



# BROOKSIDE ACADEMY STUDENT/FAMILY HANDBOOK

## Administration

John Droubie, Director

Pangie Nascene, Special Education Coordinator

### CONTACT INFO



**763-552-6258**



**[brookside.c-ischools.org](http://brookside.c-ischools.org)**



**1700 305th Ave NE, Isanti, MN 55040**



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# PURPOSE and MISSION

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## Purpose

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

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

## Mission Statement

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

## Brookside Academy Program & Beliefs

### Quality Education Meeting Individual Needs

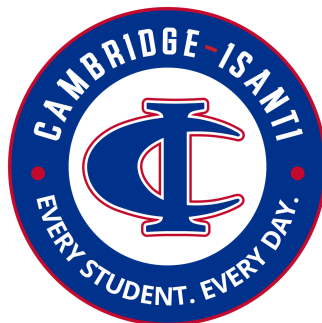
Brookside Academy provides quality education that meets the unique needs of our students in a setting that allows students to learn and grow.

### Respectful Relationships ● Student Support ● Academic Relevance

By demonstrating respectful relationships toward themselves and others, students will set and accomplish their goals. Staff will assess all students' emotional, social and behavioral supports needed. All students will be provided a comprehensive education based on relevancy and best practices which will give them skills and abilities to compete in an ever-changing world.

### We believe that each student can have success in our program!

Programs use the following beliefs in the Positive Behavior Intervention Strategies (PBIS) to support students' individualized goal(s). Students have a Continual Learning Plan (CLP) with "Growth Goals" that the student, advisor and parent/guardian develop for each school year



# PRINCIPAL'S MESSAGE

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Welcome to Brookside Academy. Brookside Academy is a self-contained level 4 Special Education setting in the Cambridge-Isanti School district. Students' ages range from Preschool to Twelfth Grade. Students at Brookside must meet Special Education criteria to be enrolled through a collaborative process with their mainstream school.

Student programming is individualized according to the Special Education Individual Education Plan to make growth with their goals and objectives outlined in their IEP. The ultimate goal is to have our Brookside students reintegrate back into a mainstream setting to the fullest extent possible. Brookside has a small student to staff ratio to be able to meet the unique needs of each student.

I have worked over 27 years in education and specifically with Special Education students and at-risk learners. I am fortunate to serve the families and students in our community with the support of the Cambridge-Isanti Schools. My goal is for all students to achieve beyond what they believe they can do and to be the voice of inspiration as they walk the ladder of growth. No one arrives at the end without a journey in the middle. It is the journey that teaches us critical skills, lessons and beliefs we will access forever.

The students and staff often hear me say, "Our students and staff are amazing!"



**John Droubie**

Principal

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

763-552-6252

# IMPORTANT CONTACTS

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## **Main Office**

Phone 552-6258

Fax 552-6269

**Attendance Line** 552-6258

## **Administration**

John Droubie, Principal 552-6252

Pangie Nascene, SPED Coordinator 552-7052

## **Social Worker**

Nicole Roddy 552-7058

## **School Resource Officer (SRO)**

Officer Dan Owl 552-6304

## **Health Office**

Nurse: Randa Urness 552-7064

Admin Asst: Kelly Lillyblad 552-7053

## **District Office**

Superintendent

Dr. Nathan Rudolph 689-6202

Assistant Superintendent of Teaching and Learning

Dr. Jason Bodey 689-6217

Director of Admin Services and Human Resources

Shawn Kirkeide 689-6235

Director of Finance and Operations:

Christopher Kampa 689-6205

Director of Student Support Services

Rachel Kasper 689-6196

Director of Buildings & Grounds

Chris Wilmot 689-6211

Director of Community Education

Christina Thayer Anderson 689-6220

Director of Transportation:

Jerry Anderson 689-6280

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

Chair: Heidi Sprandel 612-998-5644

Vice Chair: DeEtta Moos 612-390-5526

Clerk: Mark Solberg 763-742-4126

Treasurer: Nikki Johnson 763-257-2639

Director: Brette Halverson 651-592-2392

Director: Kevin Gross 763-689-6069

Director: Becky Roby 763-221-4761





# Cambridge-Isanti Schools

## School Calendar 2025-26

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

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

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

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

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

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

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

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

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

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

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

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

### August 2025

25-28 Staff & Teacher Professional Development

### September 2025

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

### October 2025

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

### November 2025

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

### December 2025

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

### January 2026

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

### February 2026

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

### March 2026

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

### April 2026

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

### May 2026

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

### June 2026

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

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

# Brookside Pride!

## SEE IT - SAY IT - LIVE IT

	Honesty	Self-Discipline	Respect	Responsibility	Compassion
<b>Classroom</b>	*Do your own work  *Recognize others' property and boundaries	*Use electronics appropriately *Follow classroom expectations *Follow classroom schedule *Be mentally present	*Be nice to everyone in class  *Appropriate response and tone	*Attend class daily *Be prepared and on time *Complete assignments as requested	*Come to class with a positive attitude  *Understand and value differences
<b>Lunch</b>	*No taking others' lunches	*Use manners (thank you, please)  *Use lunch time wisely	*Use appropriate language and tone	*Clean up after oneself *Order lunch at appropriate time only *No loitering on district property	*Be friendly and helpful to staff.  *Wait for adult response.
<b>Gymnasium/Play Areas</b>	*Recognizing others' property and boundaries	*Proper use of common area (not roaming)	*Personal space *Use kind words *Listen to staff	*Move from class to class without incidents	*Be kind and helpful *Include others in games
<b>Community</b>	*Tell the truth to members of our community	*Proper dress, discussion and language	*When visiting other places, pay attention to speakers *Honor the location & expectations	*Bring a positive attitude  *Ask thoughtful questions	*Participate in tours and field trips
<b>Parking Lot</b>	*Have appropriate belongings in car	*Appropriate music (volume) and language for the people around us *Escorted to car during school day	*Leave other's property alone.	*Drive safely *Throw trash away in proper receptacles *No loitering on district property	*Report issues
<b>Building Events (circle, speaker)</b>	*Tell the truth when answering questions or talking	*Quiet	*Be attentive to Speaker *Be Fully Engaged	*Self Monitoring	*Show Gratitude
<b>Appropriate Interactions (electronics, peer to peer, peer to adult, environment communication)</b>	*Tell the truth	*Use appropriate language, tone, and electronic device use	*No talking bad about others	*Show ownership	*Everyone deserves to be listened to

# PROGRAM DESCRIPTIONS

## **BROOKSIDE ACADEMY**

Brookside Academy is a setting IV special education program that serves students in grades Kindergarten-Transition with all disability areas. Our goal is to provide an educational environment that meets the unique needs of our students in a setting that allows students to learn and grow. Students are placed into classrooms based on grade and level of need. Students benefit from small class size, high staff to student ratio, customized learning plans and a variety of programming environments.

## **ENROLLMENT**

Students are referred to Brookside Academy by their home school. The decision to move a student to Brookside Academy is made by the student's IEP team after behavioral interventions at the home school or center-based program have proven unsuccessful.

## **PBIS**

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

## **SOCIAL SKILL INSTRUCTION AND BEHAVIOR SUPPORT**

Social Skill instruction will be explicitly taught through a variety methods based on each student's unique needs. All students will be enrolled in a specific type of social skill curriculum. Foundational components to social skill instruction will be understanding strengths, weaknesses, discovering coping strategies, using coping strategies and being provided with feedback through a variety of methods. Not only will social skills be explicitly taught, but they will also be incorporated and taught in real life learning environments and experiences. Students will be provided behavior support through research driven approaches. If a student is demonstrating a concerning behavior staff will assist through co-regulation to better assist them in processing their current situation.

## **ACADEMICS**

- Academic programming will be individualized to the student's current needs and supported through their IEP. When appropriate, academic materials and programming will be aligned with Cambridge-Isanti school district curriculum.
- Students will be provided with more frequent feedback, guidance and support when compared to the general education setting as a result of the smaller class sizes and larger amount of staffing.

## **TRANSITION SERVICES**

- Secondary Transition Planning is the process of preparing students for life after high school and includes planning for postsecondary education or training, employment, and independent living. While at Brookside Academy, students' transition plans and services will be guided by their Individual Education Plans "IEP" which includes community agencies.



