

Welcome to

CAMBRIDGE-ISANTI HIGH SCHOOL

AND CAMBRIDGE-ISANTI SCHOOLS ONLINE



Home of the Bluejackets

The main purpose of this handbook is to acquaint you, the student, with the organization of your high school. It is intended to provide you with the information you need to be successful at Cambridge-Isanti High School. Please contact any faculty member if you have questions about the contents.

Experience has shown that the best guarantee of accomplishing a job successfully is to start it in the right way. Clearly defined goals, efficient strategies, and time management skills are often key factors in completing a task. Therefore, it is important to observe these guidelines in order to make the school year a success as individuals and for the entire student body of Cambridge-Isanti High School. Asterisks (*) used throughout the handbook indicate District #911 School Board Policies.

ADMINISTRATION

Dr. Steve Gibbs, Principal

Jeremy Miller, Assistant Principal

Elizabeth Young, Assistant Principal

Courtney Karas, Special Education Coordinator

Matt Braaten, Activities Director

430 N.W. 8th Avenue, Cambridge, MN 55008

Phone: (763) 689-6066 Fax: (763) 689-6060

www.c-ischools.org



Table of Contents

Cambridge-Isanti School Song	5	Honors Requirements	13
Cambridge-Isanti Schools Mission Statement	6	Incomplete Grades	14
Frequently Called Numbers	7	Independent Study Guidelines	14
Visitor Sign in Procedure	8	National Honor Society	14
Bell Schedule	10	Activities	16
Academic Information	12	Academic Eligibility Requirements	16
Introduction	12	Athletic and Activities Fees	18
Class Registration	12	Attendance Policy	20
Repeat Course Policy	12	Student's Responsibility	20
Credit Requirements	12	Parent/Guardian Responsibility	20
Schedule Adjustments	12	Sports Attendance	20
Grade Reports	13	Attendance Consequences	20
Graduation	13	Attendance Law	21
		Law for 18-Year Old Students	21

2024-2025 Cambridge-Isanti High School Student Handbook

Special Absence Situations	21	Health & Safety: Asbestos, Pesticide, IAQ Notification	27
Sporting Event/Academic Activities Absence	21	Asbestos	27
Emergency	23	Indoor Air Quality	27
Accidents, Illnesses and Injuries	23	Request for Pesticide Notification Cambridge-Isanti Public Schools	28
Drills	23	Nurse/Health Office/Student Contact Information	29
Student Insurance	23	HEALTH SERVICES	29
General Information	23	Special Dietary Needs	33
Building Hours	23	Food Service	34
Change of Address	23	Parent Involvement	35
Closed Campus	23	Family Access information	35
Dances	24	Parent Advisory Committees	35
Electronic Devices	24	Parent Conferences	35
Field Trips	24	Volunteer Program	35
Food Delivery	24	Student Confidentiality	36
Foreign Exchange Students	24	Military Recruiters	36
Lockers	25	Student Pictures	36
Lost and Found	25	Student Services	37
Media Center Hours	25	District Transportation	38
Pets at School	25	Private Transportation	40
Statewide Testing	25	Driving Cars/Motorcycles to School	40
Search of Student Lockers, Personal Possessions and Student Person	25	Parking Violation Sequential Consequences	41
Textbooks/Library Materials	26	College and Career Center Services	41
Visitors	26	Additional Career Center Services	42
Weather Closing	26	CIHS School Map	43
Wellness Policy	26	Parent Guardian Guide to Statewide Assessments	44
Withdrawals/Transfers	26		
Yearbook	26		

Cambridge-Isanti Schools Code of Conduct Students and families should reference the Code of Conduct for information regarding rights, responsibilities, and expectations for student behavior and consequences.

All School District policies referenced in this handbook are located on the district website under the heading About Us.

Please refer to the Policy Manual linked above for all policies. Some of the legislative changes for 2023-24 include but are not limited to the following:

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

Tobacco Free Schools A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

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

Cambridge-Isanti School Song

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

REPEAT

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

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

REPEAT

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

**For school district policies, please reference the
Cambridge-Isanti Schools District Website
The information in this book was the best available at press time.
Watch for additional information and changes.*

Cambridge-Isanti Schools 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.

We Believe...

