checks will be every two weeks, on Monday morning or the first day of the academic week.
- Students who fail/are failing one class will be placed on academic probation. Students in this position will be required to meet weekly with the Activities Director or designee to review their academic progress. If they are failing a class they will immediately become ineligible to participate in activities contests/games/events until the grade becomes passing. Parents will be notified by the Activities Director if this occurs.
- Students who fail/are failing two or more classes will be placed on academic suspension and are ineligible to participate in practices/events/games/contests for two weeks. During the next grade check period, progress will be checked and if the student is passing their classes they will be allowed to participate. Parents will be notified by the Activities Director if this occurs.
- A student may have one incomplete grade on their grade report and still participate. A student who has more than one incomplete is ineligible. A student with an incomplete will need to follow the incomplete grade process outlined in the Cambridge-Isanti High School Student Handbook.
- In addendum to these requirements, the student needs to be on track to graduate. Graduation requirements are outlined below.
- Students on IEP's and or a 504 Plan are reviewed on a case by case basis.
- Administration shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.

Credits required for eligibility at the beginning of the stated trimester once final grades have been posted.

Freshman	Tri 1 = 0 Tri 2 = 4 Tri 3 = 8
Sophomore	Tri 1 = 13 Tri 2 = 17 Tri 3 = 21
Junior	Tri 1 = 26 Tri 2 = 30 Tri 3 = 34
Senior	Tri 1 = 39 Tri 2 = 43 Tri 3 = 47

- At the end of each trimester, once final grades have been posted, a list will be generated indicating by grade all students who have not met credit requirements.

- All students who appear on this list will be contacted and a letter sent to his/her parents or guardian, indicating that he/she has not satisfied the minimum requirements necessary to compete in extracurricular activities. At that time the student will be placed on academic probation for twelve weeks. A student on academic probation may continue to practice and compete.
- A student on academic probation will be placed on academic suspension if he/she has not met the credit requirements at the end academic probation period. A student on academic suspension will not be allowed to participate in any extracurricular activities during the twelve-week grading period. If a student still has not met the credit requirements at the end of each subsequent twelve weeks, he/she will remain on suspension. Practice will be allowed during the suspension period.
- Those students on probation or suspension must commit to a study plan for their probation period and create a plan for credit recovery.
- If a student is suspended and he/she or his/her parent or guardian feels that there were significant extenuating circumstances, the student or parent/guardian may request to have the case reviewed before an academic eligibility committee. (Some examples of extenuating circumstances could be a learning disability, a prolonged absence due to sickness, injury, or an extreme family emergency, if adequately substantiated) The request must be made in writing to the administrator. The committee will include: each of the student's teachers; administrator; counselor and/or advisor; Special education teacher, if applicable; Parent or guardian; and the activities director. The administrator will schedule the eligibility committee meeting, preside over the meeting, and notify the student and his/her parents of the final decision. If the committee determines that there were significant extenuating circumstances for falling below the credit requirements, the committee may allow the student to participate in extracurricular activities.
- All non-scholastic activities under school supervision will be governed by these eligibility rules

ATHLETIC FEES

Grades 7-8		Grades 9-12	
First, second, and third sport	\$155	First, second, and third sport	\$205
Reduced lunch - each sport	\$77.50	Reduced lunch - each sport	\$102.50
Free lunch - each sport	\$30	Free lunch - each sport	\$30
Boys & Girls 7-12 Cross Country	\$205	Family Max: Full	\$700
Boys & Girls 7-12 Swim & Dive	\$205	Family Max: Reduced Lunch	\$350
Boys 7-12 Tennis	\$205	Family Max: Free Lunch	\$175

ACTIVITY FEES

Fees for Mississippi 8 Conference activities:		Grades 7-12	
Mock Trial:	9-12th grade \$160	First, second, third activity	\$165
One-Act Play:	9-12th grade \$160		
Robotics:	7-12th grade \$160	Reduced lunch first, second, third activity	\$82.5
Speech:	7-12th grade \$160		
Adapted Bowling:	9-12th grade \$110	Free lunch recipients	\$35
Math League:	9-12th Grade \$50		
Trap Team:	9-12th Grade \$160		
Reduced Lunch ½ price fee			
Free Lunch \$35			

- All middle school students participating at the high school level will pay the high school fee (per season)
- Student event passes will be given with paid athletic fee
- Passes will allow entry to all home regular season games for football, soccer, swimming, volleyball, basketball, gymnastics, hockey and wrestling

SPORTS ATTENDANCE

- A student must be in attendance in school to practice or play in a contest.
- A student may miss one-half the school day for reasons acceptable to the activities office or principal's office and still participate.
- If a student is absent and does not present an approved reason, he/she will not be allowed to participate on that day.
- Due to an emergency situation at home, a student may be allowed to participate in a contest if it is approved by the activities director and the building principal.

ATTENDANCE POLICY

Students should be in school every day; a missed school day is a lost opportunity for students to learn. The primary rationale for student attendance is the relationship between student attendance and student achievement. The general policy of the school district on Student Attendance is [Policy 503](#).

A child under the age of 17 is considered “habitually truant” if they are absent from school without a lawful excuse for one or more class periods on seven (7) school days per school year. Parental notification is required by Minnesota statute and schools may report to Child in Need of Protection services through the county. Parents/guardians must contact the school to report absences. An attendance voicemail telephone line (689-6090) and Skyward Family Access are available to report attendance. These options are available 24 hours a day. Notes explaining an absence may also be sent with students when they return to school. Absences that are not cleared within two school days are recorded as unexcused. A communication will be sent home when a student has accumulated multiple unexcused absences. A conference with a counselor or administrator and the student and parent/guardian will be scheduled as necessary to discuss attendance issues.

Parents/guardians may call the student office at 763-689-6005 between the hours of 8:00 a.m. and 3:30 p.m. to check their child’s attendance. An automated email will be sent each day for students that miss one or more classes in a day. We hope this added communication between school and home will help to keep parents/guardians better informed about attendance.

In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

The administration must follow the regulations of the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22. Attendance is significantly related to school achievement. It is the responsibility of the student and parent to make good attendance a habit. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Following all absences from school, students must submit a note to the office (if the parent didn’t contact the attendance secretary by phone). If a student arrives to class less than ten minutes late, the teacher will mark the student tardy. If a student arrives more than 10 minutes late to school or a class, he/she will be marked absent.

Student’s Responsibility

It is the student’s obligation to be in school. It is the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

Students must bring a note or request a parent/guardian to call to excuse all absences within a maximum of 10 days after the absence. Absences that are not cleared within ten school days are recorded as an unexcused absence.

Follow the sign in/out procedure if leaving school during the day, arriving late, and returning. Students who fail to follow this procedure will be marked unexcused.

Parent/Guardian Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents should call to explain every absence on the day of the absence or send a note when the student returns to school. Absences that are not cleared within ten school days are recorded as unexcused.

Types of Absences

School excused: Absences for school sponsored activities and events.

Excused: To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school, and may request documentation in the event of excessive excused absences, a note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

Unexcused Absences: All absences not verified by a parent and all absences that do not meet excused criteria as set by policy 503. The following are examples of unexcused absences: car trouble, over-sleeping, shopping, needed at home, leaving school without approval, babysitting, skipping, missing the bus, work, no call or note from parent/guardian verifying the absence, and personal (no reason given). Any other absence not included under the attendance policy will be assessed on a case-by-case basis. Students that fail to bring a note or have a parent/guardian call within ten school days of the absence will be marked unexcused for the day.

Tardy: A student is tardy to class if he/she is not in the room (or assigned area) when the bell rings. It will stay a tardy if the student arrives within 10 minutes of the start of class, after 10 minutes it will be marked as an unexcused absence for the class period.

