



CAMBRIDGE MIDDLE SCHOOL STUDENT/FAMILY HANDBOOK

Administration

Tracy Hare, Principal

Travis Fuhol, Assistant Principal

Chris Goebel, Activities/Student Support Coordinator

Holly Erickson, Special Education Coordinator

CONTACT INFO

 763-552-6300

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 31374 Xylite St NE, Cambridge, MN 55008



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PURPOSE and MISSION

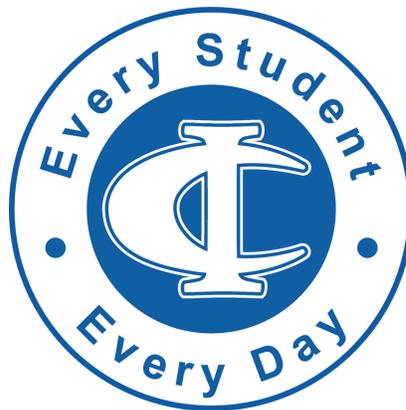
Purpose

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

Cambridge Middle School Students and Families,

At CMS, we are committed to creating a safe, respectful, and inclusive environment where every student can thrive—academically, socially, and emotionally.

This student handbook is designed to be a helpful guide for you throughout the school year. Inside, you will find important information about our expectations, policies, procedures, and the many resources available to support you. We encourage students and families to review it together and refer back to it as needed.

We believe that strong partnerships between school, home, and the community are essential to student success. Our staff is here to support and guide you, and we invite open communication throughout the year.

Let's make this a year filled with learning, growth, and meaningful experiences. Together, we can ensure that every student feels valued and empowered to reach their full potential.

It's a great day to be a Bluejacket!

Tracy Hare
Principal



Tracy Hare
Principal
thare@c-ischools.org
763-552-6301

IMPORTANT CONTACTS

Main Office

Phone 552-6300

Fax 552-6399

Attendance Line 552-6310

Administration

Tracy Hare, Principal 552-6301

Travis Fuhol, Assistant Principal 552-6306

Chris Goebel, Athletics & Activities

Coordinator/Student Support 552-6341

Holly Erickson, SPED Coordinator 552-8679

Counselors

Erin Kielsa (A-L) 552-6307

Ryan O'Donovan (M-Z) 552-6311

School Resource Officer (SRO)

Officer Dan Owl 552-6304

Health Office

Nurse: Alicia Hannan 552-6313

Admin Asst: Tianna Breault 552-6350

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

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
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25	26	27	28	29	30	31

August 2025						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

February 2026						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

September 2025						
Su	M	Tu	W	Th	F	Sa
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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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2025						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

November 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

May 2026						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
Su	M	Tu	W	Th	F	Sa
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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!



COURSE OFFERINGS

CMS Course Offerings, 25-26

Grade-level	6th	7th	8th
	ADVISORY (M, T, F) and FLEX TIME (W, TH)		
Core	Math	Math	Math
	Social Studies	Social Studies	Social Studies
	Science	Science	Science
	Reading	English	English
	Language Arts	-----	-----
Specials	Band/Choir <ul style="list-style-type: none"> Meets every day. If in both, Band & Choir will rotate days Music meets full year 	Band / Choir or Spark 7 <ul style="list-style-type: none"> Meets every day. If in both, Band & Choir will rotate days Music meets full year Non-music meets daily for Spark 	Band / Choir or Spark 8 <ul style="list-style-type: none"> Meets every day. If in both, Band & Choir will rotate days Music meets full year Non-music meets daily for Spark
	Phy-Ed/GOAL Time (Day 1/Day 2 schedule) <ul style="list-style-type: none"> PE meets every other day, all year 	Health/Art/ PLTW <ul style="list-style-type: none"> Meets every day, one trimester each 	Health/Art/ PLTW <ul style="list-style-type: none"> Meets every day, one trimester each
		Phy-Ed / GOAL Time (Day 1/Day 2 schedule) <ul style="list-style-type: none"> PE meets every other day, all year 	Phy-Ed / GOAL Time (Day 1/Day 2 schedule) <ul style="list-style-type: none"> PE meets every other day, all year

BELL SCHEDULE

Regular Schedule

8:15 First Bell Students may go to lockers

8:20 Second Bell Students may go to classrooms

8:25 Third Bell Classes Begin - Students are expected to be in class when the bell rings.)

