



CAMBRIDGE PRIMARY SCHOOL STUDENT/FAMILY HANDBOOK

Administration

Eric Bjurman, Principal

Trina Godfrey, Academic Coach

Tara Larkin, Special Education Coordinator

CONTACT INFO



763-691-6500



cps.c-ischools.org



310 N Elm St, 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 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.



PRINCIPAL'S MESSAGE

On behalf of the entire staff at Cambridge Primary School, I am delighted to welcome you to a new school year! We are proud to be a school where children are encouraged to grow academically, socially, and emotionally in a supportive, safe, and engaging environment.

At Cambridge Primary School, we believe that strong partnerships between home and school are essential to student success. Our dedicated teachers and staff work closely with families to ensure that every child receives the support and encouragement they need to thrive. We are committed to maintaining a positive school culture where all children feel valued, respected, and motivated to learn.

I am honored to be serving as your principal and to bring my passion and experience to this vibrant school community. Together with our staff, I will continue to build on our tradition of excellence by nurturing strong relationships with students, families, and community partners. Our goal is to create meaningful learning opportunities that challenge and inspire every student.

As we begin this new school year, I look forward to working together to ensure your child has a joyful and successful experience at Cambridge Primary School. I encourage open communication and value your thoughts and input. Please don't hesitate to reach out with any questions, suggestions, or ideas.

Here's to a fantastic school year filled with learning, growth, and success!



Eric Bjurman

Principal

ebjurman@c-ischools.org

763-691-6502

IMPORTANT CONTACTS

Main Office

Phone 691-6500

Fax 691-6599

Attendance Line 691-6510

Administration

Eric Bjurman, Principal 691-6502

Trina Godfrey, Academic Coach 691-6546

Tara Larkin, SPED Coordinator 691-6509

School Counselor

Jodi Acker 691-6545

School Resource Officer (SRO)

Officer Dan Owl 552-6304

Health Office

Nurse: Heidi Holmberg 691-6505

Admin Asst: Amanda Bolz 691-6504

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 |
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| January 2026 | | | | | | |
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| August 2025 | | | | | | |
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| February 2026 | | | | | | |
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| September 2025 | | | | | | |
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| March 2026 | | | | | | |
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| October 2025 | | | | | | |
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| April 2026 | | | | | | |
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| November 2025 | | | | | | |
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| May 2026 | | | | | | |
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| December 2025 | | | | | | |
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| June 2026 | | | | | | |
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| 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 at the office and have visible either their staff badge or visitor badge with a 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 the 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!



SCHOOL DAY INFORMATION

ARRIVAL AT SCHOOL

School starts at 7:30 am. Students cannot be dropped off before 7:15 a.m., as there is no adult supervision. Any students dropped off after 7:30 am must enter through door #21 and be signed in at the office.

DEPARTURE FROM SCHOOL

School ends at 2:00 p.m. Buses begin loading at that time and will leave the parking lot by 2:10 p.m. Students who do not ride the bus will be dismissed using the QR code that is located on signs around the building. Once the student is dismissed, they will exit the gym through door #22.

IMPORTANT DATES

August 27, 4:00-5:30: Open House

September 24: Fall Picture Day

October 7, 9, 14: Parent-Teacher Conferences by Appointment

October 30: Picture Retake Day

February 24, 26, and March 3: Parent-Teacher Conferences by Appointment

June 4: Last Day of School

STUDENT DROP OFF & PICKUP

Doors 1 and 21 are the only areas where students should be dropped off before school. These areas are the only locations that have adult supervision. **Students cannot be dropped off before 7:15 a.m., as there is no adult supervision. Any students dropped off after 7:30 a.m. must enter door #21 and be signed in at the office by an adult.** Students who do not ride the bus will use the QR Code system for pick up. See the [procedure regarding after-school pick-up using QR codes](#).

TELEPHONE/STUDENT MESSAGES

Call the classroom to notify the teacher if there is a change in the end of the school day plan. Please call before 1:00 pm to ensure the message is received.

GENERAL INFORMATION A-Z

ANIMALS

Due to health risks, animals are not allowed in the school or at parent pick-up (unless they are certified service animals).

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.