Sports Attendance

- A student must be in attendance in school to practice or play in a contest.
- A student may miss one-half the school day for reasons acceptable to the Activities Office or administrator's office and still participate.
- If a student is absent and does not present an approved reason, they will not be allowed to participate on that day.
- Due to an emergency situation at home, a student may be allowed to participate in a contest if it is approved by the activities director and the building administrator.

Attendance Consequences

Unexcused absence from class: If a student is unexcused (any absence that does not meet Policy 503 criteria), daily work missed cannot be made up. The student will receive a zero on the daily assignments. Cumulative tests or other cumulative work missed due to unexcused absences can be made up as per building policy within two school days, but may result in a reduced grade for the cumulative test or work. Students may be assigned detention or suspended due to attendance issues, as well as receiving communication from the school about the absences in the form of an email or letter. The school has the right to verify any and all absences. The school will make the final determination if the absence is excused or unexcused.

Truancy Reporting to County

If a student accumulates seven unexcused absences during a school year, a truancy report may be filed with the Isanti County Attorney's Office. The probation officer and administrator will make this decision.

Excessive tardiness and/or unexcused absences may result in consequences such as (but not limited to):

- Restricted lunch, detention, in-school suspension

AIM

Students with 3 or more unexcused absences may be referred to the Attendance Intervention Meeting (AIM) with Isanti County. Attendance Intervention Meetings provide families the opportunity to prevent the student/child from becoming involved in the Juvenile Court System. The meetings last approximately one hour, and there is time allowed for questions. Attendance intervention meetings must be attended by both the parent/guardian and the child. Failure to appear for these meetings may result in the filing of a truancy child protection petition in the juvenile court. AIM is an attempt to provide guidance on the impact of truancy and prevent further court action.

Attendance Law

Minnesota state law provides that every child between the ages of seven and seventeen shall attend a public or private school in each year during the entire time the public schools of the resident district are in session, unless excused from attendance by the district. Students seventeen to eighteen years old must attend school unless the parent has attended a meeting with the administrator or counselor and signed a withdrawal form.

Attendance Law for 18-Year Old Students

The [Minnesota Statute MS 120A.20](#) reads as follows: (a) All schools supported in whole or in part by state funds are public schools. Admission to a public school is free to any person who: (1) resides within the district that operates the school; (2) is under 21 years of age or who meets the requirements of paragraph (c); and (3) satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board. This mandates that all students regardless of age must adhere to the policy of the school, for example: CIHS requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property. A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Special Absence Situations

College and Vocational Visits: Seniors planning a college day must first participate in an interview with a career advisor and also a parent/guardian permission slip from the career center. The permission slip must be returned to the career center with a parent/guardian signature a full 24 hours before the absence.

IMPORTANT: In order for the absence to be a school excused absence, each student must return written acknowledgement from the college visited within 24 hours of returning to the high school. Seniors are allowed two days for visiting colleges. College days may not be taken the last week of any term.

Sporting Event/Academic Activities Absence

When we have teams participating at state level competitions during the school day, a student may attend the competition and it will be a school excused absence if a student has a note from a parent or guardian granting permission.

EMERGENCY INFORMATION

ACCIDENTS, ILLNESSES AND INJURIES

Students who become ill or injured during school are to report the ailment to their teacher. If the illness or injury is prolonged or severe, school personnel will attempt to contact parents/guardians. If an emergency exists, an immediate attempt will be made to contact parents/guardians or emergency contacts. If warranted, students will be taken to the Cambridge Medical Center while parents/guardians are being contacted. If a student must go home, the parent/guardian is to make arrangements to pick up the child and have a place for him/her to go.

DRILLS

State law requires five lockdown drills, one severe weather drill and five fire drills per school calendar year. Maps with emergency evacuation procedures are posted in each classroom. During an emergency, students are to walk quickly leaving all items behind.

FIRE DRILL

Don't panic! When the fire alarm sounds, all persons in the building must evacuate the premises. The students and staff should be at least 100 feet from the building. All classroom and office doors are to be closed and locked. When leaving the building, the teacher will lead the class out the nearest and safest exit. The teacher should make sure that all students have left the building. The teacher and class may return to the building when the all clear is given.

LOCKDOWN DRILL

Student safety is of primary concern during lockdowns, therefore, students are expected to respond immediately to staff direction during drills. Drills are conducted with little disruption to the school day.

TORNADO DRILL

If a tornado warning is received, all staff will accompany their students to the designated tornado area. The teacher and class may return to the classroom when the all clear has been given.

STUDENT INSURANCE

The school district does not provide any type of health or accident insurance for injuries that occur at school.

WEATHER CLOSING

When school is called off due to weather conditions, a notice of school closings and/or program cancellations will be sent to families through a text message, phone call, and email. Notices are also posted at WCCO (830 AM) and television channels 4, 5, 9 & 11 as well as on the Cambridge-Isanti Schools [website](#). Please log in to [Skyward Family Access](#) to make sure your contact information (phone number and email) preferences are current in order to receive notification by text, email, and phone.

GENERAL INFORMATION A-Z

BUILDING HOURS

Cambridge-Isanti High School is open at 7:00 a.m. Office hours are 7:30 a.m. to 3:30 p.m. Teacher work hours are 7:45 a.m. to 3:45 p.m., although teachers are willing to meet with parents/guardians and students beyond those hours. Only those students with school-related business may remain in the building beyond 3:10 p.m.

CHANGE OF ADDRESS

Use Family Access www.c-ischools.org. If you have any questions, call Jenny Heath at 689-6006. Jenny Heath is also the point of contact for second family addresses and phone numbers.

CLOSED CAMPUS

Cambridge-Isanti High School is a closed campus. Once students arrive on school property, by bus, privately owned vehicle or on foot, they may not leave without parent and school permission. **Students are not permitted to leave campus for lunch, even with parent permission.** Any time students leave school property, they must have permission from a parent/guardian. Students who leave school property without parent/guardian permission will not be permitted to return to school that day.

DANCES

School sponsored dances are an extension of the normal school day and all school rules apply. Students are permitted to bring one guest to each dance. The guest must be at least a 9th grader and under the age of 20. If the guest attends another district, the CIHS student must get a form filled out by their administrator. The forms are available in the student office. If the guest is not a student, then the CIHS student is required to speak to their administrator to obtain permission to bring their guest. If permission isn't obtained in advance, then the guest will not be allowed to enter. If students go outside during the dance, they cannot return to the dance. Students who are suspended from school at any time during the week prior to a dance will not be permitted to attend the dance and will not receive a refund of their ticket fee. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at their discretion.

ELECTRONIC DEVICE USAGE

The use of cell phones and other personal electronic communication devices are not allowed in class unless permission is given by the teacher. The use of cell phones and other personal electronic communication devices in bathrooms and locker rooms is strictly prohibited (including before, during, and after school). Taking pictures or recording (video or audio) students or staff without their permission is prohibited. Inappropriate use of electronic devices will lead to consequences, which may include the confiscation of the device.

ENTRY/EXIT OF BUILDING

Students and visitors may only enter the school building through the main entry doors (Door 1). Students and visitors are not permitted to enter through any other entrance during the school day. All other doors are locked throughout the day. Propping doors open or opening locked doors so others may enter is prohibited as it is a security concern.

Students may exit the building through the activities lobby (Door 7), the main entrance (Door 1) or the west entrance (Door 31). Some doors (North and South House, PAC/Art Hallway) have alarms to prevent usage during the school day. Exiting through these doors is prohibited.

FIELD TRIPS

Parent/Guardian permission slips are required for field trips outside the school district boundaries.

FOOD DELIVERY

Food delivery services (Doordash, UberEats etc.) may not deliver food to the school.