3:30 Dismissal Bell

25-26 CMS Building Schedule

Advisory Day (M, T, F)

6th Grade			
Advisory	8:25-8:56	Advisory	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
Lunch	10:40-11:10	Lunch	30 min.
3	11:13-12:02	Class	49 min.
4	12:05-12:54	Class	49 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

7th Grade			
Advisory	8:25-8:56	Advisory	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
3	10:43-11:32	Class	49 min.
Lunch	11:32-12:02	Lunch	30 min.
4	12:05-12:54	Class	49 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

8th Grade			
Advisory	8:25-8:56	Advisory	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
3	10:43-11:32	Class	49 min.
4	11:35-12:24	Class	49 min.
Lunch	12:24-12:54	Lunch	30 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

Flex Day Schedule (W, TH)

6th Grade			
Flex	8:25-8:56	Flex	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
Lunch	10:40-11:10	Lunch	30 min.
3	11:13-12:02	Class	49 min.
4	12:05-12:54	Class	49 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

7th Grade			
Flex	8:25-8:56	Flex	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
3	10:43-11:32	Class	49 min.
Lunch	11:32-12:02	Lunch	30 min.
4	12:05-12:54	Class	49 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

8th Grade			
Flex	8:25-8:56	Flex	31 min.
1	8:59-9:48	Class	49 min.
2	9:51-10:40	Class	49 min.
3	10:43-11:32	Class	49 min.
4	11:35-12:24	Class	49 min.
Lunch	12:24-12:54	Lunch	30 min.
5	12:57-1:46	Class	49 min.
6	1:49-2:38	Class	49 min.
7	2:41-3:30	Class	49 min.

ACADEMICS

ENCORE

Enhancing New Connections Or Relationships Everyday (ENCORE), is a before school program that provides free tutoring, computer access and opportunities for students to improve their academic skills.

Grading

The grading designations used at CMS:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
---	----	----	---	----	----	---	----	----	---	----	---

Grading Categories

- Formative Practice = 10% of grade
- Formative Assessments = 20% of grade
- Summative Assessments = 70% of grade

Grade Category	Weight	Late Work Rationale	Retake Opportunities
Formative Practice	10%	Full credit until the end of the unit/chapter.	No
Formative Assessments	20%		
Summative Assessments	70%	Full credit until the end of the grading period	Yes, with additional instruction and learning activities

HOMEWORK

Parents/guardians are encouraged to monitor the time their children spend working on schoolwork at home. A student planner is a good tool for parental monitoring of student work. Although study time is usually provided during the school day, students should expect to have homework every day. Parents/guardians can contact their child's teacher or School Counselor with questions about homework study skills. Help is available at school. Teachers will be willing to set-up study times with students before or after school hours.

MAKE-UP WORK

Students should visit the teacher's Google Classroom site to get make-up work when they are absent. Assignments may also be picked up if online access is limited. Students are generally given two days to complete make-up for each day absent.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (7th/8th grade only) is a selection process at IMS. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Students need to have a 3.5 GPA or higher. Students are selected to be members by the faculty and the principal.

FAMILY ACCESS FOR PARENTS/GUARDIANS

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 Skyward Family Access in the button bar. Enter your login and password. If you do not know your login information, click 'Forgot Your Login/Password?' Click the box by 'I'm not a Robot' and 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.

REPORT CARDS

Report cards are created at the end of each grading period (Trimester). Report cards may be accessed using Family Access - Report Cards.