BICYCLES

Students riding bicycles to school shall park them in designated racks. Bicycles should be locked; the school is not responsible for them. They are not to be used during the school day or around the building before or after school. Bicycles must be walked across the street in designated school crossings. Obey all bicycle safety rules. Local city and state bicycle laws include the following:

- Traffic laws that apply to drivers of motor vehicles also apply to bicycle riders.
- No person riding a bicycle may hang on or "hitch" a ride on another vehicle.
- Bicycles must be operated on the right side of the road and in single file.
- No person may ride a bicycle on a sidewalk.
- Bicycles must yield the right-of-way to cars and pedestrians.
- Bicycle riders must have at least one hand on the handlebars at all times.
- Bicycles must have properly working brakes.
- Bicyclists should wear helmets for safety.

- **COMMUNICATION**

- Call the school by 8:00 a.m. the day your child is absent from school, stating the reason for absence – 763-691-6510 (this is a 24-hour voicemail line) *See the Attendance Section for excused and unexcused absences.
- Attend parent/teacher conferences
- Communicate with your child's teacher after school, or during the teacher's preparation time (when your child is at "Specials")
- Contact the teacher using messaging platforms such as 'Seesaw'
- Complete and return permission forms in a timely manner
- Write a note for changes in after-school plans
- Contact the Nurse with medical concerns
- Check social media sites for news and information about our school.

Webpage: cps.c-ischools.org

Facebook: www.facebook.com/cambridgeisanti

Email Us: cps-communication@c-ischools.org

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.

DRESS

Students are expected to dress appropriately for 5-8 year-olds 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 are taken throughout the school year and are considered part of the curriculum. Signed parent/guardian permission slips are required. Field trips are for school-age children only. If parents/guardians volunteer to chaperone, they will be required to have a paid background check. The background check will be good for 3 years. Chaperones are expected to ride to and from the trip location with the class. Younger siblings are not allowed. Chaperones will be expected to supervise a small group of children under the teacher's direction. Parents/guardians may not drive their child to and from the field trip unless an unusual circumstance exists and with the agreement of the building principal.

Additionally, at times it may be necessary to exclude a student from a field trip if extreme behavior has been a factor. This is the same process as when a student is excluded from the classroom for unacceptable behavior.

LOCKERS AND DESKS

Lockers and desks (optional) are issued to students on the first day of school. As a part of respecting our environment, students will be expected to keep their lockers and desks neat and clean. For security purposes, students should not leave money or valuables in lockers or desks. We request that students not place stickers in or on lockers or desks; these are difficult to remove. Students placing stickers in/on lockers or desks will be accountable for removing them. We request that students refrain from writing on lockers and desks. Damage to lockers and desks by the student could be considered vandalism.

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](#).

LOCKED SCHOOL DOORS

The only door remaining unlocked during the school day is Door 21 (facing 2nd Avenue). All other doors (including Door 1 near the cafeteria) are locked after 7:30 a.m. All approved visitors must report to the office to sign in, present a government-issued photo ID, and wear a visitor badge while in the building.

LOST AND FOUND

Each year, mittens, sweaters, caps, boots, and other clothing are turned into the “Lost and Found” and are never claimed. We’d urge parents to label clothing, lunchboxes, and water bottles to limit lost items. Parents and/or children should check the “Lost and Found” area in the cafeteria after school hours.

To help eliminate lost items:

- Clearly label your child’s coats/jackets, sweaters, caps, and boots with full name and grade.
- Personally check the lost and found (after school hours) as soon as you suspect an item is lost.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.
- Any items left in the lost and found for longer than one month are donated to a charitable organization.

PARKING LOT SAFETY

Safety is a top priority. Traffic flow near the school is controlled to avoid the mixing of bus traffic and automobile traffic. School buses unload and load on Elm Street and Bluejacket Boulevard at Cambridge Primary School. There should be no automobile traffic in the “Bus Lane” during morning unloading time (7:00-7:30) and afternoon loading times (1:30-2:15). Parents/guardians dropping off before school or picking up at the end of the day should do so at the Cafeteria entrance (door #1) or the CPS main (door #21).

- **Expectations to help our traffic areas run more smoothly:**
 - Have your child ready to exit the vehicle. All items should be in their backpack and/or in their hands.
 - Unless parked in the lot, adults should not exit their vehicle to assist their child.
 - For their safety, students should exit the vehicle on the curbside (right side of the vehicle) and not pass in between other cars.
 - Do not park on the crosswalk.
 - No unoccupied vehicles are allowed along the curb.

POSTERS AND ADVERTISEMENTS

Communication about activities are sent through our district through Community Backpack. Paper copies are not sent home with the student's.

