

## **INTRODUCTION**

Welcome to the Cambridge Middle School for the 2009-2010 school year. With your effort and cooperation, this will be a great year for everyone in our school.

Our program has been designed to provide many learning opportunities for students and an excellent learning environment. Yet the crucial ingredients for a successful school are the people involved -- students, parents/guardians and educators. Communications is the key element to an effective school.

Our three basic goals for students at Cambridge Middle School are: 1) to believe in themselves 2) to become independent learners and 3) to acquire important knowledge and skills.

This handbook contains information about many things in our school. Families are encouraged to read through the handbook together and keep it available as a reference book during the school year. If there are questions about any school procedures, students and parents/guardians are encouraged to stop by the principal's office or call (763) 552-6300.

We offer you best wishes for a successful and fulfilling year

### **Cambridge Middle School Philosophy**

The Cambridge-Isanti Middle Schools shall have a unique program adapted to the needs of the pre- and early adolescent learner. The schools offer the widest possible range of intellectual, social and physical experiences. There will be opportunities for exploration and development of fundamental skills needed by all while making allowances for individual learning patterns. An atmosphere of basic respect for individual differences will be emphasized. The middle school staffs will foster a climate that enables students to develop skills, find facts, weigh evidence, draw conclusions and make decisions.

A smooth educational transition will be provided between elementary and high school settings with allowances for the intellectual, social, physical and emotional changes being experienced by mid-level learners. Within the schools' environment, the child -- not the program -- will be most important and the opportunity to succeed shall be ensured for all students.

### **District 911 Philosophy**

Independent School District #911 is responsible for providing educational opportunities for all students in the district. The school district's goal is to help students grow intellectually, physically, emotionally, morally and socially, and to prepare them for various adult roles in an ever-changing society.

The school environment must aid students in acquiring information, knowledge and skills. To do this, curriculum and instruction must be maintained, developed and evaluated to meet specific needs of each student. Recognizing the dignity and worth of each student is basic to all learning and the school curriculum.

The school district is to help students develop positive attitudes toward learning, participation, responsibility, self-motivation, self-discipline and self-esteem. Students are encouraged to realize that responsibility for learning, both in the present and future, remains with them. Each student is to be made aware that changes occur in one's self and society, and be prepared to deal with these changes.

The school district, in order to meet these obligations, must cooperate with, reinforce and utilize the educational efforts of the home and society.

Note: Starred (\*) headings indicate district-wide policy. Other headings are building policy and procedure.

## **Cambridge Middle School Vision**

Students, parents/guardians, staff and community members are considered valuable and unique individuals at Cambridge Middle School. School staff members are in a life-long pursuit of learning where they feel good about and believe in themselves. The students, staff and parents/guardians cooperatively envision an environmentally pleasant, safe and technologically advanced learning center. In this center, time and space are flexible, and learners are empowered and actively involved in achieving learner outcomes. Cambridge Middle School is a positive place where people from the school and community cooperate to achieve educational excellence.

### **ACADEMIC ACHIEVEMENT**

#### **Field Trips**

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

Parent/guardian permission slips are required for field trips.

#### **Grading**

The following grading designations are used at CMS:

A = Outstanding

B = Very good

C = Satisfactory

D = Needs Improvement

U = Unsatisfactory

I = Incomplete (incomplete work needs to be made up in accordance with the policy on make-up work)

#### **Homework**

Parents/guardians are encouraged to monitor the time their children spend working on school work at home. The student assignment log is a good tool for parental monitoring of student work. Although study time is usually provided during the school day, students should expect to have homework every day. Parents/ guardians can contact their child's advisor or teacher with questions about homework study skills.

#### **Honor Roll**

"A" Honor roll is for students with GPA of 3.5 and higher. "B" Honor Roll is for students with GPA of 3.0 to 3.49.

Classes count toward grade-point averages based on frequency.

#### **Renaissance**

Renaissance is a process that encourages academic excellence, improvement, and citizenship. Students are honored who have a GPA of 3.0 or higher or have improved .5 or more from the previous quarter.

#### **National Junior Honor Society**

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of secondary schools. Students are nominated for NJHS by teachers, based on scholarship, leadership, service, character and citizenship. CMS will have NJHS induction each spring.

#### **Make-Up Work**

Parents/guardians can contact the student office to get make-up work for students who are absent for several days. Assignments may be picked up at the end of the following school day. Students are generally given two days to complete make-up work for each day absent.

#### **Student Planners**

Student Planners will be available at the beginning of the year. Planners will be used to organize assignments and be used as pass logs. More information will be provided the first week of school.

#### **Report Cards**

Report cards are completed each quarter and sent home with the student. In addition, most teachers prepare mid-term reports.

**ADMISSION OF  
NONRESIDENT STUDENTS\*  
Open Enrollment\***

The State of Minnesota has enacted laws which allow students to attend school in a district other than their district of residence. The general policy of our school district is to adhere to the intent and spirit of those laws for students in grades K-12. Financial agreements shall be in accordance with state law. However, the district sees its primary responsibility as providing educational opportunities for students who are residents of this district. Nonresident students will not be admitted if space or staff is not available in a program, class, grade level or school building.

The application deadline for nonresident students is January 1 of each year. The school district will notify parents/guardians as to whether the request is approved or disapproved within 60 days of receipt of the application or no later than March 1, whichever is earlier. Parents/guardians have until April 1 to complete a school district enrollment form. Applications must be submitted annually. Deadlines may be waived upon agreement of resident and nonresident school districts.

Our school district will be responsible for transporting the nonresident student once he/she presents himself/herself at the district school bus stop closest to the student's residence. Students who attend our schools will be given priority over other students for continued attendance in the district pursuant to this policy and Minn. Stat. 120.062. The determination to grant requests for admission of nonresident students shall be made by the Superintendent of Schools.

**Pledge of Allegiance MN St. Statute 121.A.11**

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

**ADVISORY PROGRAM**

**Advisor**

A student's advisor is his/her most important person in our building. An advisor helps students with the day-to-day living in middle school and with its problems and difficulties. Advisors also will be involved in fall and spring parent conferences.

**Advisory Program**

The Advisory Program is a portion of time set aside each school day for one staff person as an advisor to meet with a group of students. This advisor meets regularly with students both in a group and as individuals, and will be informed of student problems that may exist, such as academically and behaviorally.

Each advisory group contains about 21 students from all three middle school grade levels. A student will have the same advisor for his/her three years of middle school.

**Advisory Program Goals**

Improve the self concepts of students.  
Promote better communication between advisors and students.  
Promote group and individual relationship skills such as relating to others, respect for others, feelings of belonging to a group, and taking ownership for individual behavior.  
Promote student academic success.

**Exchange or Foreign Students\***

Exchange or foreign students enrolled in a recognized program, such as American Field Service, who reside within the district can enroll and attend our schools without individual School Board approval. Exchange or foreign 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. Exchange or foreign students and/or their host families are responsible for gaining approval from the U.S. Immigration and Naturalization Service for non-immigrant student status, and meeting other requirements of the U.S. Government.

## **ATHLETICS\***

### **Philosophy\***

It is the philosophy of Independent School District #911 that athletics be considered an integral part of a program of education providing experiences that will help boys and girls to grow physically, mentally and emotionally. Although attempting to emphasize the elements of competition and winning, these elements are controlled to the extent that they do not determine the nature of the program.

In the seventh and eighth grades, athletic emphasis is placed on equal participation regardless of the final outcome of the contest. A transition occurs in the ninth grade whereby all students will participate, but not necessarily for an equal amount of time. High school students are encouraged to want to win and excel, allowing as many students to participate as possible.

Principles of good sportsmanship are to prevail at all times and levels of participation.

### **Participation Fees:**

Athletic Fees\* Athletic fees are charged for using equipment supplied by the school district. The fees reduce direct costs of interscholastic athletics to assure the continuation of the program. A student may pay the fees at the beginning of the school year. Fees are payable at the principal's office. Students who qualify for the free or reduced lunch program may be exempt from this fee. A waiver form is required. Fees may be waived in cases of undue hardship. Principals will determine hardship in each case and process all waiver requests.

### **Athletic Fees**

Grades 7 & 8: First sport will be \$100; second - \$100; third - free. Family maximum - \$450 per family. Those families qualifying for the free or reduced lunch program may have this fee waived or reduced by 50%. Families must get the appropriate form from food services to the main office at CMS, stating that they qualify for free or reduced lunches. All middle school students participating at the high school level will pay the high school fee. Refunds will not be given to students who voluntarily withdraw from participating or who are dropped for violating training rules. Refunds also will not be given after the first regularly scheduled contest since the benefits of the sport have accrued to the amount of the fee.