## **REINTEGRATION TO MAINSTREAM**

- Reintegration is something many parents eagerly anticipate. At the same time, students may approach reintegration with excitement, anxiety or fear at the prospect of returning to their home schools - the places where they faced tough educational or emotional challenges. Keeping that in mind, Brookside Academy places a high priority on supporting our students and their families, our teachers and mainstream school staff during the reintegration process. It is a process that begins with assurances that your child is ready to return to his or her school, with support from parents and teachers and the Reintegration Team at Brookside Academy. Our students often return to their home school on a part-time basis, spending part of their day there, and part at Brookside Academy where they can continue to be supported by special education teachers, social workers and other service providers. This practice gives the Reintegration Team a way to maintain close contact with your child, while also being your child's bridge to new teachers, who need to learn about his or her learning style.

# **STUDENT SUPPORTS**

Brookside Academy uses a Multi-tiered System of Supports alongside our Tiered Interventions & Behavior Responses.

## **CHEMICAL HEALTH SPECIALIST**

Chemical Health Specialist will provide an on-site resource specifically supporting students, families or friends that have current or past challenges with substance abuse. The goal of the Chemical Health Specialist will be to support students and families with specific resources surrounding substance abuse.

### **Student Support Room**

The Student Support Room is our student support area for both academic and behavior intervention. Students will have to complete a "Feedback Form" which will help them correct their own behavior and make a plan for the remainder of the specified time. A staff support person is available to assist the student as needed.

## **SCHOOL-LINKED MENTAL HEALTH WORKER**

Referrals and supports, regardless of insurance status, are available in cooperation with Lighthouse Child & Family Services, LLC. Accessing therapeutic counseling services on the school site is now an option for families. A signed consent is required.

## **SCHOOL SOCIAL WORKER**

A licensed School Social Worker is available daily to support staff, students and families in various life struggles. Responsibilities include: truancy recommendations, student and family support resources, outside agency referrals, and testing coordination.

## **SCHOOL RESOURCE OFFICER (SRO)**

The SRO will assist in prevention education and specific law-related educational topics for students, families and staff. The primary focus is supporting a safe and secure educational environment.

## **STUDENT SUPPORT TEAM (SST)**

The SST will assist staff in recommending academic, behavior or program modifications needed for students to meet their identified goals. Intervention Contracts will be used by students needing this support.

## **MANDATED REPORTERS**

Brookside Academy staff are mandated reporters. If any staff suspects or hears that a child has been physically or sexually abused, he/she is required to contact Family Services Child Protection staff within 24 hours after receiving information.

# RULES AND REGULATIONS

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## **ACADEMIC CALENDAR**

Brookside Academy will follow the Cambridge-Isanti School District calendar and grades will be given in a trimester format.

## **GRADING**

Students will receive report cards at the end of each trimester. While at Brookside Academy students will earn credits based on grades and hours completed. Individuals who will be provided report cards include parents and IEP team members. Grades earned at Brookside Academy are transferred to the student's transcript at his/her home school. The transcript is maintained within the district the student resides. Brookside Academy credit hours accumulate to graduation and are applied to the requirements of the home school.

## **GRADUATION REQUIREMENTS**

Graduation requirements will be determined by the student home district credit policy and the IEP team.

## **VIDEO TAPING**

Brookside Academy may use videotaping for the purposes of data collection, documentation of progress and consultation with one or more of the Brookside Academy (e.g. Behavior, Occupational or Physical Therapy) or to provide behavioral feedback to students and the student's team members. The videotape will only be used for the above purposes and not distributed to any other agency or persons without express written consent of the parent/guardian.

## **RESTRICTIVE PROCEDURES PLAN**

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency. If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

# ATTENDANCE POLICY

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The Brookside Academy staff believes that regular attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communication among students and teachers, and establishes regular habits of dependability important to future success. The following attendance policy recognizes that class attendance is a joint responsibility of the student, parent/guardian, teacher and administrator.

## Attendance Policy

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

A child under the age of 17 is considered “habitually truant” if they are absent from school without a lawful excuse for one or more periods on seven (7) school days. Parental notification is required by Minnesota statute and Child in Need of Protection services through the county attorney may intervene.