RECESS

Children enjoy playtime on the playground daily except for cases of inclement weather. This time is needed for the children to enjoy the fresh air and each other's company in a non-classroom setting. To ensure that the playground is an enjoyable time for the children as well as the supervisors we ask that children know and follow the playground expectations. Visitors are not allowed to go out with the class during recess.

STUDENT SIGN-OUT

Students who are picked up before the end of the school day (2:00 p.m.) must be signed out through the school office. You will be asked to provide a government-issued photo identification whenever removing a student from school. If someone other than a custodial parent is picking up a student, we must have advance notice from a custodial parent. Office personnel will call the student to the office after you arrive and have checked your ID. We request that non-emergency appointments (such as doctor or dentist) be made after school hours whenever possible, as leaving before the end of the school day interrupts your child's learning. Please note that leaving early will affect your child's "perfect attendance."

Parents are asked not to schedule appointments during fall, winter, and spring testing windows.

SURVEILLANCE AND SEARCHES

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

TOYS

Students are encouraged NOT to bring personal items such as toys, cell phones, Smart watches, game systems, card collections, in-line skates, tennis shoes with wheels, and skateboards to school. These items are expensive, and we cannot guarantee that, if lost, stolen, or damaged, a replacement or the value of the item(s) will be returned. For the safety of all students and staff, do not send glass containers, latex balloons to school.

TRANSFERRING TO ANOTHER SCHOOL

Parents/guardians are to contact the school office if a student is withdrawing from the school district or transferring to another school. Students must return all library books, school materials, and equipment, and pay all fines or assessments before their last day of school. Your new school will request records from us upon enrollment.

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 package. Please note this does not apply to snacks a student brings for his or her personal consumption. For further information please refer to [Policy 533](#) - Wellness Policy.

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 CLOSINGS

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.

ATTENDANCE POLICY

Your child's school day starts at 7:30 a.m. and ends at 2:00 p.m.

School Attendance Line: 763-691-6510 (24 hour voicemail line).

Absences may also be reported via Skyward Family Access on the Attendance tab.

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

A child under the age of 17 is considered "habitually truant" if they are absent from school without a lawful excuse for seven (7) school days per school year. Parental notification is required by Minnesota statute and schools may report habitual truancy to Child in Need of Protection Services through the county.

Cambridge-Isanti Schools Policies and Procedures for students in K-12:

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.

Examples of excused absence/tardy include: Illness, family emergency, suspension, religious holiday, dental, medical or mental health appointment, vacation, school-sponsored activity. We encourage you to schedule necessary appointments after school hours, if possible.

Unexcused absences for any other reason than listed above, are also considered an unexcused absence if the school is not notified of the reason for a student's absence. Examples of unexcused absences include: missed the bus, overslept, bus suspension. If a student is absent without a 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.

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 student has had three unexcused absences, the school will begin the initial interventions. The school is legally required to notify the parent or guardian that the child is a "continuing truant" under the law after three unexcused absences. 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. If the student has seven unexcused absences, he/she is considered "habitually truant". 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. If a child's absences reach 10 or more days for any reason, the school reserves the right to require a note from a physician specifically stating that the child is too ill to attend school for that day.

FOOD SERVICE

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

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

BREAKFAST AND LUNCH PROGRAM

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

ALA CARTE

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

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

APPLICATIONS FOR EDUCATIONAL BENEFITS

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

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

PAYMENT OPTIONS

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

LOW BALANCE ACCOUNT REMINDER

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

NURSE/ HEALTH OFFICE

Schools will follow all required MDE and MDH health guidelines.

HEALTH SERVICES

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

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

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

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

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

Suicide Prevention Information

Suicide & Crisis Lifeline: 988

We can all help prevent suicide.

Dial or text 988 for 24/7, free, confidential support if you or someone else needs support. [988lifeline.org](https://www.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.

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 regularly. 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's 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 who 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.

Update your student's health information, family phone numbers, emergency contact numbers and email accounts by going to your [Family Access](#) account. Changes can be requested under the Student Information tab. Absences may also be reported via Family Access on the Attendance tab.

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

Student-parent-teacher conferences for each student will be held in the fall and again in the winter. Report cards are prepared for each trimester and are either discussed at conferences or sent home with your child.