WEB (WHERE EVERYBODY BELONGS)

8TH grade Students are selected through an application process at the end of their 7th grade year to be WEB Leaders. WEB leaders are trained and guided to help transition 6th grade students for one school year. The purpose is to provide 6th graders with a smooth, safe, and meaningful transition into middle school while providing our 8th grade students training and experiences as leaders. Every 6th grader will be assigned a WEB Leader and have the opportunity to meet with their WEB Leader and WEB group several times throughout their 6th grade year. The 1st day of School will be for 6th grade ONLY with activities led by WEB Leaders.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

PBIS promotes a safe and positive school environment that enhances student learning. PBIS teaches students what positive behavior looks like and how they can model it. Just like we teach reading, math, and how to swim, we will be teaching positive behavior.

ATHLETICS and ACTIVITIES

PHILOSOPHY

The philosophy of Cambridge-Isanti Schools is that athletics be considered an integral part of a program of education providing experiences that will help boys and girls to grow physically, mentally and emotionally. Although tempting to emphasize the elements of competition and winning, these elements are controlled to the extent that they do not determine the nature of the program. In the seventh and eighth grades, athletic emphasis is placed on participation regardless of the final outcome of the contest. Principles of good sportsmanship are to prevail at all times and levels of participation.

ACTIVITIES: NON-SCHOLASTIC

All non-scholastic activities under school supervision will be governed by the academic eligibility requirements.

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. Students in grades 7-12 are also required to maintain a passing grade in each of his/her classes to participate at the Varsity or Junior Varsity level.

The following guidelines are used:

- **Academic Probation:** At the end of each grading term, all students who earned a 1.32 GPA or less will be placed on academic probation. Students on academic probation may continue to practice and compete.
- **Academic Suspension:** Students on academic probation for two terms in a row will be placed on academic suspension. Students on academic suspension will be allowed to practice, but will not be allowed to compete in any extracurricular activities during the grading period unless they set up an improvement plan with administration. This improvement plan will contain specific criteria and work time outside the school hours.
- **Status Upgrade:** Students can upgrade their suspension status to probation at a tri-term grading period, if they are passing all classes.
- **Academic Eligibility Review:** Suspended students and their parents/guardians who feel there were significant extenuating circumstances for failing a class may request an academic eligibility committee review. The request must be made in writing to the principal. Committee members include:
the teacher of the failing class, principal, special education teacher (if applicable), counselor, activity director or coach
- **Behavior Suspension:** Participation in extracurricular activities is a privilege. Students who are unable to maintain behavior that is conducive to learning and keeping a positive learning environment may be removed from activities for a period of time until proper behavior improvement is shown.

The principal and/or middle school activities coordinator will schedule and preside over the meeting and notify the student and parents/guardians of the final decision. If the committee determines that there were significant extenuating circumstances, it may allow the student to participate in extracurricular activities.

MINNESOTA HIGH SCHOOL LEAGUE STUDENT CODE OF RESPONSIBILITIES

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

ATHLETIC FEES

Athletic fees are charged for using equipment supplied by the School District. The fees reduce direct costs of interscholastic athletics to assure the continuation of the program. A student may pay the fees at the beginning of the school year. Fees are payable at their school's principal's office or online at the district website. Fees may be waived in cases of undue hardship. Principals will determine hardship in each case and process all waiver requests.

ATTENDANCE PASS

Any student not participating in interscholastic athletics may purchase an attendance pass. The pass must be presented for admission to an event and punched at the gate, and can be used only by the person to whom it is issued. If a pass is fraudulently used, it will be confiscated without refund. Passes will not be replaced if lost.