FOREIGN EXCHANGE STUDENTS

A maximum of ten foreign exchange students may enroll at CIHS each school year prior to August 1. Requests made after August 1 will be reviewed on a case by case basis by the high school principal. Foreign exchange students must be 16 years old no later than the first day of school and be academically prepared to enter grade 11 courses. Foreign exchange students will be asked to provide evidence of English proficiency through testing and a writing sample. With administrative approval, foreign exchange students enrolled in an approved program, such as AFS, who reside within the district can enroll and attend our schools. Foreign exchange students not enrolled in a recognized program who reside with a host family within the district can enroll and attend our schools upon receiving the approval of the school board and will be subject to tuition. Foreign exchange students and/or their host families are responsible for gaining approval from the U.S. Immigration and Naturalization Service for nonimmigrant student status and meeting other requirements of the U.S. government.

LOCKERS

Lockers are issued free of charge to incoming 9th grade students on the first day of school. A student may also request a locker from the student office. Students should not write on the inside or outside of the lockers. They must be kept neat and clean. Any mechanical problems or damage with a locker should be reported to the student office. Students should not leave money or valuables in their lockers. Do not give locker combinations to other students. Do not place stickers on the lockers, as they are difficult to remove. Lockers are the property of the school district and are subject to investigation at any time by school officials. Students are responsible for materials found in their assigned lockers and the condition of their lockers. Marks, stickers or graffiti must be removed immediately. It is the student's responsibility to clean out their locker and take home personal items at the end of each school year. Any items left in lockers over the summer will be donated.

LOST AND FOUND

Lost and found articles may be claimed through the student office. Any items not claimed at the end of each trimester will be donated.

MEDIA CENTER

The media center is open to students daily between 8:00 a.m. and 3:30 p.m. Any student who is in the building for an approved reason, but does not have an assigned location/teacher/classroom must report to the Media Center (ie: PSEO students in between classes, Late Start students who arrive early, etc.)

PETS AT SCHOOL

Students are not to bring pets to school unless as part of a class activity, and in these cases teacher and administrator approval is required. In such cases, adults are asked to bring the pets at the time of the activity. Pets are allowed to stay only for a brief visit.

“QUICK OUT” PASS (STUDENTS GOING TO THEIR VEHICLE AND BACK DURING THE SCHOOL DAY)

Students who need to retrieve an item from their personal vehicle must receive permission from the student office to do so. The student will have up to 5 minutes to go to their vehicle and return to the building. Students must return through the main office. Students who violate the closed campus policy are subject to school consequences, including the loss of parking privileges without refund. Excessive requests to go to vehicles may be denied by Administration, and overuse/misuse of the 5 minute “Quick Out” privilege may result in consequences, possibly including loss of parking privileges without refund.

SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS, AND STUDENT PERSON

For security reasons, surveillance cameras are located in various places at Cambridge-Isanti High School and on many of the buses. If evidence is gained through use of a camera it will be used to determine if school policies have been broken and determine whether consequences are warranted.

Lockers and Personal Possessions Within a Locker: pursuant to Minnesota Statute, lockers are the property of the school district. Inspection of the interior of lockers may be conducted for any reason and at any time, without notice or consent, a search warrant is not required. However, the personal possessions of students within a locker will only be searched when school officials have reasonable suspicion that the search will uncover evidence of or violation of law or school policy. Please see Policy 502.

Personal Possessions and Student's Person: The personal possessions of students and/or a student's person may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

STATEWIDE TESTING

This [document](#) provides basic information about statewide testing to help parents/guardians make informed decisions that benefit their children, schools and communities.

TECHNOLOGY

Please review the Technology Acceptable Use Policy 524 and the Technology section in this handbook. The purpose of the policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications. Bullying may also include the misuse of technology in any form including, but not limited to, teasing, intimidating, humiliating, defaming, threatening, harassing, stalking, or terrorizing another student, teacher, administrator, other employee of the School District, volunteer, or other visitor to the School District by sending electronically or posting pictures, images or words, regardless of whether such acts are committed on or off School District property and/or with or without the use of School District resources.

TEXTBOOK/LIBRARY MATERIALS

Textbooks and library materials are loaned to students free of charge. Excessive wear, damage and lost books will be charged back to the student.

VISITORS

All visitors will enter through Door 1 and check-in the Main Office. A picture ID will be required. Lunch visitors are not allowed at this time due to our limited area of seating for students. Please see the Visiting Our School Section.

WEATHER CLOSING

When school is called off due to weather conditions, a notice of school closings and/or program cancellations will be sent to families through a text message, phone call, and email. Notices are also posted at WCCO (830 AM) and television channels 4, 5, 9 & 11 as well as on the Cambridge-Isanti Schools website. Please log in to [Family Access in Skyward](#) to make sure your contact information (phone number and email) preferences are current in order to receive notification by text, email, and phone.

YEARBOOK

As the yearbook publication is an extension of CIHS, any objects, apparel, background images, gestures and slogans, which would not be considered permissible in the school, are likewise not permitted in our publication.

FOOD SERVICE

The nutrition program aims to provide high quality, nutritious meals to our students. The program includes breakfast and lunch at all buildings. C-I Schools Local Wellness Policy is Policy 533. Information and applications for educational benefits are available in each school office, at the district Food Service office, or on the district website.

The school district uses a computerized meal program. Students are issued a meal identification PIN # to purchase meals through their family meal account. Information concerning your family meal account status is available by calling the Food Service office or checking Skyward Family Access on the district web page. It is the parent's/guardian's responsibility to keep a positive balance in the child(ren)'s meal account if you are choosing to get milk or ala carte items for your child. Meals for the 2023-24 school year are at no cost to enrolled students, however we will still be using our computerized system to track meals and charge for extra items like milk and ala carte(where available).

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are available for all PreK- Grade 12 students enrolled in C-I Schools at no cost. A school lunch that meets a third of a child's daily nutritional requirements includes protein, a vegetable and/or a fruit, bread and milk.

ALA CARTE

If your student would like milk with a cold lunch, or other available ala carte items, they will be able to use their food service account to purchase them, if they have funds available. The cost for milk is \$0.50. All other ala carte prices vary..

Go to Skyward Family Access to set limits on, or block, ala carte on your student's account.

APPLICATIONS FOR EDUCATIONAL BENEFITS

Although meals are at no cost to all enrolled students, you can still apply to receive additional educational benefits like reduced fees for Activities, Athletics and Community Education classes, as well as other programs outside of school. You will need to submit an application, and be approved, to receive these benefits. Applications must be completed each school year and should be received before the first day of school to ensure your child receives the benefits as soon as possible. If you don't qualify at this time, but have a change in income or family size during the school year, you may reapply for educational benefits at any time. When your application has been processed, you will receive an email stating your eligibility.

ELIGIBILITY LETTER: If you qualify for educational benefits, you will receive an email with your letter of approval. **Please retain the letter of approval received from Food Service. It is your responsibility to share your approval letter with your school, Community Ed, or other agency to qualify for the reduced fees.**

PAYMENT OPTIONS

Payments can be made in cash/check at your child's school, credit/debit card online in Skyward Family Access or by mail to the Food Service office at 625 N Main St. Cambridge, MN 55008

LOW ACCOUNT BALANCE REMINDER

If you are choosing to use your meal account for extra meals, milk, or ala carte items, you can sign up to have an email reminder sent to you when your family account balance falls below \$10.00. Go to Skyward Family Access and click on "Account" and then scroll down to the bottom to see the notifications you can sign up for.

NURSE/ HEALTH OFFICE

Schools will follow all required MDE and MDH health guidelines.

HEALTH SERVICES

The School Health Services is designed to facilitate care to all students; to protect and promote the students' optimal health, and to eliminate or minimize the health barriers to enhance learning. Health offices and school nurses or health administrative assistants are available at all school buildings.

