



# ADVENTURE CENTER STUDENT/FAMILY HANDBOOK

## Administration

Pat Bourke, Coordinator



### CONTACT INFO



**763-689-6180**



**[c-ischools.org/community/adventure-center-program](https://c-ischools.org/community/adventure-center-program)**



**625 Main St N, Cambridge, MN 55008**

# TABLE OF CONTENTS

**3** Purpose and Mission

---

**4** Coordinator's Message

---

**5** Important Contacts

---

**6** Calendar

---

**7** Adventure Center Non-School Days

---

**8** Program Overview, Enrollment, and Financial Information

---

**11** General Information A-Z

---

**21** Health Services & Emergencies

---

**24** Transportation

---

**26** Health and Safety: Asbestos, Pesticide, IAQ Notification

---

**28** Maltreatment of Minors Mandated Reporting

---

# 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 the Coordinator.

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

## Adventure Center Mission Statement

Our Mission at Adventure Center is to focus on providing safe, quality, educational, nurturing experiences for children aged three years to fifth grade. We will provide innovative participation options with Early Childhood Preschool and Youth Enrichment Programs. We will meet the unique needs of our community's families by providing transitions between home and school.



# COORDINATOR'S MESSAGE

---

Dear Families,

We welcome you to a new school year at Adventure Center!!

Please review this handbook. I encourage you to place it in a convenient location and use it for future reference throughout the school year. Portions of this handbook may be amended during the school year. The handbook can also be found on our website at [www.c-ischools.org](http://www.c-ischools.org).

Adventure Center Programs are offered through Cambridge-Isanti Schools Community Education.

Our programs are located in the Cambridge Primary Intermediate, Isanti Primary and Intermediate schools and offer programming before and after school for children ages 3-5 years and kindergarten through fifth grade.

Non school day and summer programming is available to students in Kindergarten through fifth grade.

Our partnerships with Early Childhood Preschool and Youth Enrichment Programs create innovative participation options for children in all programs.

We look forward to partnering with you to provide a safe and successful experience for your children.



**Pat Bourke**

Coordinator

[pbourke@c-ischools.org](mailto:pbourke@c-ischools.org)

763-689-6180

**General Adventure Center Email:**  
[adventurecenter@c-ischools.org](mailto:adventurecenter@c-ischools.org)

# IMPORTANT CONTACTS

---

## **Main Contacts**

Pat Bourke, Coordinator 689-6180

Christina Thayer-Anderson, Director of Community Education 689-6220

Community Education office 763-689-6189

## **Adventure Center Program - Cambridge**

### **CPIS**

Site Lead: Kellie Miskowic

Site Phone: 763-691-6540

Cell Phone Numbers:

- Preschool age: 763-954-0708
- School age: 763-286-6177

Program Locations:

- Preschool age: CIS Room 105
- School age: CPS Cafeteria

Email: [adventurecenter-cpis@c-ischools.org](mailto:adventurecenter-cpis@c-ischools.org)

## **Adventure Center Program - Isanti**

### **IPS**

Site Lead: Barb Maas

Site Phone: 763-691-8739

Cell Phone Numbers:

- Preschool age: 763-286-2188
- School age: 763-238-5957

Program Locations:

- Preschool age: IPS Room 119
- School age: IPS Cafeteria

Email: [adventurecenter-ips@c-ischools.org](mailto:adventurecenter-ips@c-ischools.org)

### **IIS/STEAM**

Site Lead: Amy Rollings

Site Phone Number: 763-552-8845

Cell Phone Number: 763-259-8666

Program Location: IIS/STEAM Cafeteria

Email: [adventurecenter-iis@c-ischools.org](mailto:adventurecenter-iis@c-ischools.org)

---

## **District Office**

Main Line 689-6188

Superintendent

Dr. Nathan Rudolph 689-6202

Assistant Superintendent of Teaching and Learning

Dr. Jason Bodey 689-6217

Director of Admin Services and Human Resources

Shawn Kirkeide 689-6235

Director of Finance and Operations:

Christopher Kampa 689-6205

Director of Student Support Services

Rachel Kasper 689-6196

Director of Buildings & Grounds

Chris Wilmot 689-6211

Director of Community Education

Christina Thayer Anderson 689-6220

Director of Transportation:

Jerry Anderson 689-6280

## **Cambridge-Isanti Schools School Board Members**

Chair: Heidi Sprandel 612-998-5644

Vice Chair: DeEtta Moos 612-390-5526

Clerk: Mark Solberg 763-742-4126

Treasurer: Nikki Johnson 763-257-2639

Director: Brette Halverson 651-592-2392

Director: Kevin Gross 763-689-6069

Director: Becky Roby 763-221-4761





# Cambridge-Isanti Schools

## School Calendar 2025-26

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

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

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

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

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

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

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

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

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

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

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

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

### August 2025

25-28 Staff & Teacher Professional Development

### September 2025

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

### October 2025

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

### November 2025

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

### December 2025

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

### January 2026

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

### February 2026

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

### March 2026

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

### April 2026

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

### May 2026

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

### June 2026

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

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

# ADVENTURE CENTER NON-SCHOOL DAYS

## 2025-2026 School Year

Non-school days are scheduled separately from school days by the parent. Only students in kindergarten through 5th grade are eligible to register. Non-school days are located at the Cambridge school age site only. Drop in rates apply to days added after the deadline. There will be no refunds after the designated sign up/ cancel deadlines listed below.