Pass Costs: Individual Adult Pass - \$100.00 Family Pass - \$175.00 Student-grades 6-12 Pass \$45.00 Seniors 65 or over-FREE

ATHLETIC PARTICIPATION 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

- This fee covers all sports.
- Except as indicated, all students participating in interscholastic athletics pay a participation fee.
- A refund will be given when injury or illness prevents continuation in the sport. The illness or injury must be substantiated by a physician’s statement.
- A refund also will be given when a student transfers out of the school district.
- Refunds will not be given for students who voluntarily withdraw from participating or who are dropped for violating training rules.
- Refunds also will not be given after the first regularly scheduled contest since the benefits of the sport have accrued to the amount of the fee.

ACTIVITIES FEES

Fees for Mississippi 8 Conference activities: Mock Trial: 9-12th grade One-Act Play: 9-12th grade Robotics: 7-12th grade Speech: 7-12th grade *Adapted Bowling \$110 Reduced Lunch \$55 Free Lunch \$25	Grades 7-12	
	First, second, third activity	\$155
	Reduced lunch first, second, third activity	\$77.5
	Free lunch recipients	\$25

Student event passes will be given with a paid athletic fee

Passes will allow entry to all home regular season games & contests for football, soccer, swimming, volleyball, basketball, gymnastics, hockey, and wrestling

EXTRA-CURRICULAR ACTIVITIES

Attendance Eligibility Requirements

- If students have legitimate excuses for missing a practice, such as illness, family emergency, or Confirmation, they should be able to participate in the next contest.
- If a student asks to be excused from a practice or game for an ongoing school-sponsored activity, a compromise should be reached whereby a student could attend half of the activity and half of the practice. This would not affect the amount of playing time for a student for the days he/she attends the other activity.
- If students miss a practice or a game because of a school-sponsored activity that does not meet regularly, such as ski club, math club, or variety show, they will be allowed to participate in the next contest, but on a limited basis.
- **If a student misses practice without a legitimate excuse, participation will be at the coach’s discretion in the next contest.**

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](#)

The school attendance line is **552-6310**. Absences can also be reported via Skyward Family Access on the Attendance tab.

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. Between the ages of 12 through the 17th year, it is primarily the student's responsibility to get to school on a daily basis. A student is required to attend school each and every day and each and every class period. If a student misses a school day or part of a day, for legitimate reasons, a parent or guardian must notify the school.

STUDENT RESPONSIBILITY

It is the student's responsibility to be in school. It is the student's responsibility to attend all assigned classes 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 their parent/guardian must call the attendance line.

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 giving the reason for the absence.

SCHOOL RESPONSIBILITY

It is the responsibility of the school to determine whether the student's absence is excused or unexcused. The school must follow the regulations of the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22. Attendance is significantly related to school achievement.

TYPES OF ABSENCES:

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.

School Excused: Absences for school sponsored activities and events.

Unexcused: All absences not verified by a parent and all absences that do not meet the excused criteria as set in policy 503. If the school is not notified of the reason for absence the absence is considered unexcused.

Examples of **excused** absences include:

- Illness
- Medical or mental health appointments
- Dental appointments
- Religious holidays
- Family Emergencies
- Vacations (Typically six (6) days or less)
- Suspensions

This list is not all inclusive.

Examples of **unexcused** absences include:

- Missed the bus
- Overslept
- Bus suspension
- No notification of absence

This list is not all inclusive.

If a student is absent without lawful excuse on three or more days, or any part of the school day, they are considered **truant**. Truancy is a violation of Minnesota State Law.

CONTINUING TRUANT: A child under the age of 17 is considered “continuing truant” if they are absent from school without a lawful excuse for three (3) or more class periods on three (3) school days. The school will begin initial interventions. The school is legally required to notify the parent or guardian that the child is a “continuing truant” under the law. A letter will be sent outlining potential legal consequences as well as recommended action for the parent. At this point, parents are strongly encouraged to attend a school conference with their child.

HABITUALLY TRUANT: 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 periods on seven (7) school days. The school is required to report to Isanti County Family Services or Isanti County Court Services that the student is in violation of the compulsory attendance laws.