- Every person deserves to be valued, feel safe, supported and included with compassion and respect.
- Every individual has skills and talents that make them uniquely equipped to contribute as a responsible citizen.
- Education provides enhanced access to opportunities.
- Engagement in lifelong learning begins at birth.
- Communication, critical thinking, collaboration, creativity, and adaptability are necessary to thrive in a changing world.
- Multiple and differing perspectives contribute to informed decision making and learning.
- Honesty and integrity are essential to all positive relationships.
- Success can come from working through adversity.
- Learning occurs best when social, emotional, physical and mental health needs are met.
- Hiring, retaining and supporting a highly effective staff will lead to a successful educational environment.
- Collaboration with families and caregivers is crucial to a learner's development.
- Involvement in meaningful activities enriches life.
- Strong communities and schools support each other.

Cambridge-Isanti Schools *5 Traits of Character Education*

Respect

*Respect means recognizing the value of people, property, the environment and yourself.

Compassion

*Compassion is caring about how others feel and doing kind and thoughtful deeds for people.

Responsibility

*Responsibility is being dependable and accountable for your words and actions.

Honesty

*Honesty is being truthful.

Self-Discipline

*Self-discipline is making good choices and having control over your thoughts and actions

Frequently Called Numbers

Cambridge-Isanti High School

Phone	689-6066
Fax	689-6060

Activities

Matt Braaten (Director)	689-6011
Robin Schulz (Admin. Asst.)	689-6016

Address/Telephone Changes/Transcripts

Jenny Heath	689-6006
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Administration

Principal: Dr. Steve Gibbs	689-6002
AP (A-L): Jeremy Miller	689-6024
AP (M-Z): Elizabeth Young	689-6008
Special Education Coordinator:	
Courtney Karas	689-6498

Attendance Line	689-6090
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Counselors

Amber Strom (A-G)	689-6449
Kara Martin (H-O)	689-6022
Rachel Senarighi (P-Z)	689-6019
Charity Allen (Chemical Health)	689-6060
John Lawrenz (AIM/Social Worker)	689-6010

Police Liaison Officer

Officer Kevin Gross	689-6405
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Health Office

Hope Tanko	689-6041
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District Office

Superintendent	
Dr. Nathan Rudolph	689-6202
Assistant Superintendent of Teaching and Learning	
Dr. Jason Bodey	689-6217
Director of Admin Services and HR	
Shawn Kirkeide	689-6235
Director of Finance:	
Christopher Kampa	689-6205
Director of Transportation:	
Jerry Anderson	689-6280
Director of Student Support Services	
Dr. Julie Williams	689-6196

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: Tim Hitchings	763-689-3831
Director: Kevin Gross	763-689-6069
Director: Carri Levitski	763-552-8798

Visitor Sign in Procedure

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

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

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

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

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

- *If Picking Up a Student(s)*
 - *Office staff will compare your ID to information in Skyward. Your ID does not need to be checked in to Hall Pass unless you are physically going into the building.*
 - *If you are requesting to see or remove a student from a school building and you are not the parent/guardian, then **you must have authorization from the parent or guardian and present a current valid photo identification.***
- *If Physically Entering the Building*
 - *The office staff will return your ID and issue you a Hall Pass badge and green lanyard.*
 - *Staff Members who are visiting the building as a parent/guardian must check in to the office and have visible either their staff badge or visitor badge with green lanyard.*

3. Visitor Management Software/Badge and Lanyard

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

4. Wear your visitor badge and lanyard at all times

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

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

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

6. Please be advised of school district policy #903

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

Policy # 903 states

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

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

Thank you for visiting Cambridge-Isanti Schools!



2024-2025 Bell Schedule

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

Two-Hour Late Start Bell Schedule

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

Cambridge-Isanti High School

Respect: Let It Begin Here

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

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.

Academic Information

Introduction

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

Class Registration

Parents/Guardians are asked to work with their children in choosing classes. Classes should be selected based on graduation requirements, future goals, student ability, and class appropriateness. If a student inadvertently takes the same class twice, the student will only receive credit once. Students must register carefully to avoid this situation. Students are responsible for meeting all graduation requirements.

Repeat Course Policy

Students may repeat a course to improve their grade. It will be based on space availability. *Procedure:* Students wishing to retake a course must pick up a request form in the counseling office. The completed form must be submitted to the student's counselor on the first day the student enters the class. The transcript will show the best grade earned in the class. The other entry for the class on the transcript will show RC in the grade column. The RC does not affect GPA calculations. Only one credit will be awarded for the class.