Date	Non-School Day Description	Status	Sign-Up/Cancel Deadline
10/10/25	Professional Development	Open	9/22/2025
10/16/25	Professional Conventions	Open	9/29/2025
10/17/25	Professional Conventions	Open	9/29/2025
11/7/25	Professional Development	Closed	
11/27/25-11/28/25	Buildings Closed	Closed	
12/1/25	Professional Development	Open	11/17/2025
12/24/25-12/25/25	Buildings Closed	Closed	
12/26/25	Adventure Center Closed	Closed	
12/29/25	Winter Break	Open	12/8/2025
12/30/25	Winter Break	Open	12/8/2025
12/31/25-1/1/26	Buildings Closed	Closed	
1/2/26	Winter Break	Open	12/8/2025
1/19/26	Martin Luther King Jr Day	Open	1/5/2026
2/13/26	Professional Development	Closed	
2/16/26	Buildings Closed	Closed	
3/6/26	Spring Break	Open	2/16/2026
3/9/26	Spring Break	Open	2/16/2026
3/10/26	Spring Break	Open	2/16/2026
3/11/26	Spring Break	Open	2/16/2026
3/12/26	Spring Break	Open	2/16/2026
3/13/26	Spring Break	Open	2/16/2026
4/3/26	Buildings Closed	Closed	
4/6/26	Professional Development	Closed	
5/8/26	Teacher Work Day	Open	4/20/2026
5/25/26	Buildings Closed	Closed	

# PROGRAM OVERVIEW, ENROLLMENT AND FINANCIAL INFORMATION

Adventure Center provides high quality programming for students before and after school, during many non-school days, and throughout the summer. The program offers an inclusive, safe, engaging, and fun space for students to play, learn, and grow during out of school time. Adventure Center provides opportunities to develop strong social skills and positive relationships with peers, reinforce literacy and math skills, participate in individual and group activities, and work on special projects. Students participate in a variety of activities throughout their day, including health and fitness, arts and crafts, creative play, literacy, science, and much more.

## PURPOSE

The purpose of Adventure Center is to provide programming which creates nurturing relationships, offers meaningful student learning opportunities, and a safe atmosphere for children. The Adventure Center before and after school program is available for children who attend Cambridge-Isanti Schools during the school year. Children from any school district are welcome to attend during our summer program and non school days.

## CERTIFIED LICENSE EXEMPT PROVIDER

Adventure Center programs are exempt from the Department of Children Youth and Families Licensing. This exemption falls under Minnesota Statute, section 245A.03, subd.2:

- b. Child care operated by a school, YMCA, YWCA or JCC whose primary purpose is to provide child care to school age children.
- d. Programs operated by a public school for children 33 months or older

We are certified at each site as a Certified Child Care Center.

Adventure Center Program-CPIS: 1092558  
Adventure Center Program-IPS: 1089456  
Adventure Center Program-IIS: 1113083

## BEFORE SCHOOL PROGRAMMING HOURS

The hours of operation are from 6:00 a.m. to school start time. The before school programs are located in the Cambridge Primary Intermediate and Isanti Primary Schools. Isanti Intermediate / C-I STEAM school students are allowed to attend before school at Isanti Primary school. Parents are responsible for setting up transportation to IIS by completing an alternate site form on the Transportation web page in advance.

## SCHOOL AGE AFTER SCHOOL PROGRAMMING HOURS

The hours of operation are from school dismissal time until 6:00 p.m. The afterschool programs are located in the Cambridge Primary Intermediate school, Isanti Primary school and Isanti Intermediate school.

## PRESCHOOL AGE AFTER SCHOOL PROGRAMING HOURS

The hours of operation are 6:00-AM preschool start time and PM preschool end time to 5:30 p.m. Monday-Friday following the C-I Preschool calendar. Our Preschool Age Program is open to 3-5 year old children that are enrolled in C-I Preschool. Preschoolers may be grouped with school age children in the main program space.



## **REGISTRATION PROCEDURE**

Enrollment in the program is done online at [www.c-ischools.ce.eleyo.com](http://www.c-ischools.ce.eleyo.com)

- A copy of the child's immunizations or applicable exemption is required by the first day of attendance and will be available to view in the office. You will be notified if we are unable to access your child's immunizations.
- All registrations are reviewed for completeness, student information and support needed, and additional important information to ensure a safe and healthy learning environment. For this reason, there may be up to a 7 day delay between registration and first day in the program.
- Once the program is full, a wait list is created. You will be provided with updates on your registration status from program staff.

## **MINIMUM REQUIREMENTS TO PARTICIPATE**

Adventure Center staff work collaboratively with families, school staff, and support staff to provide high quality programming that is safe for all students.

- To attend, a student must be enrolled in Cambridge-Isanti Schools in grades PreK through 5 for the current school year and be present at their school on the day of use. Non school day and summer programming is available to students from any school entering kindergarten through grade 5.
- With supervision and supplementary aids and services, students must remain in one of the designated program spaces that is open and participate in scheduled programming the majority of programming time.
- With supervision and supplementary aids and services, students must be able to follow behavior expectations and safety guidelines as outlined in the Adventure Center handbook.
- With supplementary aids and services, no student may attend when presenting a direct harm to self or others.