The parents, school, and community are all partners in working towards the goal of school attendance and educational success. The Law is “designed to provide a continuum of intervention and services to support families and children in school and combating truancy and educational neglect.”

When a child is absent seven (7) or more days for any reason, the child’s parent/guardian will receive a letter updating them about their child’s attendance. If a child’s absences reach ten (10) or more days for any reason the school will send a letter notifying the parent/guardian of our concerns. At any time, based on the school’s assessment of the student’s attendance, the school reserves the right to a) require a physician’s note specifically stating the child is too ill to attend school for that day for an illness to be considered excused, or b) for any other absences, prior approval will be required for the absence to be considered excused.

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.

SPORTS ATTENDANCE

1. A student must be in attendance in school to practice or play in a contest.
2. A student may miss one-half the school day for reasons acceptable to the activities office or principal's office and still participate.
3. If a student is absent and does not present an approved reason, he/she will not be allowed to participate on that day.
4. 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.

TARDINESS

Students are expected to be in classes on time. If a student is tardy the teacher will assign consequences (per class):

- 1st offense: Warning
- 2nd offense: Warning
- 3rd offense: Restricted Dining
- 4th offense: 2 Restricted Dinings
- 5th offense or more: Admin Assigns Consequence

EMERGENCY INFORMATION

ACCIDENTS, ILLNESSES AND INJURIES

Students who become ill or injured during school 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 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. (If we are unable to contact anyone, the student will remain in the health office.)

DRILLS

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

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.

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. Visit Skyward Family Access to set limits on, or block, ala carte purchases 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.

GENERAL INFORMATION A-Z

BUILDING HOURS

Cambridge Middle School is open at 7:30 a.m. Office hours are 7:30 a.m. to 4:00 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, or in a school sponsored activity, may remain in the building beyond 3:35 p.m.

CHANGE OF ADDRESS

Use [Skyward Family Access](#). If you have any questions please call Dawn Nordrum at 552-6303. Mrs. Nordrum is also the point of contact for second family addresses and phone numbers.

CLOSED CAMPUS

Cambridge Middle 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. Any time students leave school property, they must sign out in the main office. If students are ill, they must go to the health office for evaluation. If it is determined the student is too ill to remain at school, health office staff will contact parents/guardians. Students who violate this policy are subject to school consequences.

DANCES / ACTIVITY NIGHTS

School sponsored activity nights and dances are an extension of the normal school day and all school rules apply. Administration reserves the right to deny admittance to any student, and to remove students at their discretion.

DRESS AND GROOMING (DISTRICT POLICY #504)

The policy of the school district is to encourage students to be dressed appropriately for school activities and the learning environment. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- Inappropriate clothing includes, but is not limited to, the following:
 - Clothing bearing a message that is lewd, vulgar or obscene.
 - Apparel promoting products or activities that are illegal for use by minors.
 - Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in [Policy 413](#).
 - Any apparel or footwear that would damage school property.

Field Trips

Class trips are usually planned by grade-level teachers. These trips are valuable because they provide concrete learning experiences; an opportunity for students to plan real-life situations; opportunities to demonstrate courtesy, safety, and good citizenship skills; and a chance to stimulate student interest in the community. 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.

LOCKERS (SCHOOL DISTRICT POLICY #502)

Lockers are issued free of charge to students on the first day of school. Students should not write on the inside or outside of the lockers. They must be kept neat and clean. Students should not leave money or valuables in their lockers. Any damage to the lockers should be reported to the principal's office. All student lockers must be secured with a lock. Do not give your locker combination 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. Messages for students may be attached to their locker door during the course of the school year.

LOST AND FOUND

Most lost items can be claimed at the Lost and Found in the main office. Some lost items of some value may be turned in and then claimed at the front desk.

MEDIA CENTER / CHROME DEPOT HOURS

The media center opens at 8:15 a.m. every day classes are in session. It closes most days, Monday thru Thursday at 3:30 p.m.

TEXTBOOKS / 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.