The school attendance line is 763-552-6258. Absences may also be reported via Skyward Family Access on the Attendance tab.

## School District 911 Policies and Procedures

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 absences include:

- Illness
- Medical or mental health appointments
- Religious holidays
- Family emergencies
- Dental appointments
- Vacations
- Suspensions
- School sponsored activities

Unexcused absences are 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
- Needed at home

- Babysitting
- Work
- Alarm did not go off
- Helping friends or family
- Shopping
- Vacations that are not pre-approved
- Leaving school without permission

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

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.

# EMERGENCY INFORMATION

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## **ACCIDENTS, ILLNESSES AND INJURIES**

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

## **DRILLS**

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

## **FIRE DRILL**

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

## **LOCKDOWN DRILL**

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

## **TORNADO DRILL**

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

## **STUDENT INSURANCE**

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

## **WEATHER CLOSING**

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



# FOOD SERVICE

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

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

## **BREAKFAST AND LUNCH PROGRAM**

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

## **ALA CARTE**

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

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

## **APPLICATIONS FOR EDUCATIONAL BENEFITS**

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

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

## **PAYMENT OPTIONS**

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

## **LOW ACCOUNT BALANCE REMINDER**

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

# GENERAL INFORMATION A-Z

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## **BUILDING HOURS**

The building and office hours are 7:00 a.m. to 3:00 p.m. Teacher work hours are 7:00 a.m. to 3:00 p.m., although teachers are willing to meet with parents/guardians and students beyond those hours. Only those students with school-related business may remain in the building beyond 2:00 p.m.

## **BACKGROUND CHECKS - Policy 404**

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

## **CLOSED CAMPUS**

Brookside Academy is a closed campus. The safety of our students is very important. Once students arrive on school property, by bus, privately owned vehicle, or on foot, they may not leave without both parent/guardian and school permission.

All students must sign out before leaving the building(s). Without permission from a parent/guardian, absences will be considered unexcused.

Students may receive an in school suspension for skipping classes, leaving without permission and/or not signing out before they leave the building. They will be subject to a search upon returning.

## **COLD/INCLEMENT WEATHER GUIDELINES**

Students will participate in outdoor activities during most winter days. The decision whether to play outdoors will be made by the staff who consider the temperature (below 0 degrees F.), wind-chill factor and precipitation, student tolerance for the elements, and the "need" for outdoor play.

## **ELECTRONIC DEVICES**

Cambridge-Isanti Schools have 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 with staff permission and inappropriate use will have consequences. It is policy at Brookside Academy to have personal cell phone devices will be put in their lockers prior to class starting and students will be given the phones during specific times of the day. If students continue to be unable to comply with the directions to keep phones in the lockers they will be asked as they enter the building to hand their phone over to staff for the day. If students are unwilling to comply they will remain in the student processing area until they are able to comply with staff directions.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Brookside Academy not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries may be made to the Administrative Assistant for Business Affairs, Education Center Building, 625A North Main Street, Cambridge, MN, telephone (763) 689-6188, or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## **FIELD TRIPS**

Parent/Guardian permission slips are required for field trips outside the school district boundaries. Students may be ineligible to attend field trips based on previous school/field trip misconduct.

## **PETS AT SCHOOL**

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

## **PLEDGE OF ALLEGIANCE**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

## **SCHOOL CLOSINGS**

If the school district where the Brookside Academy program is located closes, that program will close. For example: If Cambridge-Isanti Schools closes school, the Brookside Academy program will also be closed. If conditions become bad enough during the day to warrant the cancellation of night school activities, the staff will attempt to contact students directly.

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

## **SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT PERSON - POLICY #502**

- **Lockers and Personal Possessions within a Locker:** Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- **Personal Possessions and Student's Person:** The personal possessions of students and/or a student's person may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

## **TECHNOLOGY**

Please review the Internet Acceptable Use and Safety 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.

Videotaping and or distributing are subject to the same consequences as students involved in the incident.

## **VISITORS**

Students are not permitted to bring visitors to school unless pre-approved by the Brookside Academy director. No visitors will be permitted the final two weeks of school.