## **RESTROOM GUIDELINES**

We provide regular opportunities during the day for children to use the restroom. Children must be able to use the restroom independently, with the exception of students with medical needs who may require assistance or additional support.

## **PAYMENTS**

Invoices are emailed weekly for the following week. Payments are due by Friday of the week before. Payment can be made by check, cash, or online through your Eleyo account. Online payments are the preferred method of payment. Auto payment can be set up at any time. Auto payments are drawn after 4:00 am on Friday of the week before. Payment plans are available, reach out to Pat Bourke at 763-689-6180.

We accept payments from the Child Care Assistance Program and Child Care Aware of America (School age-Military families).

## **LATE FEE**

Adventure Center charges a \$30.00 late fee each week that your tuition is not paid in full by 6:00 p.m. on Friday of the week before. This fee will be charged automatically to your account by the registration software. Enrollment in our program will be suspended if your account becomes two weeks behind.

## **SCHEDULE CHANGE**

Schedule changes can be requested online or by email [adventurecenter@c-ischools.org](mailto:adventurecenter@c-ischools.org)

Schedule change deadlines lists for school days, non school days and summer will be emailed to you upon registration acceptance.

- Closed Days: We do not charge for any days on which Adventure Center is closed (holidays, inclement weather closures, etc.).
- Scheduled Days: All days you register on or before the schedule-change deadline will be billed in full once that deadline has passed.
- Drop-In Days: Any additional days added after the schedule-change deadline are considered “drop-in” days. These will be charged at the start of the week in which they occur—regardless of whether your child attends.

## **LATE PICK-UP**

There will be a \$1.00 fee per minute/per child for each minute of time after your scheduled time. Our program offers 2 afternoon session options. After 3 late pick up occurrences, we will require you to change your schedule commitment from 2-4 to 2-6 pm, if that is your current schedule. We reserve the right to end enrollment after 3 late pick ups after 6 pm as our program is no longer a good fit for the family's schedule. Late pick-up fees will be included with the following week's tuition.

If your child is still in our care at 6:05 pm and you have not communicated with us regarding a late pick up, we will call you and all emergency contacts. If we are not able to reach anyone to arrange a pick up, law enforcement will be called at 6:30 pm to bring your child home.

## **WITHDRAWAL FROM THE PROGRAM**

A two-week (14 days) written notice is required when a child is being withdrawn from the program. You will be charged for your normal schedule during this two week period, no changes to the schedule will be allowed. This two-week notice will begin on the day we receive your written notice.

## **FEDERAL TAX ID#: 41-6008812**

Parents are able to print off tax statements from their account in Eleyo after January 1st. Child care tax statements are available on your Eleyo account between January 1st and April 15th each year. Please log in to print a copy.

# GENERAL INFORMATION A-Z

---

## ANIMALS

Due to health risks, no animals are allowed in school unless there is pre-approval by the teacher and it is for an educational purpose.

## ABSENCES ON A SCHEDULED DAY:

The safety of the children is a primary concern of our staff. On your child(ren)'s scheduled days, we are responsible for ensuring their transition to and from school, which is why we take attendance very seriously. We verify that your child arrives after school as scheduled. It is the responsibility of the parent or guardian to notify the site staff if their child will be absent or late for any reason. Please leave a voicemail or send an email to the appropriate site; a note to your child's school teacher is not sufficient notice.

If your child does not arrive on a scheduled day and you have not communicated their absence, we will use all available resources to locate them to ensure their safety. If this occurs due to a failure to call, a \$20.00 finder's fee will be charged to your account per occurrence. To avoid this charge, parents must call or email their child's program site directly by 1:30 pm.

For preschool students, please report absences on the preschool attendance line at 763-691-6693. For school-age children, parents must contact the Adventure Center site directly. Notifications must be made by 1:30 PM if your child will not be attending as scheduled.

- Cambridge Primary Intermediate school: 763-691-6540
- Isanti Primary school: 763-691-8739
- Isanti Primary school: 763-552-8845
- Please leave a message.
- We will return messages as soon as possible.

## BACKGROUND CHECKS

**Employment and Services Criminal History Background Checks Notice to Parents and Guardians:** The school district has adopted Policy 404, the purpose of which is to promote the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for others such as volunteers, independent contractors, and student employees.

As Department of Children, Youth and Families certified centers, all Adventure Center employees must complete a DCYF background study.

## BEHAVIOR EXPECTATIONS & PROTOCOLS

Cambridge-Isanti Schools believes in effective partnerships between students, staff, families and community members to create a climate that is inclusive, safe, and caring. In order to support our school climate initiatives, our schools and programs use evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (K-12th grade), Pyramid Model (preschool), Social Emotional Learning, CASEL Framework, and Restorative Practices.

Our mission at Adventure Center is to focus on providing safe, quality, educational, nurturing experiences for children aged three years to fifth grade. Staff members establish and implement clear and consistent limits and expectations for appropriate behavior. Staff members will foster positive relationships with all students by making connections, creating a positive environment, and role modeling. In order to ensure the safety and health of all students, we will provide all reasonable and appropriate accommodations for any child within our programs.