### **Athletic Attendance Pass for the 2007-2008 School Year.**

Family season ticket passes will be \$150.00 and individual season passes will be \$85.00 and are available in the Principal's Office or can be purchased at games from the ticket takers. Any student not participating in interscholastic athletics may purchase an attendance pass. The pass must be presented for admission to an event and punched at the gate, and can be used only by the person to whom it is issued. If a pass is fraudulently used, it will be confiscated without refund.

Passes will not be replaced if lost.

### **Activity Fees**

In the 2009-2010 school year, an activity fee will be assessed for: Speech, FCCLA, and Marching Band. Fees for grades 7-12: 1st activity - \$100; 2nd activity - \$100; 3rd activity - free; Family maximum of \$225. Free or reduced lunch program qualify for reduced fees.

### **Academic Eligibility Requirements\***

To be eligible to participate in Minnesota State High School League-governed activities, a student must be making satisfactory progress toward the requirements for graduation from Cambridge-Isanti High School. Students in grades 7 through 12 are also required to maintain a passing grade in each of their classes. The following guidelines are used.

### Athletic Eligibility

- A. Participation in Minnesota State High School League sponsored programs is limited to student in grade 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in the regular continuation school for the educational unit, and if the students meet all the other eligibility requirements of the League. Elementary students in grades K through 6 are not eligible for participation to play or practice in MSHSL events.
- B. All Minnesota State High School League Rules will apply. (See the eligibility sheet for clarification).  
The eligibility sheet must be read by the advisor or coach to the entire team, or if a student is missing, it must be read to him/her individually. This must be done the first day of practice each season. The student should take this eligibility sheet home with him/her, if a current copy is not on file. One of the parents/guardians and the student should sign the sheet. The signed portion of the sheet should be returned to the coach and the rest is to be kept at home for reference. Only one of these eligibility sheets should be on file for each student. Do not duplicate this procedure if a sheet is on file.
- C. The eligibility sheets should be turned into the activities director's secretary to be kept on file.
- D. It is each advisor's or coach's responsibility to enforce the rules on the eligibility sheet and local school eligibility rules.
- E. In the event that a violation of one of these rules is brought to the advisors' or coaches' attention, the advisor or coach must weigh the validity of such a report.
- F. If the reported violation appears to be more than just a rumor, the coach must report this to the building principal and the activities director, along with all known information.
- G. If a student is declared to be ineligible by the principal, each advisor or coach involved must apply this decision as defined by state and school regulations.
- H. Practice by the student is possible, but discretion must be used as to what is possible.  
It is not our philosophy to "beat the system".

### Hours and other local school regulations

1. Students, during the season of play, must be home by these times:
  - \*10:00 p.m. on weekdays and Sunday evenings.
  - \*12:00 midnight on Friday and Saturday evenings, unless there is a game or contest the next day.
2. Penalties for breaking the hour rule are:
  - \***First offense:** Restricted from playing in next game or contest.
  - \***Second offense:** Restricted from playing in next two games or contests.
  - \***Third offense:** Suspended for season of play.

### Moving Student "UP"

- A. Considerations to move a student to a higher level of competition:
1. Maturity level - is he/she physically, emotionally, socially and mentally able to make the move? Will he/she accept and be accepted by his/her teammates at the higher level of competition?
  2. Will this move make our program better today and in the future?
  3. Necessity to move up, due to injuries, lack of number, etc. Explanations should be given to teammates as to the necessity of the move.
  4. If moved up, he/she should get ample playing time.
  5. The move must be discussed with the student, parent, coaching staff, building principal, and activities director, and they should mutually agree to the move.
- B. Middle school students 7 and 8 moving to high school program: It is the activities office philosophy that a student benefits from remaining with their own grade and peers.
1. A middle school student moving to a high school level program shall occur only in rare extenuating circumstances such as:
    - He/she is a contributing member of the varsity team.
    - There is no middle school program offered and the coach/advisor has extended a tryout invitation.
    - There is lack of numbers of players after the completion of the first week of the high school program. Lack of numbers will be mutually agreed upon between the coach/advisor, activities director, middle school principal, and high school principal.
    - Any middle school student participating at the high school level will pay the high school fee.
    - It is the obligation of the coach/advisor to explain to the student and parents about the extra time commitment and how this might impact his/her health, schoolwork, and social life.
  2. The process for this move must be made with the agreement of the student, parents, coach, coaching staff, building Principal, and Activities Director.
  3. Through a conference with all of the above, the move will either be approved or disapproved.

4. A student who is having academic difficulties should be screened carefully to determine if the move would be detrimental to his/her studies.

#### **ATTENDANCE– School District 911 Policies and Procedures K-8**

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

**The school attendance line is 552-6310.**

#### **Examples of excused absences include:**

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

**Unexcused absences are any other reason than listed above, are also considered an unexcused absence if the school is not notified of the reason for a student's absence.**

#### **Examples of unexcused absences include:**

Missed the bus  
Overslept  
Bus suspension

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

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

When a student has had **three unexcused absences**, the school will begin the initial interventions. The school is legally required to notify the parent or guardian that the child is a "continuing truant" under the law after three unexcused absences. A letter will be sent outlining potential legal consequences as well as recommended action for the parent. If a student continues to be truant, another letter will be sent to the parents after **5 unexcused absences**. At this point, parents are strongly encouraged to attend a school conference with their child. If the student has **seven unexcused absences**, he/she is considered "**habitually truant**". The school is ***required*** to report to Isanti County Family Services or Isanti County Court Services that the student is in violation of the compulsory attendance laws.

When a child is absent ***seven or more days for any reason***, the child's parent/guardian will receive a letter notifying them of our concerns. If a child's absences reach ***10 or more days for any reason*** the school reserves the right to require a note from a physician ***specifically stating that the child is too ill to attend school for that day.***

## **BUILDING USE\***

### **Parking at school**

Parking is not allowed in fire lanes and bus loading zones. Contact individual buildings for specific parking restrictions.

### **Use and rental\***

The community Education Office coordinates rental and use of District 911 buildings, facilities and equipment. Groups and organizations wishing to use school facilities should make arrangements with the Community Education Office at (763) 689-6189

### **Building hours**

The building is open from 7 am to 9 pm during the school year. Students are not allowed to enter the building before 8:00 am and are to leave by 3:10, unless they are in an after school activity or with an adult.

### **Telephone use**

Students may use the office telephone only for emergencies.

### **Advisory / Lunch periods**

11:06-11:36 Advisory / Lunch

11:36-12:06 Advisory / Lunch

### **Daily Schedule**

#### **Students are to remain outside the building until 7:45 am**

First Bell.....7:57 am...students are to report to their 1st hour classes.

Second Bell.....8:00 am...1<sup>st</sup> Hour begins

School Ends.....3:10 pm

### **Visitors**

Parents and other community members are welcome to visit our school. To make your visit more informational and safe, please check in at the Main Office. Visitors will be asked to wear a pass or badge for identification.

Student visitors may spend only one-half day at school. The visiting student is a **family guest from a significant distance** who is staying overnight and is in **the same grade level as the CMS student**. Students must get approval for a visitor from the Principal's office **at least 24 hours in advance** and have a written note from parents/guardians.

### **Change of address\***

Please contact the Principal's office when you have a change of address or telephone number.

### **Alternative Family Arrangement/Restraining orders**

The school provides information and access to both parents unless a current court order indicates otherwise. Court orders need to be brought to school so that they may be put on file in the Counseling Office which is in the Main Office.

## EMERGENCY\*

### 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, but if warranted, students will be taken to the Cambridge Clinic 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 room)

#### Criteria to determine if a child is to go home include:

- vomiting
- Fever of 100 degrees F or higher
- Diarrhea
- Red, runny, crusty or matted eyes especially if causing discomfort and preventing the child from functioning in the school setting
- Suspicious-looking rash and temperature above 99.4 degrees F
- Suspected ringworm or impetigo
- Head lice
- Injury causing inability to function due to pain and/or impairment
- Care-giver discretion of illness severity affecting school participation
- Family circumstances causing excess emotional stress
- We request that parents also use these criteria to determine whether a student should stay home ill for the day.

### **Health/Emergency Information**

#### **\*\*\*NEW STUDENT HEALTH CARDS FOR 2009\*\*\***

**The colored half sheet STUDENT HEALTH INFORMATION card will look different starting this fall!** Please look for a *WHITE TWO-SIDED STUDENT ENROLLMENT FORM*. Complete **both sides** of the form and return it to the school immediately so we can reach you or an emergency contact if your child is ill or injured. **Every student must have this form completed.** Please include information regarding any physical or emotional health concerns that your child may have. Remember to update the health office with home, work, or cell phone number changes during the school year.