Credit Requirements

Students must register for five credits per trimester and a total of fifteen credits per year. Students will also be scheduled for a study hall or other non-academic assignment. A credit consists of a one hour trimester class meeting every school day for one trimester. To earn a credit in a class, a student must maintain regular attendance, complete required assignments and demonstrate mastery of major objectives through appropriate assessments.

Schedule Adjustments

Class registrations are considered permanent when school begins.

Reasons for initiating schedule adjustments:

- A student being ill-suited for a class (as determined by classroom teacher and counselor)
- A lack of class prerequisite
- Adding a failed required course not already rescheduled

- Adding elective classes to increase credits (other classes may not be switched)

Policy for Schedule Adjustments:

- Any student who needs a schedule adjustment must have the approval of the teacher, counselor and parent/guardian.
- Any student who drops a trimester class may receive a failing grade.
- The teacher and the counselor will have the final determination of the student's grade at the time of withdrawal, based on the student's current status in the class.
- Students who withdraw from a year-long course after two weeks will receive a failing grade and no credit on their transcript. This policy also applies to post-secondary enrollment options (PSEO) and College in the Schools (CIS) courses.
- When necessary, changes will be made for special programs such as on the job training or special education programs.

Grade Reports

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

Graduation

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

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

Honors Requirements

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

Hybrid Courses

Cambridge-Isanti High School is thrilled to offer students Hybrid Learning opportunities. A hybrid course combines the best of online learning and instruction, with face to face (traditional) learning and instruction. In a hybrid course, students will have a blend of on-campus, in class instruction, with online learning/non-classroom days of instruction. Hybrid courses are a

great way to develop the academic responsibility, independent learning, and self-advocacy skills that will be required in our students' futures. The expectations and workload will not diminish as a result of this change.

- During non-classroom learning days, students will be expected to complete assignments and engage in activities related to class. Students will also be asked to engage in online discussions, online collaboration with peers, teacher conferencing, and/or other communicated tasks from the course instructor. Teachers will be available, in their classroom, during the assigned hour of the hybrid/blended learning course for support and guidance. Students may also communicate electronically with their course instructor during non-classroom learning days.
- Students may use one of the identified learning spaces available to students for non-classroom learning days. Students may also work in the teacher's classroom in which they are assigned to for the given course.
- Hybrid courses will meet face-to-face approximately 50% of the time. The instructor will decide the calendar for the course and students will report whenever the teacher requires face-to-face attendance. In many cases the course will meet every day for the first several weeks of the semester and then reduce to a modified meeting schedule. The teacher will determine how often the class will meet face-to-face versus non-classroom requirements. This may vary from course to course.

Incomplete Grades

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

Independent Study Guidelines

The purpose of independent study is for exploration, advanced study, enrichment and compacting curriculum. To apply for an independent study course, students must submit a formal proposal using the application form available online. The form and its approval must be completed prior to the start of the independent study. Any faculty member may serve as an advisor for an independent course of study.

National Honor Society

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

Study Halls

Students are expected to attend the assigned study hall each day. This is a wonderful opportunity for students to complete their coursework during the school day.

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

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

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



Activities

Academic Eligibility Requirements

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

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

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

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

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

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

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

2024-2025 Cambridge-Isanti High School Student Handbook

Athletic and Activities Fees

Matt Braaten, Activities Director

Activity Fees-Grades 7-12

First Activity	\$155
Second Activity	\$155
Third Activity	\$155
Reduced Lunch first activity	\$77.50
Reduced lunch second activity	\$77.50
Reduced lunch third activity	\$77.50
Free lunch - all activities	\$25

Spectator Passes

Family pass	\$185
Individual adult pass	\$100
Student pass (grades 6-12)	\$50
Senior citizens age 65 & over	FREE
(with pass obtained from CIHS Activities Office)	