The school nurse acts as a liaison between parents, educational, and medical personnel. If any changes occur in your child's health status during the school year, please notify the school nurse. They can interpret these changes for school personnel and can recommend and help implement any modifications in the school program necessary to meet the needs of your child. Confidentiality is important to us so health information will only be shared with other Cambridge-Isanti Schools personnel on a need to know basis.

The nurses are available to address any questions and/or concerns regarding the well-being of your child. Please feel free to contact the nurse at your child's school.

Students are allowed into the health office only with permission from teachers, unless an emergency exists.

Please update your student's health information, family and emergency contact information online using [Skyward Family Access](#). Changes can be requested under the Student Information tab.

Suicide Prevention Information

Suicide & Crisis Lifeline: 988

We can all help prevent suicide.

Dial or text 988 for 24/7, free, confidential support if you or someone else needs support. 988lifeline.org

You can also call or text East Central MN Crisis Help Line (800) 523-3333 or Text: "MN" to 741741

ACCIDENTS, ILLNESSES AND INJURIES

Students who become ill or injured during the school day are to report the ailment to their teacher and go directly to the Health Office. If the illness or injury is prolonged or severe, school personnel will attempt to contact a parent/guardian. If a student must go home, the parent/ guardian is to make arrangements to pick up the student and have a place for them to go.

If an emergency exists, an immediate attempt will be made to contact a parent/ guardian, but if warranted, students will be taken to Cambridge Medical Center while parents/guardians are being contacted. **It is very important to keep your emergency information updated.** If the parent/ guardian cannot be reached a representative of the school will act as an agent to consent to the giving of any and all medical, dental, hospital, or surgical care to the student.

Keep the following criteria in mind when deciding whether or not to send your student to school. These are the same criteria the school uses to determine whether a student needs to be sent home:

- Fever of 100 degrees or higher, vomiting or diarrhea (student must be free from all of these symptoms for 24 hours before returning to school)
- Red, runny, crusty or matted eyes, especially if causing discomfort that may prevent student from functioning in the school setting
- Suspicious looking rash and temperature elevated above 99.4 degrees F
- Injury causing inability to function due to pain and/or discomfort
- Caregiver discretion of illness severity affecting school participation
- Family circumstances causing excess emotional stress

Please be respectful of this policy so that we can keep your student and all of our students as healthy as possible.

STUDENTS WITH HEALTH CONDITIONS: Please include all allergies, restrictions and health conditions on your child's enrollment form **and contact the school nurse.** The school nurse will work with you to maintain these records, write emergency plans and handle all medications.

MEDICATIONS AT SCHOOL PROCEDURE

- If possible, all medications should be given at home under parental/guardian supervision.
- A written order by a licensed provider is required for all prescription and over-the-counter medication that needs to be taken at school for two weeks or longer. This would include daily or as needed medications. If there is a change in medication, a new authorization form must be completed by the parent and physician/licensed prescriber. Without proper authorization forms, we will not be able to administer any medications.
- For medication, over-the-counter or prescribed, that will be taken at school short term (two weeks or less); only parent authorization is required.
- All controlled substances (i.e. Ritalin, Adderall, Codeine) must be brought to school by a parent / guardian.
- Medication must be brought to school in the original prescription or over-the-counter container. Pharmacies are willing to divide the prescription so you have a container for home and school. Bring all medications directly to the health office.
- Cambridge Medical Center and other area clinics are aware of the authorization policy and can fill a form out for you to sign and send/fax to your school.
- Student Medication [Policy #516](#) is available on the District website or in the Health Office.
- The authorization to Administer Medication at School form is available on the school district website [Health Services](#) page or in the school's Health Office.

IMMUNIZATION REQUIREMENTS

According to Minnesota state laws and the MN Department of Education regulations, all children entering school for the first time are required to have proof of immunizations on file.

Parents who conscientiously object to immunizations, or whose children have a medical reason for not receiving an immunization, may file a legal exemption to these requirements.

An Immunization form and a current list of the immunizations your child needs to start school and to start seventh grade can be found on the school district website [Health Services](#) page or obtained from the Health Office.

Immunization Requirements [Policy 530](#) is available on the District website.

HEAD LICE

Head lice continues to cause concern and frustration for some parents, teachers, and students. Parents/guardians have the primary responsibility for the detection and treatment of head lice. School nurses will work with and assist families as needed in a cooperative and collaborative manner.

The Health Office will, at the discretion of the school nurse, check students for head lice who have symptoms of: scalp itching, exposure to someone with head lice and per parent request. The Health Office will contact the parent/guardian and send home information for the parent/guardian with children who are found to have live lice.

Exclusion of a student with head lice will be based on the discretion of the school nurse. A child with head lice has likely had head lice for a month or more by the time it is discovered. Due to privacy laws, we do not send home notes when a student in class has been diagnosed with head lice.

If your child has head lice, please notify the Health Office.

Important facts about head lice:

- Lice do not hop, jump, or fly.
- The only way they can get from one person to another is direct sustained touching, head to head.
- Lice are not passed on by pets.
- Some head lice have become resistant to the products that once would kill them so no head lice product is 100% effective. That is why combing and nit removal is important.
- Removing the nits (eggs) and live lice with a special metal-tooth comb is time consuming but the most effective way to get rid of them.
- Schools are not the most common places where head lice are spread, even though they have been blamed in the past. Sleep-overs among friends and relatives are thought to be a common way they are passed from home to home.
- School-wide head checks are not recommended by the American Academy of Pediatrics.
- The most effective screening occurs when parents check their own children at home.
- Please perform weekly head checks on your student for head lice.
- Exclusion from school is no longer recommended by the American Academy of Pediatrics and MN Department of Health in regards to head lice.

STREP THROAT

Strep throat is very common among children and teens. Symptoms of strep throat include fever, stomach pain, headache and red- swollen tonsils. All of these symptoms are not always present.

The cause of strep throat is a bacteria known as Streptococcus Pyogenes, or Group A Streptococcus. Streptococcal bacteria are highly contagious. They can spread through airborne droplets when someone with the infection coughs or sneezes. You can also pick up the bacteria from a doorknob, grocery cart, daycare facilities, or other surfaces and transfer them to your nose or mouth. Kitchen utensils and bathroom objects are other common modes of infection transmission. Strep bacteria flourish wherever groups of people are in close contact. Although strep throat can occur anytime of the year, it tends to circulate in late fall, winter and early spring.

Due to privacy laws, we do not send home notes when a student in class has been diagnosed with strep throat.

Strep Throat Prevention tips:

- Wash your hands: Proper handwashing is the best way to prevent all kinds of infections. That's why it is important to wash your own hands regularly and to teach your children how to wash their hands properly, using soap and water.
- Cover your cough and catch your sneezes: Teach your children to cover their coughs (with a tissue or their sleeves).
- Don't share personal items: Teach your child not to share drinking glasses, toothbrushes, eating utensils, or other personal items.

PINK EYE

Pink eye, or conjunctivitis, is the most common eye infection affecting kids. Irritation, burning and itchy eye(s), swelling of the lid(s), sensitivity to light, pink or red in color, increased tearing, and discharge from eye(s). All or some of these symptoms may be present. School policy does not automatically exclude students with pink eye. Viral conjunctivitis can clear up on its own in a few days to a few weeks. Bacterial conjunctivitis will require medication. Due to privacy laws, we do not send home notes when a student in class has been diagnosed with pink eye.

Pink Eye Prevention tips:

- Teach your child to wash their hands frequently
- Teach your child to avoid touching or rubbing their eye(s).
- Do not share towels or washcloths at home.

SCREENINGS

Vision and Hearing Screenings are conducted during the school day in accordance with the recommendations of the MN Dept of Health. Volunteers selected and trained by licensed school nurses may be used to complete the screenings. The Health Office screens first, third, fifth and seventh grade students each year. Additional students are screened throughout the year as parents or teachers request. Please note, screenings DO NOT take the place of a comprehensive medical examination.