**Medication Administration Forms, Immunization Forms, Student Allergy Forms, can be downloaded from the school health services district website at [www.cambridge.k12.mn.us](http://www.cambridge.k12.mn.us) or obtained directly from the health office.**

#### **Strep Throat**

Strep throat is very common among kids and teens. Symptoms of strep throat include fever, stomach pain, and red- swollen tonsils. The previous symptoms mentioned **are not** always present.

#### Causes

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.

**Time of year.** Although strep throat can occur anytime of the year, it tends to circulate in **late fall, winter and early spring**. Strep bacteria flourish wherever groups of people are in close contact. That's why the infection spreads easily among family members, in schools, and in child care settings.

To prevent strep infection:

**Wash your hands.** Proper handwashing is the best way to prevent all kinds of infections. That's why it's important to clean your own hands regularly and to teach your children how to clean their hands properly, using soap and water or an alcohol-based hand sanitizer.

**Cover your mouth.** Teach your children to cover their coughs (with a tissue or their sleeves).

**Don't share personal items.** If you or your child does have strep throat, don't share drinking glasses, toothbrushes or eating utensils.

### **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), sensitive 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. *Prevention:* Wash your hands frequently, and avoid touching or rubbing your eye(s). Do not share towels or washcloths at home.

### **Special Dietary Needs**

If your child has a food allergy please alert the school nurse **and** food service director, we will work together with you to create a food allergy plan. Children with food allergies or intolerance **do not** have a disability as defined under 7CER15b.3 of USDA's nondiscrimination regulations. Therefore, school food personnel are not required to make food substitutions. Substitutions may be made on a case-by-case basis when supported by a medical statement signed by a licensed physician. (Note, the exception is lactose intolerance, see below)

When the physician's assessment indicates that a food allergy may result in severe, life-threatening (anaphylactic) reaction, the child's condition would meet the definition of disability and then substitutions prescribed by a licensed physician are required.

Prohibiting 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 manufactures can change their list of ingredients on a regular basis.

It is the responsibility of the parent/guardian to seek nutrition consultation from a Registered Dietitian or Physician for specific information on managing the student's allergies. A telephone meeting or other meeting can be scheduled with the school Food Service Director to discuss meal options. The school health office will make a copy of the Student Allergy Form and will send it to the Food Service Director's office.

### **Lactose Intolerance:**

MN State Statute 124D.114 requires a Sponsoring Authority of school meal programs to provide one of these alternatives for a student with lactose intolerance if the parent has requested, in writing, an alternative:

- Lactose reduced milk, or
- Milk fortified with lactase in liquid tablet, granular, or other form, or
- Milk to which lactobacillus acidophilus has been added.

**Juice can not replace milk in the National School Lunch Program.**

### **LATEX:**

#### **Latex Procedure:**

Because District 911 has concerns for students and staff with latex allergies, a latex procedure has been developed. We will decrease latex usage in our district. We will no longer be using latex gloves in the health office and are encouraging Physical Education and Art departments to find alternatives for latex products. One of the ways students will be affected involves the use of latex balloons. Latex balloons are no longer allowed in any school district building. Latex can pose potentially fatal reactions in people with allergies and/or sensitivities. By reducing latex use, we can reduce the risk. Thank you for being sensitive to the needs of others.

## **HEAD LICE MANAGEMENT**

The Cambridge-Isanti Public Schools believe that management of head lice is a cooperative effort between home and school. After the following procedures have been completed, the student may return to school.

### **Head Lice Procedures:**

When a case of head lice is suspected, the student will be evaluated by the Health Office staff. If live lice are found, staff will notify the parent/guardian to arrange for the student to be excluded from school. Siblings may also be checked. In order to return to school the student must have received proper treatment and all live lice must be removed from the hair. All nits should be removed to prevent re-infestation. A head lice re-entry form will be sent home and needs to be completed before the student returns. Checking of students will be done at the discretion of the school nurse. The health office handles head lice in a confidential manner. In cases of repeated absences due to head lice, the school nurse may call for a meeting with the parent/guardian and the school social worker to discuss effective head lice treatment options.

Important facts about lice: Lice do not hop, jump or fly; the only way they can get from one person to another is direct touching, head to head. Lice are not passed on by pets. Because of use and overuse of head lice shampoos, head lice may become resistant to the products that once would kill them so no head lice product may be 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 lice. Schools are not the most common place where head lice are spread, even though they may have been blamed in the past. Sleep-over's among friends and relatives are thought to be a common way they are passed from home to home.

### **EXCLUSION**

Because head lice infestation can be a troublesome problem for everyone, after a student has had two exclusions for head lice a consultation with the school nurse, social worker, and parent will be held to assure that school and home are working together for the good of the child to prevent further absences due to head lice. The recommended procedures for eliminating head lice will be reviewed and the team will problem solve together to create a plan of action.

### **Immunization Requirements:**

According to Minnesota Laws and Department of Education regulations, all children entering for the first time are required to have on file proof of the following immunizations. However, parents who conscientiously oppose immunization or whose children have medical reasons for not receiving a shot may file a legal exemption to these requirements. The necessary form is available from the Health Office.

#### **Immunizations:**

1. 5 or more doses of DtaP, DTP, or TD vaccine (unless 4<sup>th</sup> dose was given after the 4<sup>th</sup> Birthday)
2. 4 doses of IPV or OPV (unless the 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday)
3. 2 doses of Measles, mumps and Rubella (MMR) vaccine. The first dose should be administered on or after the age of 12 months, the second dose should be administered after the 4<sup>th</sup> birthday.
4. 3 doses of Hepatitis B vaccine
5. 2 doses of varicella

### **School Nurse AND Health Room Services**

While there is always a school nurse available in the district, each school nurse is only available in her building(s) part time. Health administrative assistants and Office Administrative Assistants are also available to provide assistance to students in the health office. Daily health care at school supports the health care parents provide at home.

Students are allowed into the health room only with permission from teachers, unless an emergency exists. Please contact your school nurse if you have any questions or concerns regarding your child's health needs or if you feel your child's health issue may affect their school attendance.

## MEDICATION POLICY

Please note the Medication at School Policy in the Student Handbook. It would be ideal if medication could be given before the student arrives at school and then when the student returns home after school. A signed parent permission to administer over-the-counter and prescription medications at school **is required**. Any over-the-counter medication to be given longer than **2 weeks** require a form-- signed by a physician **and** parent. **ALL MEDICATION** must be brought in the original container.

### Medication at school procedure

The signature of a licensed prescriber as well as parent signature is required for all prescription and over-the-counter medications that need 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/guardian and physician/licensed prescriber. Without proper authorization we will not be able to administer any medications. Health office staff can assist in filling out medication forms and faxing to appropriate physician/licensed prescriber for signature.

Medication, over-the-counter or prescribed, that will be taken at school short term (two weeks or less), only requires a parent/guardian signature.

All medications should be brought to school by the parent/guardian. If your child has to bring the medication to school, the following guidelines must be followed:

√ The student must bring the medication to the health office with signed parent/guardian consent, as soon as they arrive at school.

√ **All controlled substances, i.e. Ritalin, Adderall, Focalin, Codeine, etc. MUST be brought in by a parent/guardian.**

Medication must be brought to school in the original prescription or over-the-counter container.

Pharmacists are willing to divide the prescription so you have a container for home and school. Please bring all medications to the health office.

Cambridge Medical Center and other area clinics are aware of the authorizations policy and can fill a form out for you to send or fax to your school.

### Nurse\*

Health offices school nurses or health administrative assistants are available at all school buildings. Students are allowed into nurse's offices/health rooms only with permission and a pass from teachers, unless an emergency exists.

### Emergency Cards/Emergency Numbers\*

Parents/guardians are asked to fill out emergency cards provided by the school district at the start of each school year. Information requested on the cards include telephone numbers and emergency contacts.

Please notify the schools with changes in telephone numbers.

### SCHOOL HEALTH SCREENINGS

\*Routine vision/hearing screenings will be done for all 7<sup>th</sup> grade students.

\*Routine scoliosis screenings will be done for 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys.

Upon parent request, screenings can be completed for any student. Please call the health office with any questions or comments.

\*Please note, screenings **DO NOT** take the place of a comprehensive medical examination.