## **WELLNESS POLICY**

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

# NURSE/ HEALTH OFFICE

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**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.

Pink Eye Prevention tips:

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

## **SCREENINGS**

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

## **LATEX PROCEDURE**

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

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

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

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

## SPECIAL DIETARY NEEDS

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

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

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

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

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

## LACTOSE INTOLERANCE

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

# PARENT INVOLVEMENT

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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.

**ATTENDING ALL IEP MEETINGS**, participating in email/phone communication with the child's case manager, email/phone contact with coordinator about questions or concerns, participating in open houses, select school celebrations and volunteering.

**PARENT AND COMMUNITY ADVISORY COMMITTEE** - Parents/guardians may serve on a parent & community advisory committee. Building level committees allow parents/guardians/community members to act as sounding boards for their buildings. Please contact the program office for more information.

## **PARENT-TEACHER CONFERENCES**

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

## **VOLUNTEER PROGRAM**

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



# STUDENT CONDUCT

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## CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES

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

## CAMBRIDGE-ISANTI SCHOOLS PHILOSOPHY

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

## BULLYING PROHIBITION

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

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

## DISCIPLINE GUIDELINES

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

## BEHAVIOR MODIFICATION OPTIONS

- **Conflict Resolution:** Students may be responsible for written and verbal resolution of conflict.
- **Contracts:** Certain patterns of behavior may result in the development of an individualized contract for behavior.
- **Parent Conference:** Parent/guardian involvement is of utmost importance in ensuring the success of students in our schools. Parents/guardians often are asked to attend conferences in school regarding their son/daughter.

- **Removal from Class:** Removal from class is the short term exclusion of a student from class during which time the school retains custody of him/her. Students removed from class shall be sent to the Student Support Room for processing or until the student is ready to return to the class. All students are required to complete a Processing Sheet before returning to any scheduled classes. The removal from class may be extended where it appears that students will create an immediate and substantial danger to themselves or to persons or property around them.
- **Schedule Reduction:** Students may receive a shortened schedule.
- **Fines/Restitution:** Certain situations may necessitate reimbursement of fines or costs by the student.
- **Suspension:** Certain types of student misbehavior may result in removal from school from one day up to 15 days. Administration assigned suspensions are school excused. Students will be permitted to complete make-up work and classroom participation.
- **Expulsion:** Extreme student misbehavior may result in the student being removed from school for the remainder of the year, or for up to one calendar year.

## **Consideration of how policies are enforced or student discipline may differ according to each student's Individualized Education Plan.**

### **DUE PROCESS**

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

**Step 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.

**Step 2:** The principal will investigate the grievance and respond in writing to the student and faculty member involved within five days.

**Step 3:** If the impasse is not resolved, the grievance will be presented to the superintendent of schools and a meeting of 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.

**Step 4:** If the impasse is not resolved, it will be presented to the school board. Their decision will be final.

### **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 [here](#). 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 [Hazing Policy 526](#).

## **SCHOOL ACTIVITIES CONDUCT**

The type and level of behavior expected of students during instructional times is also expected during other school-related activities such as lyceums, field trips, and concerts. Good audience behavior includes sitting quietly, paying attention and showing appreciation for the efforts of the performers. Frequently, special behavior rules are applied during field trips because of the variety of settings and activities. Students are expected to follow the direction of their adult leaders, pay attention and represent their community in the best possible way. When activities involve other schools, respectful and sportsmanlike conduct is required.

## **STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

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

## **GROUNDINGS FOR DISMISSAL**

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

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

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

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

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

## **BULLYING/CYBER BULLYING**

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

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

One to fifteen-day suspension

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

Expulsion

## **CHEATING**

Both in Independent Study and Seat-Based classes students are expected to complete assignments themselves. If an instructor believes it is not the sole work of the student by either handwriting, observation, reports or work comparison, then it will be deemed as cheating. Cheating will result in one or more of the following consequences:

Automatic zero on the assignment and parents/guardians contacted by teacher

Regulation of all future independent study work or possible elimination of independent study schedule

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

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

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

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

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

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

## **DISRUPTIVE CLASSROOM BEHAVIOR**

Disruptive classroom behavior are acts which cause substantial disruption and/or conduct which reflects negatively on the school and are not permitted during the Brookside Academy Programs. Violations may result in one or more of the following consequences:

- Removal from class to the Student Support Room to process.
- Implementation of student's individual positive behavior support plan.