LATEX PROCEDURE

Because Cambridge-Isanti Schools cares about students and staff with latex allergies/sensitivities we have decreased latex usage in our district and a latex procedure has been developed.

Each latex allergic individual differs in symptoms. Allergic reactions can range in intensity from hives and rashes (from surface contact with latex) to life-threatening symptoms causing severe respiratory distress (called anaphylaxis - which is caused by airborne latex particles).

When gloves are stretched, and placed on a person's hands or a latex balloon is blown up and/or popped, latex particles can become airborne and remain that way for many hours (up to 24 hours). Because of this, Cambridge-Isanti Schools prohibits the use of latex balloons and latex gloves in any building, twenty four hours a day, every day of the year (not just during the school day/school year).

By reducing latex use, we can reduce the risk. Thank you for being sensitive to the needs of others.

SPECIAL DIETARY NEEDS

School Food Authorities (SFAs) must make reasonable substitutions to meals on a case-by-case basis for children who are considered to have a disability that restricts their diet: School Nutrition Program – 7 CFR 210.10(m). According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability. SFAs are **not** required to accommodate special dietary requests that **do not constitute a disability**, including requests related to religious or moral convictions or personal preference. Please refer to the [Special Diet Statement](#). (Note, the exception is lactose intolerance, see below.)

Contact the food service department for special dietary needs and requests, a signed medical form is required to accommodate special dietary requests, see the [Food Service webpage](#) to access the request forms.

Banning food items from school will be avoided. Banning an item creates a false sense of security. It is unrealistic to maintain an accurate food label file listing ingredients because manufacturers can change their list of ingredients on a regular basis. Children would be expected to use self-management techniques including knowing:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult they may be having an allergy-related problem
- How to read labels (age appropriate)

It is the responsibility of the parent/guardian to seek nutrition consultation from a Registered Dietitian for specific information on managing the student's allergies. A telephone meeting or other meeting would be scheduled with the school Food Service Director to discuss meal options. Within the district, a copy of the Student Allergy Form will be sent to the Food Service Director's office. The Food Service Director will discuss menu changes with the appropriate kitchens. The Food Service Director and/or Cook Manager will keep the Health Services Department informed of any meal modifications.

LACTOSE INTOLERANCE

Under MN State Statute 124D111, schools are required to provide lactose-reduced milk for students that are lactose intolerant and provide a written request to the Food Service Office. Cambridge-Isanti Schools purchase lactose reduced milk from our milk provider upon a written request from a parent. A physician's signature is **not** required for lactose reduced milk. Please refer to the [Lactose Intolerant Form](#).

PARENT INVOLVEMENT

Parent/guardian involvement in the education of their children is encouraged and valued. The following are examples of ways parents/guardians may become involved in the school district.

FAMILY ACCESS INFORMATION

[Skyward Family Access](#) makes it easy to be active in your child's education by connecting parents with information on schedules, assignments, test scores, attendance, food service balances, report cards, and more. From the Cambridge-Isanti Schools website, click Family Access under the banner. Enter your login and password. If you do not know your login information, click 'Forgot Your Login/Password?' Enter the email address you provided to the school. You will receive an email with your login and a link to reset your password. If you are unsure of the email address we have on file, contact the main office.

PARENT-TEACHER CONFERENCES

Parent conferences are scheduled on a school-wide basis and on the Brookside Academy calendar; parents/guardians are notified prior to conferences.

VOLUNTEER PROGRAM

Volunteers support and enhance a wide range of programs and activities in our schools. A volunteer can be anyone willing to donate his/her time and talent. Please consider volunteering in our schools. A background check is required for many of our volunteer activities and is good for three years, please see our [Volunteer Policy 625](#) and Volunteer Background Check Procedure on the district website. For more information, contact Nicki Hasser at nhasser@c-ischools.org.

STUDENT CONDUCT

CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES

Students who attend Cambridge-Isanti Schools have various rights and opportunities. Students also have responsibilities to teachers, other staff, and fellow students. Please reference the [Code of Conduct: Rights and Responsibilities Handbook](#) for detailed information.

CAMBRIDGE-ISANTI SCHOOLS PHILOSOPHY

School staff and parents/guardians share the responsibility of helping children behave appropriately in a school environment where children have rights and responsibilities. The staff will help students learn to follow rules of proper conduct and safety. Student self-discipline is a primary goal of discipline procedures in the school district. Another goal is to foster communication between the school staff and parents/guardians to help students behave properly. The purpose of discipline procedures is to promote an excellent learning climate in our schools. Our success is determined by those who embrace our rules and work to keep our schools as excellent learning facilities. Students who behave properly will be rewarded; those who behave inappropriately will experience consequences. Systems of reward and consequences are determined by grade and building level.

BULLYING PROHIBITION

“Bullying” means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or substantially interferes with a student’s education opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. Click on the links to find all information regarding [Policy 514 - Bullying Prohibition](#) and the [Bullying Reporting Form](#).

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

DISCIPLINE GUIDELINES

Teachers take the first steps in correcting inappropriate behaviors. If these steps are ineffective and the inappropriate behavior continues, consequences progress. In cases where the students conduct violates school/district policies or expectations, the student, school staff, and parents will work together to resolve the issue. The information outlined in this handbook is a guideline. Principals will work with all parties involved to ensure appropriate consequences and restitution, when applicable. A primary goal is to maintain a physically and emotionally safe learning environment for everyone at CIHS. The ultimate goal is the development of responsible, respectful, and self-directed behavior.

HARASSMENT AND VIOLENCE

Maintaining a learning and working environment free of harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is a priority for Cambridge-Isanti Schools. School district [Policy 413 - Harassment and Violence](#) and [Policy 525](#) – Violence Prevention outline what constitutes violence and harassment. The reporting form is found [here](#). Reports should be made to the building principal or Human Rights Officer, the Director of Administrative Services and Human Resources, 763-689-6235.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or the school district office, but oral reports shall be considered complaints as well. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant's future employment, grades or work assignments.

The School District will respect the confidentiality of the complainant, individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the school district's legal obligations and the necessity to investigate, take appropriate action and conform with any discovery or disclosure obligations.

The complete text of the Religious, Racial and Sexual Harassment and Violence Policy is available in each building Principal's Office and the District Office or check district policy online.

HARASSMENT, SEXUAL, RACIAL, RELIGIOUS OR SEXUAL ORIENTATION

Sexual Harassment - Definition

- Sexual Harassment consists of physical or verbal conduct which is related to an individual's sexuality, when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or interference with an individual's work or academic performance.

Racial Harassment - Definition

- Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or interfering with an individual's work or academic performance or opportunities.

Religious Harassment - Definition

- Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or interfering with an individual's work or academic performance or opportunities.

Violation of the district policy concerning religious, racial and sexual harassment and violence will result in one or more of the following consequences:

- Parent/guardian notification and/or principal conference
- One to fifteen-day suspension
- Conference with principal, which may also include human rights officer, juvenile justice authorities, counselor or other appropriate individuals
- Expulsion
- Enforcement of Minnesota State High School League rules as applicable

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Listed below are student discipline guidelines. Regardless of any provision in the policy, a student may be subject to a suspension of up to fifteen (15) days, expulsion, exclusion, or alternative placement for violation of any provision in these policies. School administration will have the discretion of a lesser or greater consequence. Below are the guidelines for behaviors.