### Drills\*

One tornado drill, five fire drills and five lock-down drills are required by state law. Cards with emergency evacuation procedures are posted in each classroom. During an emergency, students are to walk rapidly (don't run) in single file and leave books and other items behind

**Weather Closing\***

When school is called off due to weather conditions, announcements will be made over Ch. 5 KSTP, Ch. 4 WCCO, WCCO (830 am), WCMP (1350 am and 92.1 fm) and WQPM (1300 am and 106.3 fm) Please listen to these stations before 7:00 am Do not call school officials.

**EXTRA– CURRICULAR ACTIVITIES**

A list of student activities with advisors’ names, dates and other information is available in the principal’s office. The list also is sent home to students at the beginning of the school year. See Activities section in this handbook.

**FOOD SERVICE\***

**Philosophy\***

The nutrition program aims to provide high quality, nutritious meals to our students. The program includes breakfast and lunch at all buildings. Information and applications for free and reduced meal programs are available in each principal’s office. The school district uses a computerized meal program.

Parents/guardians **MUST PREPAY** into a family account from which meals are deducted as they are used. Students are issued meal identification PIN # to purchase meals through their family meal account. Parents/guardians of new students please contact the district food service office immediately to receive you child’s PIN#. Phone 763-689-6210. Family accounts may be used for breakfast, lunch and milk. Family accounts may not be used for ala carte.

Information concerning your family meal account status is available by calling the food service office or checking PAC Family Account on the District Web Page. It is the parents/guardians responsibility to keep a positive balance in your child(ren)’s meal accounts. Parents/guardians **MUST PREPAY** their accounts by sending checks, made payable to Dist. 911 food service. Pre addressed envelopes are available at your principal’s office. Payments can also be made using a credit card through the web store on the district web page or with an authorization of an automatic payment. Contact the food service office at 689-6210 for help with these payment options.

**Breakfast Program**

Breakfast is available before classes begin each morning. The cost is \$1.10. A second breakfast may be purchased by students for \$1.25, cash. Adult breakfast is \$1.50. Students eligible for free or reduced lunch are also eligible for free breakfast.

**Lunch Program**

A school lunch program, which meets a third of a child’s daily nutrition requirements, includes protein, a vegetable and/or fruit, bread and milk. The cost of lunches are:

K-5	\$2.00
6-12	\$2.25
Adults	\$3.15

Reduced-price lunch and free meals are available to students whose family income meets governmental guidelines. The reduced price for lunch is \$.40. The cost of a second student lunch is \$2.50 cash. Milk may be purchased for \$.40.

**Fundraiser/Sales**

Only those fundraisers that are a part of the school program may be carried on in the school day. Students selling candy, raffle tickets. Or other items to benefit church and community activities must conduct those activities outside of the school day. The school cannot be responsible for items or money brought to school and left in lockers or on buses.

## **PARENT INVOLVEMENT\***

Parents/guardians 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.

### **Advisory Committees\***

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

### **Parent/Guardian Conferences**

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

### **Volunteer Program\***

Volunteers can support and enhance many programs and activities in our schools. Activities include assisting with book fairs, tutoring students, assisting in classrooms, typing, working with students on computers and helping prepare teaching materials.

- Volunteers
- Give teachers more time to teach
- Provide individual help to students
- Enrich the curriculum by bringing in special interests and experiences
- Improve school-community relations
- Have an opportunity for personal growth
- Develop new skills
- Learn more about their schools and community
- Allow students to view and interact with a variety of adult role models.

## **EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS**

### **NOTICE TO PARENTS AND GUARDIANS**

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

## **WITHDRAWALS/TRANSFERS\***

Parents/guardians are to contact Barb Solomonson in the main office if a student is withdrawing from the school district or transferring to another school. A student may be required to have a withdrawal sheet signed by all his/her teachers and media specialists. Once completed and returned to the main office, the sheet will be replaced with a transfer slip if the student is moving to another school district. Before school records will be transferred to another school, a student must complete this process and return all materials.

**PERSONNEL\***

<b>School Board*</b>	<b>Home Phone</b>	<b>Address</b>
Dan Fosse, Treasurer	689-9652	520 N Cleveland Cambridge, MN 55008
Ed Hill, Chair	689-1943	407 Maple Dell Rd Cambridge, MN 55008
Clark G. Johnson, Vice Chair	444-9491	PO Box 367 Isanti, MN 55040
Anne Nelson, Clerk	691-0499	32545 Flanders St NE Camb. 55008
Gary Hawkins	689-3831	1030 361 <sup>st</sup> Ave NE Stanchfield, MN 55080
Janette Polzin, Director	691-1062	44226 Anchor Ave Harris, MN 55032
John Carlson, Director	238-6049	37556 Rendova St NE Stanchfield, MN 55080

**Administration\***

Bruce Novak	Superintendent of Schools	689-6201
Susan Burris	Director of Teaching and Learning	689-6217
Robyn Vosberg-Torgerson	Director of Finance	689-6205
Sherilyn Moen	Food Service Director	689-6216
Mike Nelson	Transportation Director	689-1680
Mark Eisenbacher	Buildings and Grounds Director	689-6211
Bruce Anderson	Technology	689-6229

**District Office Staff– 689-6188\***

Jan Murray	Superintendents Administrative Assistant	689-6202
Kim Cheney	Administrative Asst. to Dir. of Curriculum Inst.	689-6204
Linda Stull	Payroll	689-6206
Mary Schwantes	Accounts Payable	689-6208
Janet Coffin	Accounts Payable/Receivable	689-6207
Pam Mix	Human Resource Director	689-6209
Diane Wicht	Accounting/Building and Grounds Admin. Asst.	689-6212
Brenda Gotz	Offset and Receiving	689-6213
Debbie Knickerbocker	Food Service Admin. Asst.	689-6210
Lisa DeMars	Curriculum Facilitator	689-6233
Kristin Crocker	District Accountant	689-6238

**Community Education Staff– 689-6189\***

Dave Maurer	Community Education Director	689-6220
Terry Salmela	Program Coordinator	689-6224
Vickie Ostrom	Adult Basic Education	689-6228
Jen Olson	Adults with Disabilities	689-6230
Sue Conrad	Admin. Asst	689-6223
Kelly Swanson	Registrar	689-6222
Sonja Govednik	School Age Child Care Program	689-6180
Julie Kolodji	ABE Teacher	689-6191
Amy Lamb	Youth Programmer	689-6227
Melissa Lupinek	Admin. Asst.	689-6230
Julie Allen/Becky Aanerud	Facilities	689-6232

**Services and Facilities\***

Area Learning Center	689-3344
Cambridge Primary School	691-6500
Cambridge Intermediate School	691-6600
Cambridge Middle School	552-6300
Cambridge-Isanti High School	689-6066
Isanti Primary School	691-8778
Isanti Intermediate School	552-8800
Isanti Middle School	691-8600
Minnesota Center	691-8676
School for All Seasons	691-8778
District Office	689-6188
Community Education Office	689-6189
Early Childhood Learning Center	691-6691
Rum River Special Education Coop	689-3600

**Administrative Office**

Charlie Burroughs, Principal  
Todd Larkin, Assistant to the Principal  
Laura Smith, Administrative Assistant  
Barb Solomonson, Administrative Assistant

**Guidance**

Terri Emmons, Counselor  
Tricia Anderson, Counselor

**Student Health**

Brooke Williams, Nurse  
JoAnn Long, Health Administrative Assistant

**Technology Staff**

TBD, Building Technology Coordinator

**Support Services**

Mark Haseth, School Psychologist  
Dave Maurer, Community Ed  
Ginny Kruschel, Speech Clinician

**Custodial Staff**

Robert Hansen, Head Custodian  
Keith Strehlo, Grounds  
LeeAnn Daudt, Night Lead Custodian

**Kitchen Staff**

Shelley Benting, Head Cook

**CMS Instructional Staff**

Barb Anderson, Reading 7&8  
Matt Braaten, Social/Geography  
Ann Berg, Science 7&8  
Andrea Bleess, Instrumental Music 6-8  
Kris Burman, EBD  
Sherry Carlson, SPED  
Tina Chalupnik, SPED  
Jennifer DeKanick, PE  
Chad Gerlach, Health  
Bill Glaser, Geography  
Chris Hedberg, Computer  
Jill Horton, Grade 6  
Gale Husom, ESL  
Dave Jaeger, Grade 8 Math  
Shawn Kirkeide, Grade 6  
Tim Kosel, Grade 8 Science  
Aaron Knudsvig, Vocal Music 6-8  
Sarah Knudsvig, Grade 7&8 Math  
Ginny Kruschel, Speech Clinician  
Kevin Larson, Grade 6  
Jan Medin, Grade 7/8 Reading  
Justin Nelson, Grade 7 Social  
Betty Sauter, Media Specialist  
Jennifer Schlenker, Grade 6  
Julie Sinner, Grade 6  
Liz Steffenson, Gr.7/8 Lang. Arts  
Joan Stock, DAPE  
Tracy Toms, Grade 7 Science  
Kris Vaske, Grade 7 Math  
Kelly Vavra, Grade 6  
Christi Voce, Grade 6  
Jackie Washleski, Art 6-8

## **PROGRAM DESCRIPTION**

### **Sixth, Seventh, and Eighth Grade**

All 6th, 7th and 8th grade students will have five core classes plus special and advisory. The core classes will include math, science, social/geography, communications, and an essential plus a specials class. All core classes will be at the same time everyday. Specials will be on a three day rotation. Students will have a half hour lunch.