## **ELECTRONIC DEVICES**

Our school does not encourage students to bring their own electronic devices to school for academic use: such as Chromebooks, cell phones, iPad, personal computers. Any photo or movie taken during the instructional day without the express consent of the Director, or his/her designee, may incur consequences. Brookside Academy Programs are not responsible for lost, stolen or damaged electronic devices. Consequences for noncompliance could result in the following:

- Removal from class to the Student Support Room and process
- Loss of electronic device privileges
- With reasonable suspicion, school authorities reserve the right to review the picture and video content of any electronic device brought onto school property

#### **FALSIFICATION OF ANY RECORDS, DOCUMENTS, NOTES OR SIGNATURES**

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

#### **FIGHTING AND VIOLENCE PREVENTION - Policies 506 and 525**

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

The physical and emotional safety of everyone in the school is essential. Therefore, fighting, including threats and intimidation, are not tolerated. A student may be subject to a suspension of up to fifteen (15) days, expulsion, exclusion, or alternative placement pursuant to the Student Discipline Policy 506. Students who are involved in fights will be subject to the following consequences:

- First offense: Up to a 5-day suspension, parent/guardian notification, juvenile contact referral sent to county attorney’s office
- Second offense: Up to a 10-day suspension, parent/guardian notification, juvenile contact referral sent to county attorney’s office
- Third offense: Suspension pending expulsion, juvenile contact referral sent to county attorney’s office

#### **HARASSMENT - Policy 413**

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

- Enforcement of Minnesota State High School League rules as applicable
- Parent/guardian notification and/or administration conference
- One to fifteen-day suspension
- Conference with administration, which may also include Human Rights Officer, juvenile justice authorities, or other appropriate individuals
- Event documentation forward to juvenile justice authorities
- Expulsion

#### **HAZING - Policy 526**

"Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. For further information please refer to Hazing Policy 526. Violation of the district policy concerning hazing will result in one or more of the following consequences:

- Parent/guardian notification and/or principal conference
- One to 15-day suspension
- Conference with principal, which may also include Human Rights Officer, juvenile justice authorities, or other appropriate individuals

#### **INAPPROPRIATE SIGNS OF AFFECTION**

Students are asked to refrain from kissing, embracing, and other intimate behavior in school.

- First offense: Referral to administration
- Second offense: Referral to administration and notify parent/guardian
- Third offense: Referral to administration, parent/guardian conference, one day suspension



## **INSUBORDINATION TOWARDS STAFF MEMBERS**

Examples: displaying incorrigible conduct, profanity, walking away from staff, refusing to give correct name to staff when requested and refusing to comply with reasonable directives given while enforcing policies set forth in this handbook.

- Removal from class to the Student Support Room to process.
- 4 removals per term (4 week period) will result in a ½ day In-School Suspension
- More than 5 removals per term (4 week period) will result in 1 full day of In-School Suspension or possible OSS.

## **LEAVING SCHOOL GROUNDS/OUT OF STAFF SIGHT**

All students must have permission from authorized personnel/parent/guardian and sign-out in the office. If at any time a student is out of a staff members' sight, it would be considered leaving the property. Included is leaving school grounds during lunch without staff/parent/guardian permission.

- Student's failure to follow procedures: subject to search by school officials and/or law enforcement officials and in-school-suspension the remainder of the school day.

## **SPEEDING/ERRATIC DRIVING ON OR NEAR SCHOOL GROUNDS**

Consequences:

- First Offense: Parent/guardian notification and juvenile justice authority contact
- Second Offense: 1 week loss of parking privilege, parent/guardian notified and juvenile justice authority contact.

## **STUDENT DRESS AND APPEARANCE - Policy 504**

Generally, most clothing is acceptable for school as long as it does not jeopardize anyone's health, safety, disrupt the teaching/learning process, or does not create school disorder. Students are to dress appropriately in a manner that meets health and safety requirements and does not detract from the learning environment. The following are examples of attire considered to be unacceptable for students during the school day.