PARENT TEACHER ORGANIZATION (PTO)

PARENTS WANTED! Cambridge Intermediate & Primary Parent Teacher Organization (CIPS PTO) is actively involved in supporting school spirit activities and fundraising for school-wide activities and programs. The focus of this group is to foster a strong partnership between families and school. CIPS PTO meets on the second Thursday of each month @ 2:30 p.m. in the Cambridge Early Childhood Parent Education Room. Childcare is provided during the meetings. Please plan to be a part of this wonderful connection with your child's school community.

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. See our [Volunteer Policy 625](#) and [Volunteer Background Check Procedure](#) on the district website.

CPS Volunteer Coordinator: Amy Huntley, ahuntley@c-ischools.org

STUDENT CONDUCT






CODE OF CONDUCT: RIGHTS AND 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 school 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.

PBIS: Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture that is needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (schoolwide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreations) for all youth by making targeted misbehavior less effective, efficient and relevant, and desired behavior more functional. Our PBIS Bluejacket matrix is below. For additional information, visit the school district page on PBIS.

| <div style="display: flex; justify-content: space-between; align-items: center;">  CAMBRIDGE CARING CRITTERS  </div> <div style="text-align: center; font-size: small;">Cambridge Primary School Caring Critters Care for Ourselves, Others and Property</div> | | | | | | | | | | | | | |
|---|--|--|--|---|---|--|--|--|--|---|--|--|---|
| We Care For: | Hallways | Bathrooms | Cafeteria | Playground | Classrooms | Gym | Music | Art | Library | Technology | Assembly | Parent Pick-Up | Bus |
| Ourselves  | 1. 0 Voice between students 2. Stay in Line facing forward 3. Stay to the right on the other line | 1. 0 Voice 2. Go, Wash, Dry, Leave 3. Use soap and water to wash hands 4. Follow adult directions 5. Face your space | 1. Hands to yourself 2. Stay in your seat 3. Walking feet 4. Raise your hand for help 5. Face your space | 1. 0, 1, 2, 3 Voice 2. Line up when you hear the whistle 3. Follow directions right away 4. Stay in playground boundaries 5. Wash your hands or use sanitizer when needed 6. Wear appropriate clothing | 1. 0/1 Voice 2. Stay on task 3. Follow directions right away 4. Participate 5. Wash your hands or use sanitizer when needed | 1. Enter the Gym ready to participate 2. Stay on task 3. Keep hands and feet to self 4. Follow adult directions 5. Face your space | 1. Wait quietly in the hallway 2. Enter the room ready to participate 3. Wash your hands or use sanitizer when needed 4. Wash your hands or use sanitizer when needed | 1. Have a good attitude and try your best 2. Focus on work 3. Stay seated 4. Wash your hands or use sanitizer when needed | 1. Keep hands and feet to self 2. Use walking feet 3. Focus on your own learning 4. Wash your hands or use sanitizer before use | 1. 0 Voice 2. Use your headphones 3. Focus on your own learning 4. Wash your hands or use sanitizer before use | 1. Enter in a line 2. Use "Give Me 10" signal 3. Eyes on the speaker | 1. Wait patiently with adult helper 2. Use walking feet 3. Use hand sanitizer when needed 4. Wear your mask | 1. Sit next to seat, back to back, backpack on your lap 2. Stay seated in your assigned seat 3. Use hand sanitizer when needed 4. Wear your mask |
| Others  | 1. Hands and feet to self 2. Follow adult directions 3. Smile and give silent waves 4. Keep space between yourself and others | 1. Wait patiently 2. Keep hands, feet and eyes to yourself 3. Give others privacy and space 4. Keep space between yourself and others | 1. 0/1 Voice 2. Take turns 3. Use your manners 4. Keep space between yourself and others | 1. Be kind 2. Play Safely 3. Include others, use the Buddy Bench 4. Respect other's space bubbles | 1. Share with others 2. Hands and feet to self 3. Include everyone 4. Respect other's space bubbles | 1. Show respect to others 2. Include others 3. Speak, sing and play only when asked | 1. Make choices that help you and others learn 2. Speak, sing and play only when asked | 1. 0/1 Voice 2. Hands and feet to self | 1. 0/1 Voice 2. Help others find books | 1. Help others get logged in 2. Help others find books | 1. Keep hands and feet to self 2. 0/1 Voice | 1. Follow directions while waiting 2. Be kind | 1. 0/1 Voice 2. Listen and follow bus driver's directions 3. Respect other's space bubbles |
| Property  | 1. Sleepy wall displays with your eyes 2. Put your belongings in your locker 3. Close lockers quietly 4. Keep hallways clean | 1. Clean up after yourself 2. Water stays in the sink 3. Wait patiently when finished | 1. Eat Neatly 2. Clean up messes 3. Wait patiently when finished | 1. Use the equipment the right way 2. Enjoy nature with your eyes | 1. Respect property 2. Use materials properly | 1. Show respect to property | 1. Use instruments and materials with care 2. Respect Art Room property | 1. Use materials with care 2. Respect Art Room property | 1. Return your books on time 2. Keep books clean and safe | 1. Use two hands to carry 2. Plug in device to charge when finished | 1. Quiet feet 2. Walk properly up the stairs | 1. Show respect for possessions 2. Keep your belongings in your backpack | 1. Keep your belongings in your backpack 2. Keep your bus space neat |