## **STUDENT ACTIVITIES**

### **Class Outing**

Each grade generally has a one-day outing near the end of the school year. Students must meet academic and behavior standards to participate in class outings, and parent/guardian permission slips are required.

### **Student Council**

Students can participate in the organization and administration of school-related activities and the democratic process as members of the student council. The student council meets regularly with an advisor during the school year.

## **STUDENT CONDUCT**

### **Philosophy\***

The school staff and parents/guardians share the responsibility of helping children behave appropriately in a school environment where children have rights and responsibilities. The staff will help students learn to follow rules of proper conduct and safety.

Student self-discipline is a main goal of discipline procedures in the school district. Another goal is to foster communication between the school staff and parents/guardians to help students behave properly. The purpose of discipline procedures is to provide an excellent learning climate in our schools. The success is determined by those who abide by the rules and work to keep our schools as excellent learning facilities. Students who behave properly will be rewarded; those who misbehave will experience consequences. Systems of reward and consequence are designed by grade and building level.

### **Building Philosophy\***

Any incidents not covered in the following rules will be handled by Cambridge Middle School staff. The principal reserves the right to alter the consequences listed below if necessary. Student disciplinary records are reviewed regularly to identify and reward good behavior, and detect and reduce bad behavior. Disciplinary records of handicapped students will be evaluated at regular building-level special services meetings. If a student is removed from class by a teacher during a class period, the student is to report to the principal's office immediately unless otherwise directed by the teacher.

### **Due Process\***

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

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

### **Bicycles\***

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

- Every person riding a bicycle is subject to the same traffic laws that apply to drivers of motor vehicles.
- No bicycle may be used to carry passengers unless it has more than one seat.
- No person riding a bicycle may hang on or “hitch” a ride on another vehicle.
- Bicycles must be operated on the right side of the road and in single file.
- No person may ride a bicycle on a sidewalk within a business district.
- Bicycles must yield the right-of-way to cars and pedestrians.
- Every person riding a bicycle must have at least one hand on the handlebars at all times.
- Every bicycle operated at night must have a front light visible from 500 feet and a rear reflector visible from 300 feet.
- Every bicycle must be equipped with properly working brakes.

### **Cafeteria**

Cafeteria guidelines include following directions of adult supervisors, using good lunchroom and table manners, eating food in the cafeteria, cleaning the table as assigned and remaining seated during the lunch period.

#### ***Consequences:***

- Warning
- Detention, assigned seating or private dining.
- Removal to the principal’s office and loss of lunchroom privileges.

Any severe behavior violations will result in a student’s immediate removal to the principal’s office.

### **Care of Public Property\***

Our schools are a pride for our communities and we expect many years of benefit from these facilities. Expensive equipment and materials have been provided to give students all the advantages of modern education systems. Every person in our buildings is expected to take care of this property and to keep the facilities in excellent condition at all times. Should negligent student actions result in the damage of school property, the school district will hold the student and his/her parents/guardians responsible for repair or replacement of the damaged item. Library and textbooks are loaned to student’s free-of-charge. Excessive wear, damage and lost books will be charged back to students at the conclusion of the class.

### **Classroom and General Student Conduct\***

It is policy that all teachers/supervisors have a responsibility and authority to maintain good order in their classrooms/areas. If necessary, teachers/supervisors can restrict privileges, remove students from class or send students to the principal’s office.

### **Classrooms\***

Teachers and advisors will review expected behavior for specific school areas (e.g., cafeteria, bus, hallway, passing periods, restrooms, assemblies, playground and before and after school). We expect all students to hold each other accountable for responsible behavior at CMS. Students who choose to remain silent when possessing knowledge regarding inappropriate actions are showing support for others’ inappropriate action and therefore may be held accountable.

### **Conduct at School Activities\***

The type and level of behavior expected of students during instructional times is a model for student conduct at school activities such as lyceums, field trips, and concerts. Good audience behavior includes sitting quietly, paying attention and showing appreciation for the efforts of the performers. Frequently, special behavior rules are applied during field trips because of the variety of settings and activities. Generally, students are expected to follow the direction of their adult leaders, pay attention and represent their community in the best possible way. To ensure maximum enjoyment of all school activities, certain levels of crowd conduct are necessary. Courtesy toward the performers by all members of an audience is desirable and necessary. In large crowds, listening to the participant ensures the opportunity for enjoyment by everyone present. When activities involve other schools, respectful and sportsmanlike conduct is desirable. It is hoped that a positive attitude by Cambridge-Isanti crowds will ensure a mutual response when our participants are involved at other schools.

### **Spectator Procedures at School Activities**

As spectators, students should be sitting and cheering in a sportsmanlike manner. Students are not to be in the halls. Students who fail to observe these procedures of common courtesy will be asked to leave.

### **Student Lockers\***

Lockers are issued free of charge to students on the first day of school. They should be kept neat and clean. Writing, stickers, tape, or other damage to the locker will be considered vandalism and will be the responsibility of the student to remove. Damage to your locker should be reported to the custodian or the office. Students are not to change lockers without permission from the office. Students should also not share their lockers or locker combinations with other students. Do not leave money or valuables in your locker. 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.

### **Student Lockers– CMS policy**

By law, school lockers are the property of the school district. The interiors of the lockers may be inspected by school authorities at any time, without prior warning, consent, or a search warrant. Personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. **Once assigned to a locker, students need to use the locker they are assigned.** Report broken lockers to the main office. **All** locker changes must be done through the Main Office.

## **STUDENT RESPONSIBILITIES**

### **Physical Education**

Seventh and eighth graders will wear a T-shirt, gym shorts, socks, and tennis shoes. No dangling jewelry is permitted. Students may wear sweat suits. Participation points will be reduced for students not wearing proper gym clothes. Penalties for not dressing for class are a warning and detention. Sixth graders will wear school clothes during physical education. They will also need tennis shoes for indoor activities. Students wearing skirts to school should bring slacks for phy-ed class. Locks are needed on gym lockers. Students may bring their own or purchase one from the Main Office.

### **Student Supplies**

Students will provide their own paper, pencils, and pens, markers, rulers, etc. A list of supplies needed at each grade level will be provided prior to school starting. Supplies should be replenished throughout the year. The school is not able to provide general supplies for students.

### **STUDENT CONFIDENTIALITY\***

It is the policy of this school district to protect the privacy rights of students and keep confidential any matters that encroach on these rights. At times 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.

### **Patriotism**

As a reminder of the opportunity to live in a nation based on freedom, equality, and justice, the Pledge of Allegiance is recited in each advisory room on the first morning of each week. Students not wishing to participate in the Pledge of Allegiance may choose that option also.

### **Peer Mediation Program**

Peer Mediation is a process in which student mediators help fellow students resolve conflict. Peer mediators do not take sides, give advice, or assume responsibility for disputes. The Peer Mediation Program is handled through the Counseling Department.

### **Pets\***

Students are not to bring pets to school unless as part of a class activity; teacher approval is required. Parents are asked to bring the pets at the time of the activity. Pets are allowed to stay only for a brief visit.

### **Counseling**

The Cambridge Middle School counselor is available to talk with students and/or parents/guardians about the problems students may face as they precede through the middle school years. A counselor is someone who will listen, understand, and help. The counselor will sometimes have students with similar concerns get together in group counseling sessions. The counselor is available during the school day and after school hours. A permanent file of school records is maintained for each student in the counselor's office. Parents/guardians and students may make appointments to see their files.

### **Gifted and Talented\***

Students identified as having exceptional academic ability are served by coordinators at the elementary, middle and high school levels. The coordinators help teachers and parents/guardians identify gifted and talented learners and develop programs to meet their needs. Gifted and talented services also includes activities that are open to all students in the district.