### **STAFF EXPECTATIONS**

- Review and model expectations frequently, implement school PBIS strategies
- Provide positive feedback for expected behaviors
- Be a resource for students to process and create “fix-it” plans for unexpected behaviors
- Provide reasonable accommodations to engage all students during programming time
- Communicate respectfully with families
- Staff will supervise children at all times. Staff are responsible for the ongoing activity of each student, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child’s needs. Staff must intervene when necessary to ensure a child’s safety. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of the child, (2) individual differences and abilities, (3) indoor and outdoor layout of the child care program; and (4) environmental circumstances, hazards and risks.
- Staff and volunteers use positive behavior guidance and do not subject children to:
  - Corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking
  - Humiliation
  - Abusive language
  - The use of mechanical restraints, including tying
  - The use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm or
  - The withholding or forcing of food and other basic needs.

### **PARENT EXPECTATIONS**

- Inform staff of any needs their child has
- Discuss any accommodations that are important for their child’s success with staff
- Work with staff to create and implement ideas for correction of behavior concerns
- Communicate respectfully with staff and students

### **STUDENT EXPECTATIONS**

- Follow the Bluejacket way: Compassion, Honesty, Respect, Responsibility, Self-Discipline
- Refrain from engaging in harmful or inappropriate behavior concerns listed below
- Have fun!

### **BEHAVIOR CONSIDERED HARMFUL OR INAPPROPRIATE**

When conflicts over the rights of other people and property arise, we work with students to actively listen to each account and aid in the resolution of the conflict to develop social skills for the future. Behavior having a high frequency duration or intensity may result in immediate parents pick-up and /or suspension and from the program. These behaviors include, but are not limited to:

- Behavior which directly or indirectly threatens a person's right to be safe (aggression, threats, disrespectful language, harassing behavior, inappropriate touching of a person's bodies or belongings, inappropriate gestures).
- Behavior that inhibits the staff from fulfilling their ability to be available for all the children. Leaving the group without permission, remaining in spaces that are not part of the programming space for more than 51% of the time, demonstrating a lack of self-control, blatant disrespect or absolute refusal to comply, intentional destruction of property.

### **BEHAVIOR SUPPORT PROCESS**

- Staff provide positive behavior redirection and process ways to handle the situation safely.
- Staff inform parents/guardians of ongoing behaviors and document using appropriate forms. Staff will then review any related situations, work collaboratively with staff and parent/guardian, and implement a strategy for support to address the behavior.
- If behaviors continue, staff will meet with parent/guardian to discuss current accommodations in place and plans for additional accommodations within redirection, adjusting the environment, natural and logical consequences, cooperative problem solving, and removal from the activity/area.
- If the harmful or inappropriate behavior continues a behavior contract will be written with clear expectations of behavior and consequences if the behavior continues. A conference between the site lead, coordinator, parents and child will be scheduled to discuss the contract.
- If corrective techniques are still unsuccessful in eliminating unsafe, harmful, or inappropriate behaviors, care may be on hold, terminated, or suspended indefinitely.

### **RUNAWAY PROTOCOL**

If a child leaves the designated child care area without permission from the staff members, the following procedures will be followed:

- A staff member will alert the rest of the staff members and will look for the child and bring the child back to the area.
  - If the child cannot be located, the police will be contacted immediately.
- A parent will be notified and asked to pick up the child immediately.
- The event will be documented.
- A meeting will be arranged between the parent, child and site lead /coordinator before the child may return to the program.

### **ACCIDENT / INCIDENT REPORTS**

These reports help us to track behavior to better help the child with managing their choices and serve as a record for parents and staff. An Accident/ Incident report will be completed if a child displays a behavior or action that is harmful or inappropriate in our setting. Staff will discuss the behavior with the child to help correct the behavior. The parent will be informed by either a phone call or staff discussion at the end of the day.

### **PYRAMID MODEL-PRESCHOOL AGE**

Adventure Center is a Pyramid Model site. The Pyramid Model is a research-based framework, or approach, for intentionally teaching social-emotional skills to young children to help them be successful at school. Staff and students utilize this framework in their daily conversations and routines.



The base of the pyramid consists of creating positive relationships between the child and the teaching staff within a consistent, predictable environment. The second section of the pyramid includes using targeted teaching strategies, such as visual schedules, picture cues and social stories to help children learn problem solving skills, emotional regulation and impulse control. The top of the pyramid consists of individualized interventions for the children who need additional support in the classroom.

#### What are some of the social-emotional skills we teach?

- Following rules, routines and directions
- Identifying feelings in oneself and others
- Problem solving
- Sharing and turn taking
- Giving positive encouragement
- Expressing empathy with others
- Managing feelings and calming down
- Being respectful of people, places and things

### **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 can be found on the district website

### **COMPLAINTS**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. Please see [Policy 103](#) for the process to make a formal complaint.

### **DISCIPLINE**

The general policy of the school district on Student Discipline is [Policy 506](#).

[Policy 501](#) – School Weapons states, in part: No students or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location, except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **DRESS**

Students are expected to dress appropriately for their age in school. The expectation is that students dress in a manner that is neat, clean, appropriate for the weather and non-offensive or distracting to others. The general policy of the school district on Student Dress and Appearance is [Policy 504](#).

- Athletic shoes are required for Physical Education class.
- Warm clothing is needed by all children throughout the school day. All children will have an outdoor recess daily. (Exceptions are made for extremely cold or rainy days.)