- Bandanas, sweatbands or hoods covering face
- See-through clothing
- Undergarments showing, i.e.: underwear, bra straps, boxer shorts
- Skirts or shorts worn shorter than four inches (roughly 4") above the mid knee
- Clothing with inappropriate slogans or artwork, or speech that is vulgar or profane
- Sunglasses
- Pants that are torn which expose the thigh or buttock
- Items deemed to be disruptive to the educational process; i.e. items that promote disrespect, indecency, and/or hate
- Clothing that include words or images or pictures that are obscene, vulgar, and sexually explicit, convey sexual innuendo, abuse or discrimination or which promotes or advertises alcohol, chemicals, and tobacco
- Clothing which is related to or offensive in regards to a contemporary sensitive issue will not be tolerated

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

- Replacement of the student's clothing, or remain in the office until a parent brings in more appropriate clothing. If students refuse to change their clothing, they will be considered insubordinate
- One day suspension or send home if it becomes chronic

## **THEFT**

Consequences:

- First offense: One to three days of suspension, juvenile contact report and sent to county attorney's office, parent/guardian conference and full restitution
- Second offense: Three to five days of suspension, parent/guardian conference, and juvenile contact report and sent to county attorney's office and full restitution
- Third offense: Administrative action

## **TOBACCO POSSESSION, USE OR TOBACCO LOOK-ALIKE PRODUCTS - POLICY 419**

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

- **Electronic cigarettes/Nicotine Delivery System:** An electronic cigarette, or e-cigarette, is an alternative to smoking tobacco products, such as cigarettes, cigars, or pipes. E-cigarettes and accessory items are prohibited on school grounds. Consequence will be the following:
  - Confiscation of any/all tobacco, e-cigarettes and accessory items. Enforcement of Minnesota State High School League rules as applicable
  - Suspension of one to 5 days as determined by administration- ISS or OSS
  - Referral to juvenile justice authorities. Students will participate in an e-cigarette education class taught by our school resource officers. Failure to attend this class may result in further action and a report to the court.

## **VANDALISM**

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

Consequences:

- One to five days of suspension; possible police report being filed reporting damage and a request for restitution
- School computer vandalism could result in a non-use progression of 1 week; 2 weeks; and 12 weeks

## **VIOLENT BEHAVIOR OR INTIMIDATION TO CAUSE PHYSICAL INJURY**

Fighting in school, severe verbal aggression/threats or physical aggression/threats are never permitted. The following consequences will be followed:

- One to ten days suspension, parent/guardian notification, possible juvenile court referral

## **WEAPONS USE AND POSSESSION - Policy #501**

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

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

Consequences:

- A student who brings a weapon to school may be expelled for a period of up to one calendar year. Violation of this policy shall be in accordance with local district policy and/or the Gun-Free Schools Act of 1994. The principal or Riverside Academy Director, under appropriate circumstances, may recommend and the board may impose a lesser penalty. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.
- Students who have been found guilty on a weapons charge that occurred outside the schools may also be subject to suspension and/or expulsion proceedings.

# STUDENT CONFIDENTIALITY

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

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

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

## **INTERVIEWS WITH STUDENTS**

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

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

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

### **MILITARY RECRUITERS**

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

### **STUDENT PICTURE(S)**

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

### **STUDENT DISABILITY NONDISCRIMINATION - Policy 521**

It is the policy of the Brookside Academy/Moving Forward Program not to discriminate on the basis of age, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability in its educational programs, activities, or employment policies. It is the intent of the Riverside Academy to ensure that students who are handicapped within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Inquiries regarding compliance with the Title IX/Section 204 policy may be directed to the Riverside Academy Programs administrator, Human Resources Director-District Office, 625A North Main Street, Cambridge, MN 55008, telephone (763) 689-6235, or to the Director of the Office for Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

# TRANSPORTATION

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**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.

<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> Stay out of the <b>DANGER ZONE!</b>
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**SCHOOL BUS CONDUCT** ([Policy 709R](#)): All bus reports and suspensions are given at the discretion of the building administration.

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

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

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

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

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

# HEALTH & SAFETY

## Asbestos, Pesticide, IAQ, Lead in Water Notification

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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

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**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

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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!