### **Special Education\***

The Special Education program works with students with identified special needs in academic areas. These students have very low ability or are achieving at a level far below the expected level for their ability. To qualify for this service, students must be referred for special testing and meet strict criteria. Special Education teachers develop an individual learning plan for each of these students with the help of parents/guardians and regular classroom teachers. The annual plans must be reviewed periodically to evaluate progress. Special Education teachers can work directly in teaching the student or by assisting the regular classroom teacher by helping develop adaptations for students so they will be successful in the regular classroom. Service is also provided for students who may have highly specialized needs, such as speech and language, physical handicaps, hearing impairment, and emotional/behavioral disorder.

### **Lost and Found\***

Lost and found articles may be claimed at the Main Office.

### **Student Pictures\***

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

### Visitors\*

All visitors must register in the Principal's office of the building being visited and get a visitor's pass.

## **TITLE IX/SECTION 504\***

It is the policy of School District #911 to not discriminate on the basis of age, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability in its educational programs, activities or employment policies. It is the intent of the school district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Inquiries regarding compliance with this policy may be directed to the building principal, 763-552-6301, or to the Director of the Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL, 60606.

## **Disciplinary Guidelines\***

With matters of discipline, teachers take the first steps in correcting inappropriate behavior. If these steps are ineffective and the inappropriate behavior continues, consequences progress as detailed in building-level sections. In addition, the discipline policies and the potential consequences apply when a district student engages in conduct outside of a school location or a school-sponsored event when the misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds or the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and faculty.

### **1. CMS Disciplinary Guidelines**

#### **Discipline**

The Cambridge Middle School and ISD #911 have adopted a consistent approach to student discipline. The approach consists of three basic principles. They are:

- The main purpose of schooling is learning and learning requires a safe and orderly environment. Student disruptive behavior will not be allowed to interrupt the learning of other students.
- Students are fully capable of making choices about their behavior and are responsible for their behavior. Students make a choice to misbehave knowing there are consequences for misbehavior.
- Parents/guardians have a vital role in a child's education and character growth. Continual parent-guardian involvement in a child's education and behavior is very important.

Most students regularly make good choices, participate in their learning and are eligible to participate in reward activities and special trips. Efforts are made throughout the year to recognize the positive contributions of students. For students who choose to misbehave, there are clear, specified consequences with sufficient latitude for administrators and teachers to deal with all students on an individual basis. The administration reserves the right to alter the printed sanctions based on information pertinent to the situation.

### **Discipline - Definitions**

#### **A. Suspension:**

Suspension is the removal from classes of a student for a portion or all of a day. The suspension may be at home. Principal assigned suspensions are school excused. Students will be permitted to complete makeup work for credit within two days after suspension. Students, who have been suspended more than two times in a school year, will have a CMS counseling re-admittance meeting.

#### **B. Detention:**

Detention is a strictly supervised time spent by a student outside of regular school hours. There are two types of detention: teacher assigned and principal assigned.

**Teacher Assigned after School Detention** is assigned and supervised by the individual classroom teacher for a period up to two hours

**Saturday Detention** is assigned by a principal and will be served on Saturday from 8:00 - 11:00 a.m. Failure to serve principal assigned detention will result in an out-of-school suspension. Students will be given 24 hours notice and must serve detention on the designated day. Parents/guardians will be notified in advance and are responsible for student transportation. Students are to bring books, paper or other study materials to detention. Failure to bring such materials will result in additional detention. Students who are late may not be admitted to detention and will be assigned additional detention.

**C. Expulsion:**

This action is taken by the School Board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

**CMS Tardy Policy**

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. The following outline the consequences for being tardy three or more times to any class or school function within the school day.

**Step 1:** 3<sup>rd</sup> Tardy – Lunch Detention

**Step 3:** 5<sup>th</sup> Tardy – Saturday Detention

**Step 2:** 4<sup>th</sup> Tardy – 2 Lunch Detentions

**Step 4:** 6<sup>th</sup> + Tardy’s: Saturday Detention or Suspension

**General Misbehavior**

Students are not permitted to wear hats, throw snowballs, and use water squirting devices. Students who have a pattern of disobeying these guidelines will be assigned detention or suspension.

**1. Abuse, Verbal/Non-Verbal**

The use of language and/or gestures that are obscene, discriminatory, abusive or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the discipline policy for harassment.

**First offense**

1 – 3 day suspension

**Second offense**

3 – 5 day suspension

**Third offense**

Suspension and Recommendation for expulsion and Police referral

**2. Arson**

Intentional destruction or damage to school property or other property by means of fire is prohibited.

**First offense**

10 day suspension and recommendation for expulsion and police and fire marshal referral\*\*

(\*\*) In the event the school district is fined for responding, restitution may apply.

**3. Assault, Physical**

Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death are prohibited.

**First offense**

5 day suspension and police referral  
CMS counseling referral

**Second offense**

10 day suspension and police referral  
recommendation for expulsion

**4. Bomb Threat**

Making, publishing or conveying in any manner a bomb threat pertaining to a school location, student or school staff member is prohibited.

**First offense**

5 day suspension and police referral and recommendation for expulsion

**5. Bullying**

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression. Whether it is premeditated or seems to come out of the blue, is obvious or subtle, "in your face" or behind your back, easy to identify or cloaked in the garb of apparent friendship, done by one kid or a group of kids, bullying will always include these three elements: Imbalance of Power, Intent to Harm, and/or Threat of Further Aggression.

**First offense**

1-3 day suspension

**Second offense**

3-5 day suspension

**Third offense**

5-10 day suspension and rec. for expulsion

**6. Chronic/ Multiple Violations**

A student who accumulates multiple referrals to administration for behavior may be disciplined up to and including expulsion based on the student’s overall record. Prior to imposing disciplinary consequences for multiple/chronic violations, the parent/guardian will be notified that the student is accumulating too many referrals and that additional consequences including expulsion may occur. In addition, a warning conference with the student and appropriate staff members will occur. Action may be taken under this provision in addition to disciplinary consequences imposed for other violations of other provisions of the policy.

**7. Dishonesty, Scholastic**

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

**First offense**

Saturday detention

**Second offense**

1 day suspension

**Third offense**

2-5 day suspension

**8. Disruptive Behavior**

Disruptive behavior is prohibited. Disruptive behavior means acts that create an unsafe environment, disrupt or threaten to disrupt the education process or school functions, including, but not limited to horseplay, disobedience, disrespectful behavior, inappropriate language, instigating, promoting, participating in or contributing to a school disruption, discrimination or defiance of authority, or failure to report any of the aforementioned behaviors. This consequence may be increased consistent with the particular misconduct involved and any other provision which is violated up to and including a suspension with a recommendation for expulsion.

**First offense**

Saturday detention

**Second offense**

1-3 day suspension

**Third offense**

3-5 day suspension

**9. Dress and Grooming**

Cambridge Middle School believes that appropriate dress and good grooming are important. Most clothing is acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the educational process, or does not create school disorder. Although no dress code can address all styles of attire, proper school dress that is in good taste is required at all times. Disruption is defined as causing others to feel uncomfortable in our public setting. For example, backless, strapless, and/or transparent tops may be popular and fashionable in informal social settings, but they are not appropriate for school. The following are some examples of attire considered to be unacceptable for students during the school day:

Clothing that does not cover the midriff and chest (bottom of top should meet the top of bottom), extremely short skirts and shorts, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Clothing that includes words or pictures that are obscene, vulgar, and sexually explicit, convey sexual innuendo, abuse or discrimination, or which promotes or advertises alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Clothing, flags, emblems, spiked jewelry, painted faces, or any other items which violate any district policy, including the District 911 Policy against religious, racial and sexual harassment and violence cannot be worn or displayed. Consequences: Students who are improperly dressed will have the opportunity to change, trade or wear a school T-shirt, or remain in the office until a parent brings more appropriate clothing. If students choose to go home, time missed will be documented as an unexcused absence. If students refuse to change their clothing, they will be considered insubordinate.

**A. Prohibited CMS Student Dress and Grooming**

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual. Some examples are: See-through tops; tube tops; tops that show cleavage; short shorts; short skirts; half shirts; exposed midriffs (the bottom of the top should meet the top of the bottom); exposed under-garments. Top straps need to be two finger width wide.
- Wearing any headwear or jacket/coat (including outerwear vests) during the school day without permission from the school administration. We define headwear as any object which covers one’s head, all or in part, to be a hat or headwear, and therefore is not to be worn during the school day.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others. Shirts will come to the waist and pants will be worn at the waist.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
Student will be required To alter their attire to Comply with policy	Saturday detention	1 day suspension

**10. Explosives, Possession, Use or Misuse**

Possessing, or using or misusing any compound or mixture which can cause an explosion is prohibited. Explosives fit the federal law definition of firearm to include any “destructive device” defined to include bombs, grenades and a “rocket having a propellant charge of more than four ounces” or a “missile having an explosive or incendiary charge of more than 1¼ ounce” 121A.40-121A.56.