- All outerwear (jackets, snow pants/suits, hats, mittens, and snow boots) is to be placed in the student's locker during school hours. Hats and scarves or bandanas are not to be worn in school except for special occasions.
- Students are not to wear wheeled shoes to school.
- Clothing items reflecting obscenity, hate, racial, gender or religious put-downs, advertisements or logos for alcohol, tobacco or drugs are not allowed.
- Any clothing which a staff member finds to be offensive or which interferes with the learning environment will be reported to the office. The student may be asked to change the clothing or sent home to change.
- The wearing of flip flops or shoes with high heels is not appropriate for primary students.

## **DRUG AND TOBACCO FREE SCHOOLS**

Minnesota schools are drug and tobacco free zones (this also includes electronic and other alternative smokeless tobacco products). The purpose of this policy is to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, and controlled substances without a physician's prescription. Please review [Policy 418](#) - Workplace/Drug Free School and [Policy 419](#) - Tobacco Free Environment. These policies are in effect 24 hours per day, 365 days per year. School rules apply in all areas within 300 feet or one city block of school boundaries. A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

## **FIELD TRIPS**

Field trips occur during the summer and some non school days. Field trips are designed to complement daily programming. Field trip destinations are chosen based on safety, location and proximity, and attractions based on ages. Field trip safety is absolutely essential for all students and staff. Group size and student to staff ratios are determined based on activity type and location. Staff will review behavior expectations with students before and during field trips. Please work with your child(ren) to discuss safety in public spaces, on buses, and when in a new place. Students demonstrating unsafe behavior may not be allowed to attend future field trips.

- **Field Trip T-shirt**
  - Each child will receive one T-shirt to wear on non-water field trip days in the summer. These shirts will be sent home with your child. Please refer to the summer calendars and send your child wearing their clean t-shirt on days indicated.
- **Field Trip Arrival and Attendance**
  - Please note that we are not able to wait for late arrivals on field trip days. All scheduled children will attend the field trips they are assigned to attend. The C-I Schools Transportation Department provides busing for Adventure Center field trips.
- **Transporting Children**
  - The Adventure Center Program does not transport children.
  - For future reference, a certified center must ensure that the driver of the vehicle holds a valid driver's license, appropriate to the vehicle driven. A certified center must comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686.

## **FOOD SERVICE**

- **Snacks**
  - Adventure Center provides an afternoon snack each day. These snacks are served at approximately 2:30 p.m. A morning and afternoon snack are provided on non school days and summer. We will allow your child to eat a healthy parent provided snack at 5:00 p.m

- **Meals**

- Adventure Center does not provide breakfast or lunch. On non-school days and in summer, parents are required to send a breakfast (if needed) and a cold lunch from home. Due to limited refrigerator space, include an ice pack as needed. Do not send food to be heated up. Label your child's lunch box with first and last name. On school days, Children may bring a cold breakfast from home or use the Cambridge-Isanti Schools Food Service Program when released from Adventure Center. You can find more information regarding food service prices or free and reduced programs and menus at the following link: [www.c-ischools.org/food-services](http://www.c-ischools.org/food-services) or call 763-689-6237. When bringing cold meals from home, please keep in mind the importance of healthy meals and eating habits. We discourage high sugar items. Please be aware of nuts and other allergies in our classroom.

## **LOCKED SCHOOL DOORS**

The only door remaining unlocked during the school day is Door 1 at IPS IIS, Door 21 at CPS and Door 5 at CIS. **All visitors must report to the office to sign in, present a government issued photo ID, and wear a visitor badge while in the building.** After school hours, Door 1 will be unlocked at IPS, IIS and CPS/CIS and is the entrance door for Adventure Center.

An enrolled child's parent or legal guardian will be allowed access to the parent's or legal guardian's child at any time while the child is in care.

## **LOST AND FOUND**

Please check with staff if you would like to look through our Lost and Found. By putting your child's first and last name on possessions, you help us return lost items to their owners.

## **NON-SCHOOL DAY PROGRAMMING**

- **NON-SCHOOL DAYS**

- Our non-school day and summer program runs from 6:00 a.m. through 6:00 p.m. and located at the Cambridge Primary Intermediate school. Parents will be informed if location changes. Registration for these days is done on Eleyo. These days are only available to students in grades K-5.
- Adventure Center participants are very active during these longer program days. We participate in various walking and bus field trips. Please send appropriate attire with your child. Our program suggests tennis shoes. They are easier and safer for children to play in and participate in program activities. The program staff will go outside multiple times a day during non-school and summer days. Weather can vary significantly. We recommend a change of clothes and layers.
- Provide the following items **daily**:
  - A backpack or beach bag (not a plastic bag)
  - Safe, appropriate walking shoes
  - Water bottle - labeled with your child's first and last name
  - Sunscreen (labeled/medication permission form), if you provide your own
  - Sunglasses, if desired
  - Insect repellent (labeled/medication permission form), if you provide your own

- **SUMMER**

- Summer is considered a new season for the program, registration is done in Eleyo beginning in early March. The program is available for students who are entering grades K-5.

- **WATER ACTIVITY DAYS**

- During the summer, the program will visit various locations with water play. These may be water parks, swimming pools, splash pads, or others. Adventure Center reduces ratios on all field trips. It is the responsibility of the parent/guardian to talk with their child regarding their abilities and safe water play.
- Please send these items with your child:
  - Appropriate swimwear and a towel on water activity days labeled with their name.
  - Wet items must be taken home and washed daily.
  - If you want your child to have a life vest, please send one labeled with their name (these are not allowable at all locations – you will be notified if so).