PARENT / GUARDIAN GUIDE TO STATEWIDE TESTING

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

PETS AT SCHOOL

Students are not to bring pets to school unless as part of a class activity; 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.

SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT PERSON

For security reasons, surveillance cameras are located in various places at Cambridge Middle 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.

WELLNESS POLICY

All foods and beverages sold on school grounds will meet the **USDA Smart Snacks in School** nutrition standards. Before and aftercare programs must also comply with the school district's nutrition standards. Student wellness will be a consideration for all foods offered, but not sold, to students, including foods provided through: celebrations and parties and classroom snacks brought by parents. Schools will not use food or beverages as rewards for academic performance (unless this practice is allowed through a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment. If students bring in food items to share with classmates it is preferred that the food meets the USDA Smart Snacks guidelines, in any event all food brought to school to share with classmates must be in a sealed store bought packaging. Please note this does not apply to snacks a student brings for his or her own personal consumption. For further information please refer to [Policy 533](#) - Wellness Policy.

WITHDRAWALS/TRANSFERS

Parents/guardians are to contact the main office if a student is withdrawing from the school district or transferring to another school.

YEARBOOK

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

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.

LUNCH VISITORS

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

PARENT-TEACHER CONFERENCES

Parent conferences are scheduled on a school-wide basis; 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.

CAMBRIDGE MIDDLE SCHOOL PHILOSOPHY

All incidents not covered in this handbook will be handled by Cambridge Middle School staff. Administration reserves the right to alter the consequences if necessary. Student disciplinary records are reviewed regularly to identify and reward positive behavior and detect and reduce negative behavior. Disciplinary records of special education students will be evaluated at regular building-level special services meetings. If a student is removed from class by a teacher, the student is to report to the student services area immediately unless otherwise directed by the teacher.

RESPECT: LET IT BEGIN HERE

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish others by our conduct or our attitude.

INAPPROPRIATE LANGUAGE

At Cambridge Middle School, disrespectful language of any kind will not be tolerated. Any use of ethnic slurs and derogatory/insulting terms relating to mental and/or physical ability, appearance, gender, country of origin, home language, religion, sexual orientation, or social class is strictly forbidden. The use of such language anywhere on school premises /grounds will result in immediate consequences, such as but not limited to: referral to office; contacting parent(s); and suspension.

INAPPROPRIATE ACTIONS

Inappropriate actions of any kind will not be tolerated. Any display of hostility or disrespectful behavior will result in consequences. Hostile gestures, facial expressions or body language will not be tolerated. Inappropriate touching, pushing and shoving or violence of any kind is unacceptable. Defacing of school property, displays of offensive symbols and words on clothing, book covers, or motor vehicles driven/parked on school property will not be tolerated.

RESPONDING TO HATE SPEECH OR HATE CRIMES AT SCHOOL

One of the simplest measures of a school's commitment to respect is the quality of interaction in its hallways. The use of put-downs and epithets, physical intimidation or visual messages of hate creates a toxic environment for learning and growth.

The 1st amendment may protect student's right to say, write, or display a sense of words and symbols but courts have ruled that schools can discipline behavior, including speech, that is disruptive to the educational process. Perhaps the best approach in balancing 1st amendment rights with other concerns is to stress the importance of a safe atmosphere in which every student is treated with respect.

BLUEJACKET PRIDE

The staff at Cambridge Middle School realizes the importance of encouraging our students to be positive members of our learning community as well as positive citizens of Cambridge-Isanti. Staff will frequently recognize students exemplifying what it means to be a Bluejacket by handing out Bluejacket Pride Points. The Bluejacket Pride Points are used periodically in raffles to reward students demonstrating what it means to be a Bluejacket.

To be a Bluejacket one must demonstrate the five character traits: Honesty, Respect, Self-Discipline, Responsibility, and Compassion.