**First offense**

Recommendation for expulsion

**11. False Fire Alarm or 911 Calls**

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. False 911 reporting from any school phone is prohibited.

**First offense**

5 day suspension  
and police referral

**Second offense**

10 day suspension  
recommendation for  
expulsion  
police referral

**12. Fighting**

Engaging in any form of fighting whether blows were exchanged or not is prohibited, regardless of who initiated the fight. This prohibition includes, but is not limited to, hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

**First offense**  
3 – 5 day suspension,  
police referral

**Second offense**  
5 day suspension  
Police referral

**Third offense**  
10 day suspension  
Police referral  
Suspension and recommendation for  
expulsion

**13. Fireworks or Ammunition, Possession**

Possessing or use of or offering for sale any type of fireworks, or device which dispenses odor causing aerosols (e.g. pepper spray/mace, bullets or ammunition) is prohibited.

**First offense**  
1-3 day suspension &  
police referral

**Second offense**  
3-5 day suspension &  
police referral

**Third offense**  
5-10 day suspension &  
recommendation for expulsion++ &  
police referral

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**14. Gambling**

Gambling, including, but not limited to playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

**First offense**  
1 day suspension

**Second offense**  
3-5 day suspension

**Third offense**  
5-10 day suspension

**15. Gang/Threat Group Activity**

Gang/Threat group-related activity, the use of graffiti, emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc. are prohibited.

**First offense**  
1-3 day suspension

**Second offense**  
3-5 day suspension

**Third offense**  
5-10 day suspension &  
recommendation for ++expulsion

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**16. Hazing Prohibition**

Hazing is prohibited at all times. Students may not participate with each other or with staff to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. Anyone who violates this policy is subject to disciplinary action.

**First offense**  
1-3 day suspension

**Second offense**  
3-5 day suspension &  
recommendation for  
expulsion++ & police referral

**Third offense**  
5-10 day suspension & police referral

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board

**17. Insubordination**

Deliberate refusal to follow an appropriate direction given by a staff member is prohibited.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
1-3 day dismissal	3-5 day suspension	5-10 day suspension CMS counseling referral

**18. Nuisance Objects**

Possession or distribution of any object that causes distractions, such as wallet chains, pagers that buzz or ring in school, I-pods, phones, squirt guns, games, laser pointers, stink bombs, etc. is prohibited. Use of these objects may constitute physical assault.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
(+) Saturday detention	1-3 day dismissal	3-5 day suspension

(+) indicates disciplinary action assigned by the building administration.

**19. Other situations**

Other discipline situations that arise which are not covered by these discipline policies will be handled on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation for expulsion.

**20. Public Displays of Affection**

Hand holding, hugging and kissing that are expressions of a romantic or intimate relationship are not appropriate in the school setting. School staff cannot always determine which relationships are friendships and which ones are romances. Therefore, students will be expected to keep any displays of affection outside of the school day and activities.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
Warning	Saturday detention Parent phone call	1-3 day suspension CMS counseling referral

**21. Pushing, Shoving, Scuffling**

Physical contact that could harm others but is not defined as an assault or fighting is prohibited. This also includes other physically intimidating contact aimed at another student.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
(+) Saturday detention	1-3 day dismissal	3-5 day suspension CMS counseling referral

(+) indicates disciplinary action assigned by the building administration.

**22. Records or Identification Falsification or Giving of False Information**

Falsifying signatures or data, forging notes, or giving false information to a staff member about a student, staff member, occurrence, fact or circumstance is prohibited

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
1-3 day/Saturday detention	3-5 day suspension	5-10 day suspension

**23. Refusal to Identify Oneself to a Staff Member**

Refusing to identify oneself to a staff member who requests identification for an appropriate purpose is prohibited.

<b>First offense</b>	<b>Second offense</b>	<b>Third offense</b>
1-3 day/Saturday detention	3-5 day suspension	5-10 day suspension & recommendation for expulsion++

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**24. Removal by Substitute Teacher**

<b>First offense</b> Saturday detention	<b>Second offense</b> 3-5 day suspension	<b>Third offense</b> 5-10 day suspension
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**25. Robbery or Extortion**

Taking property from another person by use of force, threat of force or under false pretenses is prohibited.

<b>First offense</b> 5 day suspension Police referral	<b>Second offense</b> 10 suspension Police referral Recommendation for expulsion
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**26. Sexual, Inappropriate Behavior**

Engaging in sexual behavior, including but not limited to, sexual intercourse, sexual contact or indecent exposure, and sexual contact that is not included within Rule 27 is prohibited.

**First offense**  
3- 5 day suspension  
Recommendation for expulsion and  
police referral

**27. Sexual, Misconduct, Non-Consensual**

Engaging in non-consensual sexual intercourse or sexual contact or indecent exposure with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, if the action is performed with sexual or aggressive intent is prohibited.

**First offense**  
Suspension and recommendation for expulsion and Police referral

**28. Technology and Telecommunication Misuse**

Misuse of equipment; deletion or violation of password-protected files, computer programs, data or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, downloading, printing or distributing pornographic, obscene, abusive or sexually explicit material; transmitting obscene, abusive or sexually explicit language; vandalizing, damaging or disabling the property of another person or organization; unauthorized commercial use or financial gain of the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the Harassment, Racial, Sexual, Religious or Sexual Orientation provision, the consequences provided hereunder will be applied.

<b>First offense</b> 1-3 day suspension suspension	<b>Second offense</b> 3-5 day suspension	<b>Third offense</b> 5-10 day suspension
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**29. Theft, Receiving or Possessing Stolen Property**

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property is prohibited. If the theft value is over \$250, the offense will be handled at the second offense level.

<b>First offense</b> 5-10 day suspension & recommendation for expulsion++ & police referral	<b>Second offense</b> 10 day suspension & police referral (++) recommendation for expulsion
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(++) Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**30. Threats Toward Any Person**

Any language (oral or written) or physical intimidation that is meant to threaten any person or cause fear of bodily harm or death is prohibited. Serious threats may be viewed at the second offense level.

**First offense**

3-5 day suspension & recommendation for expulsion+ recommendation for mental health evaluation

**Second offense**

5-10 day suspension & police referral police referral

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**31. Trespassing**

A. Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the staff of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time.

**First offense**

1-3 day police referral

**Second offense**

3-5 day suspension & police referral & recommendation

**Third offense**

5-10 day suspension & police referral and recommendation for expulsion++

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

B. Admitting others through a locked or secured door without the permission of school personnel is prohibited.

**First offense**

1-3 day suspension

**Second offense**

3-5 day suspension

**Third offense**

5 day suspension recommendation for expulsion

(++) recommendation for expulsion - Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

**32. Truancy\***

Minnesota Juvenile Law (260.015)(Subd. 19) describes a habitual truant as a student under the age of 16 years who is absent from attendance at school without lawful excuse.

If the student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years old to attend school. Children 12 and older will themselves be held responsible to attend school. This definition allows social services to intervene on the basis of educational neglect.

Attendance guidelines state that if a student is absent seven or more days, the student's parents/guardians will receive a letter notifying them of our concerns. If an absence pattern continues and absences reach 10 days, the school reserves the right to ask parents/guardians to come to a school meeting and require further absences to be accompanied by a doctor's note. When a truancy pattern continues for children under 12 years old, the schools are mandated to report to Isanti County Family Services notifying them of our concern for the welfare of the child. For children 12 and older, the report will be sent to the Isanti County Attorney to initiate Court proceedings.

A. Truancy/Unexcused Absences

Minnesota Juvenile Law (260.015)(Subd.19) describes a habitual truant as a student under the age of 16 years who is absent from attendance at school without lawful excuse. If the student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a

child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years old to attend school. Children 12 and older will themselves be held responsible to attend school. This definition allows social services to intervene on the basis of educational neglect.

The school social worker will have a parent conference after a student under the age of 16 years has two trancies, and again after the fourth truancy. The school social worker will make a referral to Isanti County Probation after a student has seven or more trancies. For students under the age of 12 a referral will be sent to Isanti County Family Services. Excused absences are for reasons of illness, medical or dental appointments, religious holidays, family death or vacation or appointments that cannot be made outside the school day. Unexcused absences are any other reason than the above.