GROUND FOR DISMISSAL

A student may be suspended from school for any of the following reasons:

- A willful violation of any reasonable school board regulation or policy
- Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

ARSON, EXPLOSIVES, FIREWORKS (USE/POSSESSION) AND TERRORISTIC/BOMB THREATS

Violations may result in one or more of the following consequences:

- 10 to 15-day suspension
- Restitution
- Court Referral
- Parent Conference
- Expulsion

BULLYING/CYBER BULLYING

“Bullying” may also include the misuse of technology in any form including, but not limited to, teasing, intimidating, humiliating, defaming, threatening, harassing, stalking, or terrorizing another student, teacher, administrator, other employee of the school district, volunteer, contractor, or bus driver by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Violations may result in one or more of the following consequences:

Parent/guardian notification and/or principal conference and/or a student contract

One to fifteen-day suspension

Conference with principal, which may also include Human Rights Officer, juvenile justice authorities, counselor or other appropriate individuals

Expulsion

CHEATING

Both in Independent Study and Seat-Based classes students are expected to complete assignments themselves. If an instructor believes it is not the sole work of the student by either handwriting, observation, reports or work comparison, then it will be deemed as cheating. Cheating may result in automatic zero on the assignment (possibly without opportunity to redo/retake) and parents/guardians contacted by teacher and/or Administration.

DRUG FREE SCHOOLS AND CHEMICAL USE AND ABUSE MINNESOTA SCHOOLS ARE DRUG-FREE ZONES - Policies 417 & 418

Recent laws are tough on anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students. Possession or use of any drug related paraphernalia on school property or buses or at any school activity is not permitted. Possession/use will result in the same consequences as chemical use violations.

Additionally, any student who sells, buys, gives, receives or who possesses with the intent to sell distribute; alcohol, narcotics, inhalers or any mood altering substance (including look alike substances) on school property, on the school bus, at a school bus stops or at a school sponsored activity will face the following consequences. The consuming or possessing on school property or during a school activity (or having consumed before arrival at school or activity) of any beverage containing alcohol, any simulated controlled substances (such as any non-alcoholic look-alike or smell-alike substances), any over the counter medications used in excess of their recommended dosage or any other mood-altering substances during the school year will result in the following consequences:

- First offense: Up to a five-day suspension from school, referral to a chemical dependency counselor, notification of parent/guardian with a conference that day and pick up of student, notification of police, and filing of a juvenile contact report
- Second offense: Up to a five-day suspension from school, referral to a chemical dependency counselor, notification of parent/guardian with a conference that day and pick up of student, notification of police, and filing of a juvenile contact report
- Third offense: Suspension pending expulsion

A student may be subject to a suspension of up to fifteen (15) days, expulsion, exclusion, or alternative placement pursuant to the Student Discipline Policy 506

- Due process procedures apply as well as Minnesota State High School League rules. A complete copy of District Policy 418 (Drug-Free School) is available in each building principal's office and the district office.
- Use of controlled substances and alcohol is prohibited in the school settings pursuant to state law and District Policy 417. In the event that a school district employee knows or suspects that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location it will be immediately reported to administration. The administrator will make every attempt to notify the student's parents in addition to law enforcement officials and the student's counselor if applicable. If school personnel have reasonable suspicion that a student is under the influence of alcohol, the school district reserves the right to utilize a breathalyzer test. Failure to comply with the test may result in disciplinary action. *Please note that students involved in extracurricular activities and athletics may be required to submit to random alcohol and drug testing.

DISRUPTIVE CLASSROOM BEHAVIOR

Students may be asked to leave the classroom and report to the Planning Room if their behavior in the classroom is disrupting or limiting other students' ability to receive their education. The student(s) should report directly to the Planning Room, where they will wait to meet with the appropriate staff member to help them regulate, make a plan for being successful in the classroom, and possibly receive a consequence for their actions in the classroom. In nearly all cases, parent/guardians will receive an email with the referral from the classroom teacher detailing the original incident, as well as the resolution determined when in the Planning Room. Some referrals will be accompanied by a phone call from the teacher and/or Administration if necessary.

FALSIFICATION OF ANY RECORDS, DOCUMENTS, NOTES OR SIGNATURES

- Possible inability to complete independent study outside of school
- Loss of credit
- parent/guardian notification

FIGHTING AND VIOLENCE PREVENTION - Policies 506 and 525

(See also “Intimidation” and “Religious, Racial and Sexual Harassment and Violence Policy”)

The physical and emotional safety of everyone in the school is essential. Therefore, fighting, including threats and intimidation, are not tolerated.

HAZING - Policy 526

"Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. For further information please refer to Hazing Policy 526.

STUDENT DRESS AND APPEARANCE - Policy 504

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety or causes a substantial disruption to student learning or the school environment.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. *Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.* Students are responsible for wearing clothes that are appropriate for school activities and the learning environment. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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 (i.e., physical education or the classroom).

To maintain a safe and appropriate learning environment, students dress cannot wear inappropriate items as defined by board policy and school guidelines including, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- Any apparel or footwear that would damage school property.
- “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

TOBACCO POSSESSION, USE OR TOBACCO LOOK-ALIKE PRODUCTS ON SCHOOL GROUNDS, FACILITIES OR AT ACTIVITIES

Policy 419

All locations of the Riverside Academy Programs are tobacco free zones. Smoking, chewing, or the possession of tobacco products on school grounds, within sight of the school grounds, in the school buildings, in vehicles, or while on school activities is prohibited. School rules apply in all areas within 300 feet or one city block of school boundaries. Students violating this policy are subject to disciplinary action. A complete copy of the Policy #419 (Tobacco-Free Schools) is available in each building principal's office.

- **Electronic cigarettes/Nicotine Delivery System:** An electronic cigarette, or e-cigarette, is an alternative to smoking tobacco products, such as cigarettes, cigars, or pipes. E-cigarettes and accessory items are prohibited on school grounds.

VANDALISM

Our schools are a source of pride for our communities and we expect many years of benefit from these facilities. Equipment, materials, and facilities have been provided to give students all the advantages of modern education systems. Should negligent student actions result in the damage of school property, the school district will hold the student and his/her parents or guardians responsible for repair or replacement of the damaged item.

VIOLENT BEHAVIOR OR INTIMIDATION TO CAUSE PHYSICAL INJURY

Fighting in school, severe verbal aggression/threats or physical aggression/threats are never permitted.

WEAPONS USE AND POSSESSION - Policy #501

Minnesota schools are weapon-free zones. Recent laws allow severe penalties for anyone caught possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school or school bus carrying students. Firearms - students who are determined to have brought a firearm to school must be expelled for a period of at least one year, except the board may modify this expulsion requirement on a case-by-case basis. Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds (or during school activity) that is ordinarily or generally considered a weapon. An object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purpose of this policy.

The following are examples of instruments ordinarily or generally considered weapons: knives, guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, explosives, or other chemicals and "look-alikes".

STUDENT CONFIDENTIALITY

It is the policy of this school district to protect the privacy rights of students and all matters confidential. By law, sometimes, it is necessary to involve police, social services, probation or other public agencies regarding the welfare of students. District staff will take appropriate measures to ensure that the confidentiality of students is maintained during these contacts.

Pursuant to applicable law, the Brookside Academy Programs gives notice to the parents of students of their rights regarding "directory information." Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information which the Brookside Academy Programs may disclose from the education records of a student. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent/guardian or student must make a written request to the Superintendent of Schools within thirty (30) days after the date of the last publication of this notice. This written request must include the name of student; home address; school presently attended by student; parent's legal relationship to student, if applicable; and specific category or categories of directory information which is not to be made public without the parent's or student's prior written consent. Students 18 years of age and older must give the Riverside Academy Programs written notice if they do not want their academic records shared with their parents or guardians.

INTERVIEWS WITH STUDENTS

The school district has legal custody of students during the school day. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by non-school officials. The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such an interview has been granted by the building principal or designee. For the purpose of this policy, transportation supervisors shall be considered school district personnel.