<i>Bluejacket Pride</i>	Respect	Recognizing the value of people, property, the environment and yourself.
	Compassion	Caring about how others feel and doing kind and thoughtful deeds for people.
	Responsibility	Being dependable and accountable for your words and actions.
	Honesty	Being truthful.
	Self-Discipline	Making good choices and having control over your thoughts and actions.

BEHAVIOR GUIDELINES

Our goal is to manage discipline and conflicts at the lowest level possible. With that in mind, teachers take the first step in correcting inappropriate student behavior. This may include written correspondence as well as telephone calls home. If these steps are ineffective and the inappropriate behavior continues, consequences progress as detailed below. In cases where student 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 safe learning environment for everyone at Isanti Middle School. Our focus is the development of responsible, respectful, self-directed behavior by the student.

BEHAVIOR MODIFICATION OPTIONS

Classroom Send-out: A classroom send out removes a student from class and directs the student to Student Services where they will process their behavior. Students typically go back to class once they process successfully. A digital report of the send-out is initiated by the sending teacher and then reviewed by processing room staff. If additional discipline is warranted, the report is forwarded to building administrators who will process it accordingly. For behavior which results in a discipline consequence a report is emailed home to the parent/guardian.

The removal from class may be imposed without an informal administrative conference where it appears that students will create an immediate and substantial danger to themselves or to persons or property around them.

Contracts: Certain patterns of behavior may result in the development of an individualized contract for behavior.

Restricted Lunch: Students who are assigned restricted lunch will eat in an assigned area under the supervision of an CMS staff member and then join their peers when tables are dismissed for recess. Students will not be able to access Ala Carte during lunch detention.

Detention: This supervised time is spent by a student outside of regular school hours. There are two types of detention:

- **Teacher assigned:** assigned and supervised by the individual classroom teacher.
- **Administration assigned:** assigned by building administrator, supervised by school staff. Failure to serve administration assigned detention may result in an in-school suspension.

Fines/Restitution: Certain situations may necessitate fines or reimbursement of costs by the student.

Missing Assigned Consequences: Consequences assigned to students are intended to be a learning opportunity and students are expected to be present for the assigned consequence. Failure to report will result in additional consequences.

Parent Conferences: Parent/guardian involvement is of utmost importance in ensuring the success of students in our schools. Parents/guardians often are asked to attend conferences in school regarding their student.

Suspension: Certain types of student misbehavior may result in removal from school from one day up to 15 days. Principal assigned suspensions are school excused. Students will be permitted to complete make up work. At teacher request, work, which will be missed during the suspension, must be completed upon return or credit may be denied.

Expulsion: Extreme student misbehavior may result in the student being removed from school for up to one calendar year.

Prone Restraint: An employee of the district shall not use prone restraint or inflict any form of physical harm that restricts or impairs a pupil's ability to breathe, communicate distress, or places pressure on pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a pupil's torso.

DUE PROCESS

If students feel they have followed procedures concerning school policy yet have reached an impasse, they may file a grievance by completing the following steps:

1. The student must present a written statement of facts concerning the impasse to the principal within 15 days of the initial situation. The statement should include specifics such as dates, names and incidents.
2. The principal will investigate the grievance and respond in writing to the student and faculty members involved within five days.
3. If the impasse is not resolved, the grievance will be presented to the superintendent of schools and a meeting of the involved parties will be arranged, including parents/guardians of the involved student. Conciliation is the goal of this meeting. A time limit of 10 days is provided for this procedure.
4. If the impasse is not resolved, it will be presented to the school board. Their decision will be final.

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Complaints should be filed with the Director of Administrative Services at (763) 689-6235.

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. All information regarding Policy 514 - Bullying Prohibition and the Bullying Reporting Form are found in district policies on the website.

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

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

Reporting Bullying Guidelines: Any bullying or harassment should be reported to an adult staff member at school. School administration will then handle the report accordingly. The names of the reporter(s) will remain confidential. There may be special circumstances when this may not be possible during the investigation to obtain accurate information.