*Student event passes will be given with paid athletic fee

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

Athletic Fees Grades 9-12

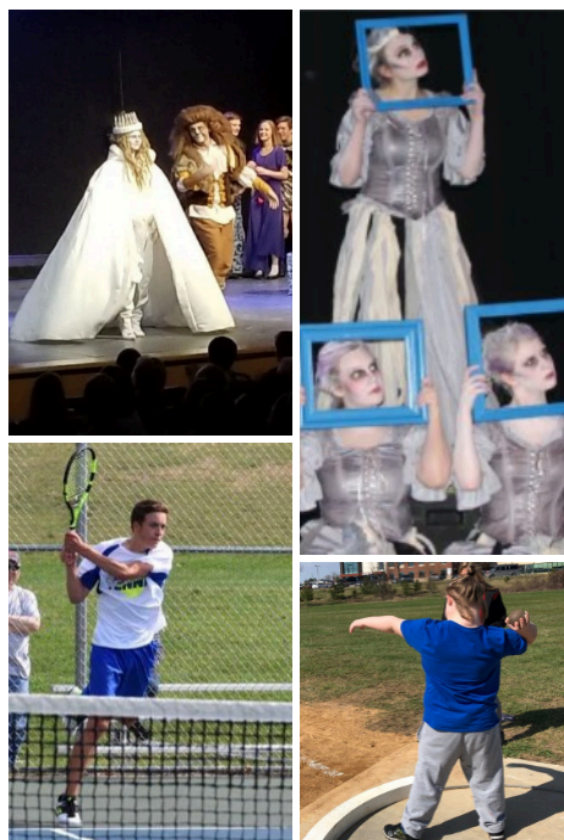
First sport	\$205
Second sport	\$205
Third sport	\$205
Reduced lunch first sport	\$102.50
Reduced lunch second sport	\$102.50
Reduced lunch third sport	\$102.50
Free lunch – all sports	\$30

Activities and Athletic Fee Combined Grades 7-12

Family Cap	\$700
Family cap - reduced lunch	\$350
Family cap - free lunch	\$175

- Fees assessed for Mississippi 8 Conf, Mock Trial, One-Act, Robotics, and Speech

- All middle school students participating at the high school level will pay the high school fee (per season)



Attendance Policy

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

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

Parents/guardians must contact the school to report absences. An attendance voicemail telephone line (689-6090) and Skyward Family Access are available to report attendance. These options are available 24 hours a day. Notes explaining an absence may also be sent with students when they return to school. Absences that are not cleared within two school days are recorded as unexcused. A communication will be sent home when a student has accumulated multiple unexcused absences. A conference with a counselor or administrator and the student and parent/guardian will be scheduled as necessary to discuss attendance issues. Parents/guardians may call the student office at 763-689-6005 between the hours of 8:00 a.m. and 3:30 p.m. to check their child’s attendance. An automated email will be sent each day for students that miss one or more classes in a day. We hope this added communication between school and home will help to keep parents/guardians better informed about attendance.

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

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

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

Student’s Responsibility

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

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

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

procedure will be marked unexcused.

Parent/Guardian Responsibility

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

School excused: Absences for school sponsored activities and events.

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

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

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

Sports Attendance

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

Attendance Consequences

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

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

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

- Restricted lunch, detention, in-school suspension

AIM

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

Attendance Law

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

Law for 18-Year Old Students

The Minnesota Statute MSA 120.06 reads as follows: The board of education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students less than 18 years of age. This mandates that all students regardless of age must adhere to the policy of the school, for example: CIHS requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property. A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Special Absence Situations

College and Vocational Visits: Seniors planning a college day must first participate in an interview with a career advisor and also a parent/guardian permission slip from the career center. The permission slip must be returned to the career center with a parent/guardian signature a full 24 hours before the absence. IMPORTANT: In order for the absence to be a school excused absence, each student must return written acknowledgement from the college visited within 24 hours of returning to the high school. Seniors are allowed two days for visiting colleges. College days may not be taken the last week of any term.

Sporting Event/Academic Activities Absence

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



Emergency

Suicide Prevention Information

Suicide & Crisis Lifeline: 988

We can all help prevent suicide.

Dial or text 988 for 24/7, free, confidential

support if you or someone else needs support. 988lifeline.org

You can also call or text East Central MN Crisis Help Line

(800) 523-3333 or Text: "MN" to 741741

Accidents, Illnesses and Injuries

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

Drills

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

Student Insurance

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

General Information

Building Hours

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

Change of Address

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

Closed Campus

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

so. The student will have up to 5 minutes to go to their vehicle and return to the building. Students must return through the main office.