A principal will not, without parental or guardian consent, grant permission to conduct an interview with a minor student when, in the judgment of the principal, the results of such an interview could lead to criminal prosecution of the student. Exceptions to this restriction include:

- When a court order is presented by a recognized official who grants permission for an interview to take place.
- When the administrator believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
- When investigating school related incidents, the school liaison officer would be considered a "school official." An attempt will be made to contact parents to inform them of the request. Parental consent or notification is not required when a recognized official, is carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim (see Reporting of Child Abuse/Neglect Policy – Policy JHF), or when a court order precludes or eliminates the need for parental notification.

MILITARY RECRUITERS

The Recruiters for the military service are given the names, addresses and phone numbers of high school students. Names, addresses and phone numbers are not given to any other organization or commercial enterprise. Students who do not wish to have their address given to military recruiters should notify the principal in writing by September 15 of the current school year.

STUDENT PICTURE(S)

Students have school pictures taken each school year, usually early in the year. Information will be sent home with students prior to photo day. Individual packages are available for purchase. Student pictures and identifying names may be printed in the school annual yearbook and newsletters and given to the local news media on occasions that warrant it. However, students or parents/guardians (if the student is under the age of 18) may request that their picture not be published in the media or in the school yearbook. Such requests are to be made in writing to the principal of each school.

STUDENT DISABILITY NONDISCRIMINATION

The purpose of [Policy 521](#) – Student Disability Nondiscrimination is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodation, or programs in order that such learners may receive a free appropriate public education. Inquiries regarding compliance with the policy may be directed to the building principal or the Director of Student Support Services, who is the Americans with Disabilities Act/Section 504 Coordinator, 763-689-6196.

STUDENT SERVICES

RIVERSIDE ACADEMY (ALC)

The Area Learning Center (*Riverside Academy*) provides an alternative to the traditional school day of completing their academic and vocational training. To discuss eligibility and be considered for enrollment in Riverside Academy, contact Principal Droubie or the office at 763-552-6262 for an information interview.

CONTACT: John Droubie (763-552-6252 or jdroubie@c-ischools.org)

CAMBRIDGE-ISANTI SCHOOLS ONLINE

Students have the opportunity to take classes fully online with Cambridge-Isanti teachers, with some possibility of part time or individual classes as well. Contact Principal Young if you are interested in the online program. Students may switch between in-person and online learning at the trimester breaks. Students will not be allowed to switch from in-person learning to online after the 10th day of the trimester. Students who are not making adequate progress towards graduation in the online program may be required to return to in-person learning.

CONTACT: Elizabeth Young (763-689-6008 or eyoung@c-ischools.org)

COLLEGE AND CAREER CENTER

The College and Career Center is located in the Media Center of CIHS. Students, parents, alumni and faculty are welcome to use the career center resources. The college and career advisors provide services including: assisting faculty in providing career investigation learning activities for students, guidance in self-discovery, a college fair, job shadows, mock interviewing, senior year exit planning and scholarship assistance.

CONTACT: College Info - Emma Willhite (763-689-6023 or ewillhite@c-ischools.org)

CONTACT: Career Info - Sandra Yerges (763-689-6025 or syerges@c-ischools.org)

COUNSELING OFFICE

The high school counselor's role is to facilitate guidance and counseling services that will create a positive learning experience. Cambridge-Isanti High School counseling department subscribes to a comprehensive developmental guidance and counseling program that provides a proactive program and preventive program, remedial services and personal or crisis counseling. Counseling services also include helping students in course selection and academic support in the high school.

CONTACT:

(A-G) Amber Strom (763-689-6449 or astrom@c-ischools.org)

(H-O) Kara Martin (763-689-6022 or kmartin@c-ischools.org)

(P-Z) Rachel Senarighi (763-689-6019 or rsenarighi@c-ischools.org)

POST-SECONDARY ENROLLMENT OPTION (PSEO)

The Post-Secondary Enrollment Option allows qualified high school students to enroll in Post-Secondary institutions during their junior and/or senior year(s). The program was created to expand educational opportunities for students. Grades earned at a PSEO institution are figured in the high school grade point average. Students may be enrolled either full or part-time in PSEO. Students remain eligible to participate in high school league extra-curricular activities. PSEO students may access the technology and resources of the high school as needed to complete their coursework. Students should make an appointment with the counselor to discuss procedures including eating during a scheduled lunch period. Coursework taken in college or vocational schools can be applied toward high school graduation and toward future college or technical college credit at the same time. Students may speak to a high school counselor or call the college to acquire eligibility requirements. It is our expectation that students will make a full year commitment when enrolling in PSEO.

CONTACT:

(A-G) Amber Strom (763-689-6449 or astrom@c-ischools.org)

(H-O) Kara Martin (763-689-6022 or kmartin@c-ischools.org)

(P-Z) Rachel Senarighi (763-689-6019 or rsenarighi@c-ischools.org)

TECHNOLOGY

Cambridge-Isanti Schools has a goal of empowering a community to be effective lifelong learners with the use of ideas, information, and technology. The use of cell phones and other electronic devices are only allowed at certain times and inappropriate use will have consequences. Please review the [Technology Acceptable Use Policy 524](#) for further details.

CELLPHONES/SMART DEVICES/CAMERAS/RECORDING DEVICES

The use of cell phones and other personal electronic communication devices are not allowed in class unless permission is given by the teacher. Inappropriate use of electronic devices will lead to consequences, which may include the confiscation of the device.

- The use of cell phones or cameras is never allowed in locker rooms or bathrooms during school, after school hours, or during athletic events/activities.
- Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non instructional time, at the bus stop, on school transportation or while participating in school events.
- The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged. All students have the capability AND expectation of securing their locker with a lock.

ONLINE BULLYING

Bullying may also include the misuse of technology in any form including, but not limited to, teasing, intimidating, humiliating, defaming, threatening, harassing, stalking, or terrorizing another student, teacher, administrator, other employee of the School District, volunteer, or other visitor to the School District by sending electronically or posting pictures, images or words, regardless of whether such acts are committed on or off School District property and/or with or without the use of School District resources.

STUDENTS AND SOCIAL MEDIA

To maintain a safe and productive learning environment, Cambridge-Isanti Schools requires all students who access or create social networking sites through District resources to abide by the following:

- If something you are about to post makes you uncomfortable, take a minute to consult with others before you post.
- Do not be disparaging to others online.
- Report inappropriate online behavior.
- Maintain proper professional relationships with any school employee.
- Do not violate privacy, confidentiality or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures or videos of others.
- Maintain consistent, acceptable behavior online and offline.

PARENTS AND SOCIAL MEDIA

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- Monitor your child's use of social media.
- Talk frankly to your child about proper online relationships and behaviors.
- Be involved and aware.

Report inappropriate online behavior.

TRANSPORTATION

INTRODUCTION: The following guidelines are provided in order to assure a safe and enjoyable bus transportation experience. The school bus is an extension of the classroom and all rules established in the Student Code of Conduct ([Policy 506](#)) apply when riding the school bus.

ELIGIBILITY: Students in grades K-12 must reside outside of the established [walk boundary](#) for their school of attendance and all students must live within the attendance boundary of the school they attend. Students must be registered and enrolled with their designated school for transportation to be scheduled. Open enrolled students may be eligible to ride from District established [collector stops](#) inside the District boundaries, if space allows.

BUS SCHEDULES: Transportation schedules are only available online via [Family Access](#), approximately two weeks prior to the start of school. Bus stops and routes are designed with consideration of safety, efficiency, least cost and shortest overall ride times. For more information see the [Guidelines for Bus Stops](#). Please verify that your student's information is correct in Family Access to ensure that they are scheduled correctly. Complete the [Alternate Care Transportation](#) form if your student needs transportation from a location other than your home. Students are allowed one pickup and one drop-off location. Complete the [Opt Out](#) form if your student will not use transportation services. Students will only be allowed to ride the bus they are assigned. **Bus passes will not be given or accepted for any reason.**

SCHOOL BUS DISCIPLINE ([Policy 709](#)): Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day.