## **RECESS, OUTDOOR ACTIVITY, AND APPROPRIATE CLOTHING**

Students play outdoors during most days. The decision whether to play outdoors will be made by staff, considering these factors: temperature below 0 or above 100, wind chill below -10 , air quality levels, precipitation, student tolerance for the elements. We follow guidelines for schools related to appropriate levels of activity based on these factors as provided by the MN Department of Health. Students should always come appropriately dressed for outdoor play. For preschool-age students, please label all items as they can easily be lost or look similar to other students' belongings.

Note for our preschool and early primary grade students: please always have an extra set of clothing (shirt, pants, shorts, underwear, socks and shoes) in their backpack/cubby at all times. Be sure to label all personal clothing. Soiled clothes are sent home to be laundered. If your child is sent home in Adventure Center clothes, please launder them and send them back.

## **SCHOOL CLOSINGS**

- **INCLEMENT WEATHER**

- Please respect the fact that Adventure Center closes at 6:00 p.m. If the roads are in poor condition and you feel you are going to be late, please make other arrangements for your child to be picked up.
- Notice of school closings and/or program cancellations will be given on the radio at WCCO (830 AM), WCMP (1350 AM) and KBK (95.5 FM) and television channels 4, 5, 9 & 11 as well as on the Cambridge-Isanti Schools website.
- Non-school days: If it is determined that Adventure Center should close on a non-school day due to weather, parents will be contacted via email. Non-school days are not a program option for our Preschool aged students.

- **TWO HOUR DELAY**

- If the school start time is delayed by two hours, before school care will also begin two hours later than normal. Children will be released to their classrooms at their adjusted class start time.
- If the school day is subsequently canceled, parents will be contacted to pick up their children.
- Children must be picked up within one hour of receiving the call.

- **CLOSING EARLY**

- If in-person school closes early for the day, after-school care will not be available.
- Please make sure you have a backup plan for your child's care in the event of an early dismissal.

- **SCHOOL CANCELED / E-LEARNING**

- If in-person school is canceled for the day before 6:00 a.m., all programs will be closed.
- If in-person school is canceled for the day after 6:00 a.m., staff will call parents to pick up their child for the day. Child must be picked up within 1 hour of the call by an authorized pick up person.

- **PROGRAM CLOSING DATES**

- The Adventure Center school age program follows the Cambridge-Isanti Schools traditional year calendar. We will be closed all days the school buildings are closed. We will be open most non-school days as scheduled in the handbook. We will be closed for at least the first 3 days of summer for cleaning and set up. We will be closed at least the last week of summer for cleaning, set up and staff in-service.

## **SPECIAL NEEDS**

It is the mission of Adventure Center to support students with differing abilities and needs. Adventure Center works in partnership with families, school day staff, and special education staff. This partnership is intended to provide the student with the greatest level of support possible through open lines of communication, sharing resources and information on accommodations intended to support student success, and may include staff training and participation in IEP meetings. We work collaboratively to develop a plan with the appropriate level of support for students within the Adventure Center program structure.

Information regarding a student's needs will not prohibit a child's continued enrollment unless it is determined that the child's presence would pose a direct threat to the health or safety of others or requires a fundamental alteration of the program. If you have any questions or concerns related to your child and their needs in the program, please contact the Program Coordinator or Director.

## **STUDENT PICK UP AND DROP OFF**

- **SIGN-IN AND SIGN-OUT**

- Parents or authorized persons are required to enter the school building or get out of their car by the playground for identification purposes. Staff will sign children in and out of the program using the iPad. Communication is an essential part of successful enrollment in the program. Daily contact between parents and staff provides an opportunity to discuss schedule changes, ask questions, and discuss your child's experience at our program.

- **AUTHORIZED PICK-UPS**

- For the safety and security of all children, students will only be released to individuals listed as authorized pick-up persons.
- Updates to authorized persons must be made online through the Eleyo system.
- Proper photo identification is required from anyone picking up a child, especially at the beginning of the school year and during summer sessions.
- Please remind all authorized individuals to bring a valid photo ID every time they come for pickup.
- Our staff may not recognize every adult entering the building, and students cannot be released to individuals who have not verified their identity. Your cooperation is critical to maintaining the safety and integrity of our program.

## **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.

Please see Special Needs section above for more information.

## **SCHOOL RECORDS**

The School District recognizes its responsibility in regard to collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in state and federal statutes. See [Policy 515](#) – Protection and Privacy of Pupil Records for more detailed information.



Collaboration between District staff, in and out of school time, is critical to meeting and supporting student needs. For this reason, Adventure Center staff will regularly connect with school-day staff, support staff, administration, and others as needed to share relevant information related to a student's success in and out of school time. Please contact the Program Coordinator or Director with any questions.

## **SURVEILLANCE AND SEARCHES**

For security reasons, surveillance cameras are located in various places at each school building and 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:** 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](#).

## **TECHNOLOGY**

Please review the Technology Acceptable Use Policy 524. The purpose of the policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications.