OFFICE REFERRALS FOR BEHAVIOR that create a safety concern or are illegal in nature are referred to the Resource Room. Specific behaviors that typically result in a referral include but are not limited to: persistent disruption of student learning, disrespect or insubordination, abusive language or profanity (including inappropriate gestures), physical contact or aggression, property destruction or vandalism, harassment or bullying, or theft.

REMOVAL FROM CLASS: Disruptive or insubordinate students may be removed from class and sent to the Resource Room. Staff will contact parents/guardians when this occurs. Parent conferences may be required to evaluate the situation and future actions.

REASONABLE FORCE: In accordance with MN State Law and in order to maintain a safe environment, staff are permitted to use reasonable force to restrain or correct a student when that individual is in danger of hurting themselves, others, or property. Discipline will include using non-exclusionary practices before dismissing or suspending a student for more than a day unless there is an ongoing safety threat to the child or others. School staff will use Tiered Interventions based on the district's Positive Behavioral and Supports Framework (PBIS) as outlined in the Cambridge-Isanti Schools Code of Conduct.

LUNCH DETENTION

Discipline will not include recess detention unless the student is likely to cause harm to other students or staff, the student's parent or guardian specifically consents to the use of recess detention, or for students receiving special education services, the individualized education plan (IEP) has deemed it appropriate.

SUSPENSION: The suspension process will follow the provisions of the Pupil Fair Dismissal Act. Examples of why students may be suspended include, but are not limited to, defiance/refusal, assault, harassment, violence, weapon possession, fighting, threats, and possession or use of alcohol, drugs or tobacco. A conference with the principal may be held before a student is allowed to return to school.

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.

DISCIPLINE: The purpose of the discipline program is to provide an excellent learning climate at our primary school. The success for this program will be determined by those who abide by the rules and work to keep our school an excellent learning facility. Students who behave properly will be rewarded and/or recognized, just as students who misbehave will experience an appropriate consequence. A system of rewarding students for proper behavior and removing privileges for misbehavior shall be designed by each grade level.

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

DISCIPLINE COMPLAINT PROCEDURE

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.

[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.*

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 outline 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.

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

BBULLYING 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 a group of students using electronic means via computers and mobile devices (emails, Websites, chats, messaging or texting) to torment, threaten, humiliate, embarrass or target another student.

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 early in the school year for our school record and again in the spring for casual poses. Parents/guardians may purchase individual packages. Student pictures may be given to the local news media on occasions that warrant it. However, parents/guardians may request that their picture not be published in the media or on the school webpage.

STUDENT DISABILITY NONDISCRIMINATION

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

STUDENT RECORDS

The School District recognizes its responsibility regarding the 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.

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> |
|--|---|---|

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.

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.

Students are not to use any cell phones or wearable technology devices during the school day unless granted permission by a staff member. Cell phones are to be kept in student backpacks in their locker at all times during the school day. Students may get permission from a staff member to use the classroom phone if the need arises.

TECHNOLOGY DEVICES: Devices are not to be used during class time unless the teacher has given explicit permission. Consequences for improper use of electronic devices will include confiscation of the device; parents may be notified and/or required to retrieve the electronic device. Continual misuse will include more significant disciplinary consequences and longer confiscation.

- 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.

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.

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 2024-2025 School Year are during the weeks of:

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

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

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

Sincerely,
Director of Buildings and Grounds

Request for Pesticide Notification Cambridge-Isanti Public Schools

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

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

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

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

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

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

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

Additional Information

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

Statewide Assessments: Parent/Guardian Decision Not to Participate

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

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

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

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

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

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

CAMBRIDGE-ISANTI SCHOOL SONG

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

REPEAT

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

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

REPEAT

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