Parents are not allowed to board the bus for any reason.

SCHOOL BUS SAFETY RULES: Any violation of these rules may result in the loss of riding privileges.

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapon or dangerous object on the school bus.
- Do not damage the school bus.

BUS EXPECTATIONS: It is important to establish bus expectations by following the 3 bus rules below. It sets the tone for the student’s day, allows time for the students to prepare for school and time for the students to unwind after school.

Be Responsible <ul style="list-style-type: none">• Arrive early to your bus stop• Be ready to exit at your bus stop• Keep belongings in your backpack• Save snack and drinks for home• Clean up after yourself	Use Respect <ul style="list-style-type: none">• Follow driver directions• Keep hands and feet to yourself• Be kind to all passengers• Use level 0-2 voice• Use kind words and actions	Stay Safe <ul style="list-style-type: none">• Enter the bus in a single line• Sit on seat and stay in seat• Keep aisle clear• Keep hands and head inside bus Stay out of the DANGER ZONE!
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SCHOOL BUS CONDUCT ([Policy 709R](#)): All bus reports and suspensions are given at the discretion of the building administration.

- **First Report** - Student will visit with the principal, and a warning will be given.
- **Second Report** - Up to a 3-day suspension from riding the bus may be imposed
- **Third Report** - Up to a 5-day suspension from riding the bus may be imposed.
- **Fourth Report** - Up to a 10-day suspension from riding the bus may be imposed. The principal sends a bus letter to parent(s) / guardian(s) notifying them of the suspension. A parent/student/principal/driver conference is required before the student resumes riding the bus.
- **Fifth Report** - A parent conference is held. Suspension from riding the bus for the remainder of the year may be imposed at the discretion of the principal or principal's designee.
- **Serious Bus Conduct Violations** - Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual. Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus / bus stop misconduct.

BUS STOP: Students are expected to be at their bus stop 5 minutes before the bus is scheduled to arrive. When walking to the bus stop, students should use sidewalks and crosswalks. Buses will not wait for slow moving students. Drivers have a schedule to keep and make every effort to be on time daily. Parents are responsible for student safety and behavior to and from the bus stop and until the school bus arrives. Students are to conduct themselves with courtesy and consideration for others while waiting for the bus.

PROHIBITED OBJECTS ([Policy 709](#)): In general if an item can be carried on a student’s lap, without interfering with the space of another passenger, it will be accepted. Please review the District policy for specific prohibited items.

SCHOOL BUS VIDEO RECORDING ([Policy 711](#)): In order to protect the health, welfare, and safety of students, staff and district property, electronic video surveillance systems are used to monitor activity on District property. Student privacy rights prevent showing video to parents unless required by law enforcement or courts. A video may be used by the district as evidence in any disciplinary action brought against any student arising out of the individual’s conduct on District property.

TRANSPORTATION QUESTIONS: If you have a transportation question, review the [Transportation FAQ](#) on the [District Website](#). If your question has not been answered, complete the [Transportation Question](#) form and the transportation office will respond to you.

HEALTH & SAFETY

Asbestos, Pesticide, IAQ, Lead in Water Notification

To: Parents and Employees of Cambridge-Isanti Schools
From: Independent School District #911
Date: 2025-2026 School Year
Subject: ANNUAL HEALTH & SAFETY NOTIFICATIONS

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify workers and building occupants annually regarding asbestos-related activities. Until the late seventies, asbestos was commonly used in commercial and residential building materials such as floor tile, fire-proofing spray, and thermal system insulation used on pipes, tanks, and boilers.

Our school buildings are inspected for asbestos-containing materials every three years according to AHERA protocol, using state accredited inspectors, to ensure that these materials are maintained in a safe condition. The last Three-Year inspection was conducted in April 2025 and is scheduled to be completed again in April 2026.

AHERA also requires that the District conduct periodic surveillance inspections every six months to evaluate the condition of asbestos-containing materials. Management plans are continually updated and are available for review upon request.

The Environmental Protection Agency (EPA) and the Minnesota Department of Education has recommended that asbestos-containing materials (ACM) be maintained in-place whenever possible. Therefore, the District has limited its asbestos removal to areas where renovation or maintenance activities are planned.

If you have any questions regarding this matter, you may contact the District's Asbestos Designated Person, the Director of Buildings & Grounds, at 763-689-6211.

Indoor Air Quality

The District has developed an Indoor Air Quality (IAQ) Management Plan which contains information for concerned parents and staff regarding the air quality in the school. This management plan also contains plans for addressing any known issues and locations where more information can be obtained. Per the requirements of the Department of Education, Cambridge-Isanti Public Schools is notifying all staff and parents that the IAQ Coordinator is the Director of Buildings & Grounds, who can be reached at 763-689-6211. Please contact the IAQ Coordinator if you have any questions, concerns, or would like to view the IAQ Management Plan.

Additional information about Indoor Air Quality, including parental checklists for at home, can be found on the EPA website at <http://www.epa.gov/iaq/schools>.

Lead In Water

Cambridge-Isanti Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Departments of Health & Education document entitled, "Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools". MN Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water in potable water sources every five years, and to make results of these tests available. Any Public interested in discussing the district Lead in Drinking Water program or results, please contact the Director of Buildings and Grounds at (763) 689-6211 for access to the documentation.

General Notice for School Employees and Parents

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. Although not required by the law, schools may choose to include a copy of the estimated schedule of pesticide applications with this general notice. The prospective dates for applications in Cambridge-Isanti School District for the 2025-2026 School Year are during the weeks of:

- June 24-30, 2025
 - July 8-14, 2025
 - July 22-28, 2025
 - September 23-29, 2025
 - October 7-13, 2025
 - October 14-20, 2025
 - November 11-17, 2025
- March 10-16, 2026
 - April 7-13, 2026
 - April 21-27, 2026
 - May 5-11, 2026
 - May 19-23, 2026
 - May 25-31, 2026
 - June 9-13, 2026

State law also requires that employees and parents be informed that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Cambridge-Isanti School District is continuing to work closely with its health and safety resources to ensure compliance with integrated pest management. If you have further questions, I can be reached at 763-689-6211.

Sincerely,
Director of Buildings and Grounds

Request for Pesticide Notification Cambridge-Isanti Public Schools

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled at a time different from the days specified in the original schedule, I would like to be notified. The form below must be returned by October 1, 2025.

I would prefer to be notified by (circle one): **US MAIL** **E-MAIL**

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Return To: Director of Buildings and Grounds
Cambridge-Isanti Public Schools
625A Main Street North Cambridge, MN 55008

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
 - School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
 - Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>	Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>	Current Grade in School:	<input type="text"/>	Student ID Number (if known):	<input type="text"/>
School:	<input type="text"/>		District:	<input type="text"/>	
Parent/Guardian Name (print):	<input type="text"/>				
Parent/Guardian Signature:	<input type="text"/>			Date:	<input type="text"/>
Reason for Refusal:	<input type="text"/>				

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Reading MCA/Alternate MCA | <input type="checkbox"/> Science MCA/Alternate MCA |
| <input type="checkbox"/> Mathematics MCA/MTAS | <input type="checkbox"/> WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20 25 to 20 26 school year.)

CAMBRIDGE-ISANTI SCHOOL SONG

Cam XXX bridge XXX High XXX School
Cam X bridge X High X School
Cam-bridge High School, Cam-bridge High School
Yea, rah rah Jackets

REPEAT

Fight on for dear old Cambridge High
Let's hear you raise the battle cry
We're gonna win this game
So we can all proclaim
That we're the best team in the land
Rah! Rah! Rah!

Blue Jackets, show your power zest
Don't let the _____ get a rest
For the white and blue
Forever we'll be true
Come on let's win, this, game

REPEAT

V-I-C-T-O-R-Y
A victory, a victory
For Cam-bridge High!