Students who violate the closed campus policy are subject to school consequences, including the loss of parking privileges.

Dances

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

Electronic devices

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

Entry/Exit

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

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

Field Trips

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

Food Delivery

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

Foreign Exchange Students

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

and Naturalization Service for nonimmigrant student status and meeting other requirements of the U.S. government.

Lockers

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

Lost and Found

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

Media Center Hours

The media center is open to students daily between 8:00 a.m. and 3:30 p.m.

Pets at School

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

Statewide Testing

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

Search of Student Lockers, Personal Possessions and Student Person

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

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

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

Technology

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

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

Textbooks/Library Materials

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

Visitors

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

Weather Closing

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

Wellness Policy

All foods and beverages sold on school grounds will meet the [USDA Smart Snacks in School](#) nutrition standards. Before and aftercare programs must also comply with the school district's nutrition standards.

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

Withdrawals/Transfers

Parents/guardians are to contact the counselor's office if a student is withdrawing from the school district or transferring to another school. Students are required to have a withdrawal sheet signed by parents, current term teachers, media specialist, counselor, administrator and attendance clerk. Once completed and returned to the counselor's office, the sheet will be replaced with a transfer slip if the student is moving to another school district.

Yearbook

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

Health & Safety: Asbestos, Pesticide, IAQ, Lead in Water Notification

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 2022 and is scheduled to be completed again in April 2025.

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, Chris Wilmot, 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 Chris Wilmot, 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.

Cambridge-Isanti School District #911 General Notice for School Employees and Parents

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

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. Although not required by the law, schools may choose to include a copy of the estimated schedule of pesticide applications with this general notice. The prospective dates for applications in Cambridge-Isanti School District for the 2024-2025 School Year are during the weeks of:

- | | |
|-------------------------|---------------------|
| • June 24-28, 2024 | • March 10-14, 2025 |
| • July 8-12, 2024 | • April 7-11, 2025 |
| • July 22-26, 2024 | • April 21-25, 2025 |
| • September 23-27, 2024 | • May 5-9, 2025 |
| • October 7-11, 2024 | • May 19-23, 2025 |
| • October 14-18, 2024 | • May 26-30, 2025 |
| • November 11-15, 2024 | • June 9-13, 2025 |

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,
Chris Wilmot, Director of Buildings and Grounds

Request for Pesticide Notification Cambridge-Isanti Public Schools

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled at a time different from the days specified in the original schedule, I would like to be notified. The form below must be returned by October 1, 2024.

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

Nurse/Health Office/Student Contact Information

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.

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 F 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 in the [Health Services](#) page at www.c-ischools.org 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 www.c-ischools.org on the [Health Services](#) page or obtained from the Health Office.

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

Head Lice

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

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

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

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

Important facts about head lice:

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

Strep Throat

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

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

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

Strep Throat Prevention tips:

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

Pink Eye

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

Prevention tips:

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

Screenings

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

Latex Procedure

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

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

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

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

Special Dietary Needs

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

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

Food Service

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 your 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 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 to the bottom to see the notifications you can sign up for.

Parent Involvement

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

Family Access information

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

Absence requests can also be made via Skyward Family Access on the Attendance tab.

Schoology is the learning platform used at Cambridge-Isanti High School. Students use this platform on a daily basis to engage in distance learning, assignment submission and monitoring their assignments and current grades. Parents also have access to Schoology and are able to view assignments and current grades. The following link provides a [video walkthrough of the Schoology parent portal](#).

Parent Advisory Committees

Parents/guardians may serve on a number of parent advisory committees throughout the district. Building level committees allow parents or guardians to act as sounding boards for their buildings. Please contact the building principal for more information.

Parent Conferences

Parent conferences are scheduled on a school-wide basis; parents/guardians are notified prior to conferences.

Volunteer Program

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

Student Confidentiality

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

Military Recruiters

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

Student Pictures

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

Student pictures and identifying names will be printed in the school annual and newsletters and given to the local news media on occasions that warrant it. Students or parents/guardians (if the student is under the age of 18) may request that their picture not be published in the media or in the school yearbook. Such requests are to be made in writing to the principal of each school.