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

## **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.

In Adventure Center, students will have access to Chromebooks and other forms of technology throughout programming. Staff will assist students in signing on to Chromebook using their logins. All students are expected to follow the Acceptable Use Policy and use only approved websites when on devices at Adventure Center. This time is supervised by staff. Students who do not follow these expectations may lose the privilege to access technology during Adventure Center time.

## TOYS

The Adventure Center program does not allow any items from home. This includes, but is not limited to, cell phones, smart watches, electronic devices, toys, and games. For the safety of all students and staff, do not send glass containers, latex balloons or pets to school.

## VISITORS

We welcome visitors into our school buildings, however, certain policies and procedures must be met before entering any school district building. These are especially important during the school day to be aware of.

**Before and after school, we have different protocols that guide us. All parents/guardians that are dropping off or picking up students should enter through the door 1 for Adventure Center. There are times when all the students and staff are in different locations, for example the playground. This will be noted on or by the entrance door.**

The general policy of the school district regarding visitors is [Policy 903](#), of note, an individual or group may be denied permission to visit a school if visitor(s) do not comply with school district procedure or if the visit is not in the best interest of students, employees, or the school district. We appreciate visitors and especially appreciate the great support from our community to ensure the safety and security of our students, employees, and visitors. Thank you for your patience and understanding as we follow our school district policy and procedures to issue you your credentials as a visitor.

## 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.

## 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 the Wellness [Policy 533](#).

# HEALTH SERVICES & EMERGENCIES

**Schools will follow all required MDE and MDH health guidelines.**

## **FAMILY EMERGENCY CONTACTS**

Each child is required to have at least 3 emergency contacts on file. Emergency contacts are very important. Update all information electronically on Eleyo as information changes. Save the site phone number in contacts.

## **IMMUNIZATIONS**

Access to a record detailing a child's current immunizations or applicable exemption must be obtained by a child's first date of attendance. Adventure Center is able to view immunization records on Skyward and MIIC. If your child is exempt from immunizations, you are required to have a conscientious objector form completed and into the office by your child's first day of attendance.

## **ACCIDENT / INCIDENT REPORT**

An Accident/ Incident report will be completed if a child is injured or to communicate an incident at our program. Staff will share the report with the person picking up the child and have it signed by the adult. Staff will complete the report to include all information on the form describing the accident/incident, injury, care of injury etc. If your child receives a head injury, staff will call to inform you of the accident. In this case please watch your child for signs of concussion. Head injuries can be a very serious matter. For more information on concussion management please go to [www.cdc.gov](http://www.cdc.gov)

**If your child is seen at the clinic, hospital or dental office as a result of an injury at Adventure Center, you must contact Pat Bourke at 763-689-6180 after treatment. We are required to report serious injuries to DCYF within 24 hours.**

## **EXCLUSION OF SICK CHILDREN AND INFECTIOUS DISEASE OUTBREAK CONTROL**

**A child with any of the following conditions or behaviors is considered a sick child and must be excluded from participation at Adventure Center. Adventure Center will supervise and isolate a child from other children in the program when a child becomes sick and immediately notify a sick child's parent or legal guardian and arrange for pick up. Isolating a sick child from other children in the program does not mean the child must be in a separate space.**

**It means the child should not be actively participating in activities with other children while waiting to be picked up.**

- Fever of 100 degrees F or higher axillary before giving fever reducing medication
- Child has a reportable illness or condition and has not had sufficient treatment to reduce the health risk to others
- Chicken pox until the child is no longer infectious or until the lesions are crusted over
- Vomiting-2 or more episodes in the previous 24 hours
- Diarrhea-3 or more abnormally loose stools since admission that day
- Conjunctivitis or pus draining from the eyes
- Head lice, ringworm or scabies that is untreated and contagious to others
- Inability to participate in child care program with reasonable comfort or unexplained lethargy
- Undiagnosed rash
- Significant respiratory distress

Please note: A child must be fever free without fever reducing medication and symptom free for 24 hours to attend Adventure Center.

## **PARENT NOTIFICATION OF CONTAGIOUS DISEASES**

Cases of infectious reportable diseases specified in Minnesota Rules, part 4605.7040 or scabies, impetigo, ringworm or chicken pox will be posted on the day of notice of the exposure. The posting will include the name of the disease and the date of exposure.

## **MEDICATIONS**

Adventure Center is only permitted to dispense prescribed medication in an appropriately marked container from a pharmacy. Non prescription medication must be labeled with the child's first and last name and kept in the original container with age appropriate directions. All medications must have a completed Medication Permission Form from the parent/ guardian. This includes lotion, lip balm, sunscreen, bug spray and any product that needs to be used on your child. These products will be administered according to manufacturer's instructions unless provided with written instructions by a licensed health professional to use a product differently.

Please check these items for nut products as we have many children with nut allergies.

Prescription medication will only be administered to a child as instructed on the prescription label from the prescribing health professional. Medicine with the child's first and last name, and current prescription information is considered written instructions. Written instructions on the medication form must match the written instructions on the prescription.

All medicine will be kept in the medicine's original container with a legible label stating the child's first and last name. Medications will only be given to the child whose name is on the label, will not be given after the expiration date on the label and returned to the child's parent or legal guardian or destroyed, if unused. Medication will be stored in a locked box or bag according to the directions on the original container. Insect repellents and diapering products will be labeled with the child's first and last name and will be stored according to the directions on the original container. Do not send medication with your child to carry and administer independently.