Forms of Bullying:

- **Physical Bullying** is the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats. A bully may threaten to punch you if you don't give up your money, your lunch, etc.
- **Verbal Bullying** often accompanies physical behavior. This can include name calling, spreading rumors, and persistent teasing.
- **Emotional Bullying** is closely related to these two types of bullying. A bully may deliberately exclude you from a group activity such as a party or school outing.
- **Cyber-Bullying** is one or group of students using electronic means via computers and mobile phones (emails, Websites, chats, messaging or texting) to torment, threaten, humiliate, embarrass or target another student.

HARASSMENT, VIOLENCE AND HAZING

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 outlines what constitutes violence and harassment. The reporting form is found on the website. 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
- Suspension of up to ten (10) days, expulsion, exclusion, or alternative placement pursuant to the Student Discipline Policy 525. One to fifteen-day suspension
- Conference with principal, which may also include human rights officer, juvenile justice authorities, counselor or other appropriate individuals
- Enforcement of Minnesota State High School League rules as applicable

EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS ([POLICY #404](#))

Notice To Parents And Guardians

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may elect to do background checks of all volunteers, independent contractors, and student employees in the school district.

VIOLENCE PREVENTION ([POLICY #525](#))

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

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

SCHOOL ACTIVITIES CONDUCT

The type and level of behavior expected of students during instructional times is a model for student conduct at school activities such as guest speakers, performances, field trips and concerts. Good audience behavior includes sitting quietly, paying attention and showing appreciation for the efforts of the performers. Frequently, special behavior rules are applied during field trips because of the variety of settings and activities. Students are expected to follow the direction of their adult leaders, pay attention and represent their community in the best possible way. When activities involve other schools, respectful and sportsmanlike conduct is required. It is expected that a positive attitude by Cambridge-Isanti crowds will ensure a mutual response when our participants are involved at other schools.

GROUNDS 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.

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.

STUDENT PICTURES

Students have school pictures taken each school year. Information will be sent home with students prior to photo day. Individual packages are available for purchase.

Student pictures and identifying names will be printed in the school annual and newsletters and given to the local news media on occasions that warrant it. 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.

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.

ELECTRONIC (TECH) DEVICES

Students are not allowed to possess, or use electronic communication devices such as **cell phones, Smart Watches, Air Pods, earbuds, headphones**, etc. during the school day 8:30-3:35, with the exception of lunch/recess. After lunch/recess the cell phone, electronic device **MUST** be returned to the student locker. If these items are at school they must be kept in the student's locker. If a student uses an electronic device during the school day, it will be confiscated. Repeated violation of this policy may result in suspension. Educational electronic devices are subject to the approval of building administration.

- 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.

Consequences for violations:

- All Offenses: Item confiscated, turned in to office, written referral
- First offense: The item will be returned to the students at the end of the school day.
- Second offense: The item will need to be picked up by a parent/guardian.
- Third offense: The item will need to be picked up by a parent/guardian. A consequence will also be assigned by administration.

LASER POINTERS: Laser pointers are prohibited from school.

CAMERA CELLPHONES: Cameras are prohibited from any classroom, restroom, locker room, or any location where students and staff have a "reasonable expectation of privacy." A student caught improperly using any telecommunication device to take or transmit photographic images may face an immediate suspension, loss of privileges, and may be recommended for expulsion. Students are reminded that any inappropriate use of cell phones for the purpose of using text messaging to harass or threaten others, or to plagiarize, copy or otherwise cheat academically is subject to the hazing and harassment policy and will result in disciplinary action.

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.

<p>Be Responsible</p> <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 	<p>Use Respect</p> <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 	<p>Stay Safe</p> <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 <p>Stay out of the DANGER ZONE!</p>
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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.



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: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

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

- Reading MCA/Alternate MCA Science MCA/Alternate MCA
- Mathematics MCA/MTAS 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 to 20 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!