Student Disability Nondiscrimination

The purpose of Policy 521 – Student Disability Nondiscrimination is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodation, or programs in order that such learners may receive a free appropriate public education. Inquiries regarding compliance with the policy may be directed to the building principal or the Director of Teaching and Learning, who is the Americans with Disabilities Act/Section 504 Coordinator, 763-689-6217.

Mandated Reporting of Maltreatment of Vulnerable Adults ([Policy #415](#))

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

Student Services

The following is a list of special services available to students at CIHS.

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

Cambridge-Isanti Online Contact: Jeremy Miller. Students have the opportunity to take classes fully online with Cambridge-Isanti teachers. Contact Mr. Miller if you are interested in the online program. Students may switch between in-person and online learning at the trimester breaks. Students will not be allowed to switch from in-person learning to online after the 10th day of the trimester. Students who are not making adequate progress towards graduation in the online program may be required to return to in-person learning.

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

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

Marketing Internship Contact: Jim Godfrey. Students are accepted into this program by referral. Teachers, counselors and administrators are the key referral sources for selection of work experience participants. The internship is a pre-vocational program in which the students receive credit for on-the-job work experiences. Each student is required to complete the required academic courses toward graduation and an advanced marketing seminar in addition to the work portion of their day.

Post-Secondary Enrollment Option (PSEO) Contacts: Amber Strom, Kara Martin, or Rachel Senarighi. The Post-Secondary Enrollment Option allows qualified high school students to enroll in Post-Secondary institutions during their junior and/or senior year(s). The program was created to expand educational opportunities for students. Grades earned at a PSEO institution are figured in the high school grade point average. Students may be enrolled either full or part-time in

PSEO. Students remain eligible to participate in high school league extra-curricular activities. PSEO students may access the technology and resources of the high school as needed to complete their coursework. Students should make an appointment with the counselor to discuss procedures including eating during a scheduled lunch period. Coursework taken in college or vocational schools can be applied toward high school graduation and toward future college or technical college credit at the same time. Students may speak to a high school counselor or call the college to acquire eligibility requirements. It is our expectation that students will make a full year commitment when enrolling in PSEO.

School to Work Transition Program Contact: Jim Godfrey. Students are accepted into this program by referral only. This program is designed for students with special needs. The program will provide the student with career planning which will include: assessments, exploration of a wide variety of careers, on the job training, job seeking skills, self-improvement, money management and many other skills. This program allows the student a chance to explore the real world and prepare them to meet their adult responsibilities.

Tech Prep Advanced Standing Contact: Faculty member teaching the course. During high school, students may take technical and/or community college courses offered at the high school. These high school courses have been matched with similar courses at Anoka-Hennepin Tech., Anoka-Ramsey Comm., North-Hennepin Comm., Pine Tech. or St. Cloud Tech. colleges. High school students meeting the college course requirements will earn college credit, as well as high school credit to apply toward graduation, at no cost to the student.

Teenage Parenting Program (TAPP) Contact: Amber Strom, Kara Martin, or Rachel Senarighi. A Teenage Parenting Program (TAPP) is available in the district for students who are pregnant or have children. Contact the counseling office.

Work Transition Program Contact: Case Managers. Every student who has an IEP qualifies for this program. Work release time is offered for students to apply classroom studies to actual work experiences. Students also work on personal qualities, attitudes and habits necessary to be successful on the job.

District Transportation

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

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

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

School Bus Discipline (Policy 709): Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Parents are not allowed to board the bus for any reason.**

School Bus Safety Rules: Any violation of these rules may result in the loss of riding privileges.

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

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

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

- **First Report** - Student will visit with the principal, and a warning will be given.
- **Second Report** - Up to a 3-day suspension from riding the bus may be imposed
- **Third Report** - Up to a 5-day suspension from riding the bus may be imposed.
- **Fourth Report** - Up to a 10-day suspension from riding the bus may be imposed. The principal sends a bus letter to parent(s) / guardian(s) notifying them of the suspension. A parent/student/principal/driver conference is required before the student resumes riding the bus.

- **Fifth Report** - A parent conference is held. Suspension from riding the bus for the remainder of the year may be imposed at the discretion of the principal or principal's designee.
- **Serious Bus Conduct Violations** - Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus / bus stop misconduct.