Administration of medication will be charted on the back side of the Medication Permission Form which indicates the child's first and last name, name of the medication or prescription number, date, time and dosage, and the name and signature of the person who administered the medication. The documentation must be available to the child's parent or legal guardian and retained on site for 3 years.

## **PREVENTING AND RESPONDING TO ALLERGIES**

Adventure Center requires documentation of any known allergies from a child's parent or legal guardian upon admission for child care. This information includes a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction, procedures to an allergic reaction, including medication, dosages, and a doctor's name and most direct phone number. If a child has an allergy action plan, a copy is required. Information must be updated annually at registration or if there are changes in the information during a season.

Adventure Center staff will be informed of a child's allergies and the above information. Documentation will be kept in the first aid backpack and brought with the children on field trips or during transportation and posted by food preparation and serving areas in the classroom. Documentation that staff were informed of this child's current allergy information will be kept on site.

## **MANDATORY REPORTING**

### **See Policy 413 for Cambridge-Isanti District Policies**

Adventure Center will comply with the reporting requirements for abuse and neglect specified in the [Reporting of Maltreatment of Minors, Minn. Stat, Chapter 260E](#). The certification holder will report the information to the commissioner within 24 hours of the death of a child in the program and any injury to a child in the program that required treatment by a physician. The certification holder must use the Injury/Incident Reporting form (Word/PDF) on the Certified Center webpage to make a report.

Certified Child Care Center Maltreatment of Minors [Mandated Reporting Policy](#): included at the end of this handbook.

## **BUILDING AND PHYSICAL PREMISES; FREE OF HAZARD**

Adventure Center will ensure that:

- Areas used by a child are clean and in good repair.
- Furniture and equipment will be structurally sound and appropriate to the age and size of a child who uses the area.

Hazardous items including, but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of the children. We will safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

## **EMERGENCIES**

The safety of the children is our first concern. If a medical emergency occurs, Adventure Center staff will attempt to contact parents/guardians. If warranted, students will be taken to the nearest hospital while parents/guardians are being contacted. In the event of an emergency, we will contact the Community Education office after the situation is under control and everyone is out of harm's way. The main number for Community Education is 763-689-6189.

The children will participate in safety drills throughout the year (fire, tornado, and lockdown). These drills will be documented at each site. Cards with emergency evacuation procedures are posted in each classroom.

- Our emergency plan and risk reduction plan are available for review upon request by the child's parent or legal guardian. The child care emergency plan will be reviewed and updated at least once each calendar year. This will be documented on each site's child care emergency plan.
- Adventure Center staff will be trained at orientation and at least once each calendar year on the emergency plan and document training in each personnel file.
- We will conduct at least quarterly: one evacuation drill and one shelter-in-place drill.



# 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 Site](#) 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.

<b>Be Responsible</b> <ul style="list-style-type: none"> <li>• Arrive early to your bus stop</li> <li>• Be ready to exit at your bus stop</li> <li>• Keep belongings in your backpack</li> <li>• Save snack and drinks for home</li> <li>• Clean up after yourself</li> </ul>	<b>Use Respect</b> <ul style="list-style-type: none"> <li>• Follow driver directions</li> <li>• Keep hands and feet to yourself</li> <li>• Be kind to all passengers</li> <li>• Use level 0-2 voice</li> <li>• Use kind words and actions</li> </ul>	<b>Stay Safe</b> <ul style="list-style-type: none"> <li>• Enter the bus in a single line</li> <li>• Sit on seat and stay in seat</li> <li>• Keep aisle clear</li> <li>• Keep hands and head inside bus</li> </ul> <p>Stay out of the <b>DANGER ZONE!</b></p>
---	--	--

**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

# Maltreatment of Minors Mandated Reporting

This policy is for all child care centers certified by the Minnesota Department of Children, Youth, and Families (DCYF).

## What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 2-5 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

## Who must report

- If you work in a certified program, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your certified program.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

## Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities certified by the Minnesota Department of Children, Youth, and Families Licensing Division, should be made to the DCYF Central Intake line at 651-539-8222.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, in a child foster residence setting, or in a child foster care home, should be reported to the local county social services agency at 763-689-1711, or local law enforcement at 763-689-2141.
- Reports concerning suspected maltreatment of a child related to a Children’s Residential Facility (CRF), Home and Community Based Services (HCBS), or a Substance Use Disorder (SUD) Treatment facility should be made to the Minnesota Department of Human Services.
- Reports concerning suspected maltreatment of a child in a Psychiatric Residential Treatment Facility (PRTF) should be made to the Minnesota Department of Health, Office of Health Facility Complaints at [health.ohfc-complaints@state.mn.us](mailto:health.ohfc-complaints@state.mn.us).

## When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

## Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible certification violations. For reports concerning suspected maltreatment occurring within a certified facility, the report should include any actions taken by the facility in response to the incident.



## Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in [Minnesota Statutes, section 245C.03](#).

## Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - an employee for making a report in good faith; or
  - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

## Staff training

All certification holders must inform all mandated reporters of the reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, chapter 260E) and certified child care centers must provide training to all staff persons as required in [Minnesota Statutes, chapter 142C](#). The certification holder must document the provision of this training in individual personnel records and monitor implementation by staff.