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

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

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

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

Private Transportation

Driving Cars/Motorcycles to School

Students planning to drive cars and motorcycles to school must register their driver's license number and vehicle license number in the Student Office. In order to drive to school and park in the school parking lot, each driver and vehicle must have liability and property damage insurance of minimum limits as defined by state statutory requirements. After September 15, vehicles without parking permits will be ticketed. Vehicles that have received three tickets for failing to purchase a parking permit will be towed at the owner's expense. Student drivers are to follow these procedures.

- Each vehicle must have a parking permit on the rear view mirror to be parked on school grounds. Cost of the parking permit is \$125 per vehicle. Obsolete permits must be removed from the car.
- Students must have a signed contract on file.
- Student vehicles are to be parked in the student parking lots south and west of the school. No parking is allowed in the fire lanes, the lawn area, the yellow curb areas or any public street. Student vehicles in unauthorized areas (including visitor parking area) will be booted. It will cost \$50.00 to have the tire boot removed.
- We ask that students not routinely park on public streets out of respect and a sense of community for our neighbors. If you must occasionally park on neighborhood streets please ask for permission from the property owner and do not park in front of their mailbox or in such a manner as to block access to their driveway or damage their lawn. Also, be careful to not litter or loiter so as to create a negative image for yourself or the high school.

Remember the homeowner has a right to say no and we ask that you honor their request. We also ask that you not walk through their yards or cross their property. Walking on private property is trespassing and will be dealt with by the school resource officer.

- Parking at school is a privilege and can be withdrawn for violation of rules. Students who are truant / unexcused will forfeit their parking permit, with no fee refunded.
- Students must use school provided transportation for all school sponsored activities in which they participate.
- Students must have school authorization for using their vehicle during the school day. Unauthorized use will result in revocation of parking privileges.
- Students must vacate their cars upon arrival at school and may not leave without authorization.
- Any vehicle parked on school property during normal school hours or during a school related activity is subject to being searched by school officials and/or law enforcement officials. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Parking Violation Sequential Consequences

1. No permit #1-\$10.00 ticket.
2. No permit #2-\$10.00 ticket
3. No permit #3-\$10.00 ticket
4. No permit #4-Vehicle towed off school property. Driver can retrieve the vehicle from the towing company after paying a fee.

College and Career Center Services

The Career Center is available to all CIHS students and their parents/guardians. The career advisor is available to help students with a variety of services listed below. Stop by and take advantage of all of the opportunities we offer!

9th Grade: Students complete a week-long career unit with the career advisor. Students do assessments with computer programs and research occupations that match their unique results. A career unit packet is completed and graded.

10th Grade: Students participate in a career unit where they take additional computer-based assessments and research occupations and colleges. Students learn about different types of careers, colleges and training programs where there is growth and demand in the workforce. Students are also involved in local tours of industries & businesses.

11th Grade: Students are encouraged to contact the Career Center to set up a job shadow with the career advisor to gain knowledge and experience in an occupation they researched in 9th and 10th grade. Scholarship applications are available for students. Students are provided the opportunity to take a career assessment (ie: ACT or ASVAB).

12th Grade: Seniors are required by graduation standards to complete a Senior Exit Interview. Seniors are responsible for contacting the career advisor to schedule their interview. Parents/Guardians are strongly encouraged to attend the meeting where important information will be discussed including scholarships, financial aid, college visits, college/job applications, and much, much more!

All CIHS students are able to access Career Center resources and information. If a student would like the advisor to help them navigate a career/college pathway, appointment request slips are available for them to fill out and submit to their advisor.

Additional Career Center Services

*Scholarship Info *Volunteer Opportunities *Recommendation Letters *Financial Aid Info *Field Trips *Resume Building *Dollars for Scholars *College Reps *Selective Service Info *College Fairs *Employment Opportunities *Application process- College & Career *Naviance *Military Reps *Job Shadows *Testing Info *ACT/SAT Info *College Info *Concurrent Enrollment

CIHS School Map

Please click [HERE](#) to access a building map.

For security purposes, this map is only accessible to users with Cambridge-Isanti email accounts.





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.

ACCESS and WIDA Alternate ACCESS for English Learners

The 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 helps families see 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.
- For 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 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 below. 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 ACCESS and WIDA Alternate ACCESS, the student would 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 beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: 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.

First Name: _____ Middle Initial: _____ Last Name: _____

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

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

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