<b>Second offense</b> Parent conference	<b>Fourth offense</b> Parent conference	<b>Seventh offense</b> Parent conference & (12 and older) referral to Isanti County Probation or (under 12) Isanti County Family Service
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B. Truancy - partial day (When missing part of the day)

<b>First offense</b> Double time missed or Saturday detention which ever is greater	<b>Second offense</b> 3-5 day suspension	<b>Third offense</b> 5-10 day suspension
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C. Unique Situations

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

**33. Vandalism, Minor Acts**

Littering, defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, other students, staff members or other individuals is prohibited.

<b>First offense</b> Restitution & police referral	<b>Second offense</b> 5 day suspension & restitution & police referral	<b>Third offense</b> 5-10 day suspension & recommendation for expulsion++ & restitution & police referral
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++ Expulsion is a legal act which may be taken by the school board, not principals. A meeting is held at the district level before such action is taken by the school board.

**Vandalism, Major Acts**

Littering, defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, or other students, staff members or other individuals where damages are over \$500 is prohibited.

**First Offense**  
5-10 day suspension & recommendation for expulsion++&  
Restitution and police referral

(++) recommendation for expulsion– Expulsion is a legal act which may be taken by the school board, not principals. A meeting is held at the district level before such action is taken by the school board.

### 34. **Weapons (Use/Possession of)\***

Minnesota schools are weapon-free zones. Recent laws are tough on anyone caught possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school or school bus carrying students. Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for the purposes of this policy. The following are examples of instruments ordinarily or generally considered weapons: knives, guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, explosives or other chemicals and “look-a-likes”.

Violation of this policy may be cause for expulsion from school in accordance with school and district policy. Police will be contacted when there is a suspected violation of criminal laws concerning weapons, Student who have been found guilty on a weapons charge that occurred outside the schools may be subject to expulsion proceedings.

#### **Weapon– Grade 1**

- A. Possession, use or distribution of a Grade 1 weapon on a school location is prohibited.
- B. Grade 1 weapon means any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict injury including, but not limited to, knives or any size blade, clubs, metal knuckles, poisons, chains, arrows, bats, numchucks, throwing stars, stun guns, mace, and other propellants and objects that have been modified to serve as a weapon. Devices that look like a weapon shall be treated as a weapon.
- C. Students who find a weapon on the way to school or in the school building should report the weapon immediately to school officials.
- D. If a student unintentionally brings a Grade 1 weapon to school, he or she must immediately turn the weapon in to the office; there will be no penalty.
- E. Parents may make special arrangements with the principal if a student needs to carry mace or a similar substance outside of the school setting. The arrangement should be made in advance and the mace must be checked in to the school office.

#### **First Offense**

10 day suspension & recommendation for expulsion++&

Police referral

(++) recommendation for expulsion– Expulsion is a legal act which may be taken by the School Board, not principals. A meeting is held at the district level before such action is taken by the School Board.

#### **Weapon– Grade 2**

- A. Possession, use of distribution of a Grade 2 weapon on a school location is prohibited.
- B. Grade 2 weapon means any firearm whether loaded or unloaded, air gun, pellet gun, BB gun, or look-a-like gun or any facsimile of a real gun, knives designed to or capable of inflicting injury including switchblades, butterfly knives or large bladed knives, three inches or longer, and any explosive device designed or capable of inflicting severe bodily injury or death (see 14. Explosives). Under Minnesota law, “a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school...”MN Stat. 127.282(a)

#### **First Offense**

10 day suspension & recommendation for expulsion++&

Police referral

(++) recommendation for expulsion– Expulsion is a legal act which may be taken by the school board, not principals. A meeting is held at the district level before such action is taken by the school board.

# Chemical Use Policy\*

Minnesota schools are drug-free zones. Recent laws are tough on anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students.

## **A. Chemicals or Alcohol, Possession, Use or Under the influence**

Possession use or being under the influence of any alcohol, narcotic or controlled substance where possession or use is prohibited except in accordance with a doctor's prescription provided it does not constitute misuse. Students will be considered to be in possession of alcoholic, narcotic or controlled substances if in the area where such substances are present. In addition, possession, use or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited. Students will be considered to be in possession of alcohol, narcotic or controlled substances if they are in an area where such substances are present. Positive results on a urinalysis or breathalyzer will be considered under the influence.

### **First offense**

5-day suspension  
police referral.

### **Second offense**

10-day suspension &  
police referral.

**Due process procedures apply as well as Minnesota State High School League rules.**

## **B. Distribution or Sale or Possession with Intent to Distribute or Sell which includes but not limited to collecting money for sale of Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-the-Counter Drugs used for Their Mood Altering Effects and Other Substances Used for Their Mood Altering Effects**

Selling, distributing, delivering, exchanging or possessing with intent to sell, deliver, exchange or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood altering effects, or other substances used for their mood altering effects is prohibited.

### **First offense**

10 day Suspension, police referral, recommendation for expulsion

## **C. Distribution or Sale or Possession with Intent to Distribute or Sell which includes but not limited to collecting money for sale of Tobacco, Look-Alike Chemicals or Drugs and Drug Paraphernalia**

The sale or distribution or possession with intent to distribute or sell substances that look like chemicals or drugs and drug paraphernalia is prohibited.

### **First offense**

3 – 5 day suspension,  
police referral.

### **Second offense**

10 day suspension  
Recommendation for expulsion  
Police referral

## **D. Drugs: Misuse of over-the-counter, prescription drugs, substances that look like chemicals or possession of drug paraphernalia**

The misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood altering effects or substances that look like chemicals and the possession of drug paraphernalia is prohibited. Additional consequences shall be imposed for possession of drug paraphernalia pursuant to Rule C.

### **First offense**

1 – 3 day suspension,  
police referral

### **Second offense**

3-5 day suspension  
police referral

### **Third day offense**

10 day suspension  
recommendation for  
expulsion or Police referral

**E. Drug paraphernalia: Possession of**

Any student who possesses drug paraphernalia within 12 months of a previous chemical offense under Rule A, B, C and E will result in a recommendation for expulsion and police referral.

**F. Tobacco Possession or Use**

Possession or using tobacco in any school location or event is prohibited. Students will be considered to be in possession of tobacco if in the area where such substances are present. Cambridge-Isanti Schools are a tobacco-free district.

**First offense**  
1 day suspension  
Police referral

**Second offense**  
3-5 day suspension  
Police referral

**Third offense**  
5-10 day suspension  
Police referral

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE\***

**WHAT IS HARASSMENT?**

Harassment is unwanted behavior that does not show respect for the other person.

**Some examples of harassment:**

- Being kissed and not wanting it
- Being touched where you do not want to be touched
- Name Calling
- Pulling down someone’s pants or flipping up a dress
- Pictures you do not want to see
- Writing on walls
- Referring to someone’s body parts

**What to do if I think I am being harassed:**

- Tell the person to **STOP**
- Walk away
- Tell an adult you can trust
- Trust your gut feelings about another person or situation
- Avoid that particular individual

**If you feel you are being harassed, follow these guidelines:**

- Tell the person to stop in very specific terms
- Write down specifics about the situation, such as what was said or done, and when and where it happened
- Determine if anyone witnessed what was said or done and get any witness to write down that he/she saw or heard
- Discuss the situation with a parent and/or other trusted adult
- Follow the procedure for reporting– fill out a complaint form
- If harassment persists, report this also

**Tips for preventing Harassment:**

- Examine your own behavior-
- Learn about other cultures– interact in positive, meaningful ways
- Refuse to participate in, or laugh at, biased jokes and innuendoes
- Speak up in the victim’s defense when you witness others harassing someone
- Demonstrate bias-free behavior by using all-inclusive, nonsexist language
- Refuse to accept harassment toward yourself, particularly when children are present

## **Harassment, Sexual, Racial, Religious or Sexual Orientation**

### **A. Sexual Harassment - Definition**

Sexual Harassment consists of physical or verbal conduct which is related to an individual's sexuality, when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or interference with an individual's work or academic performance.

### **B. Racial Harassment -Definition.**

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or interfering with an individual's work or academic performance or opportunities.

### **C. Religious Harassment -Definition.**

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or interfering with an individual's work or academic performance or opportunities.

### **G. Harassment -Consequences**

Formal administrative warning about harassment laws. After the warning, sexual harassment will be treated seriously with the following consequences:

- Administrative conference, in-school suspension or out-of-school suspension (depending upon severity of incident) and parent/ guardian notification.
- Three- day suspension and parent/guardian notification.
- Five- day suspension and parent guardian notification.
- 

We are very concerned about student behavior toward one another and take this issue very seriously. We will in-service our students on this issue and make it clear to them that this behavior is not acceptable at Cambridge Middle School. Allegations of sexual harassment or violence will be investigated thoroughly and reported to the proper authorities. Teasing, put-downs, or flippant remarks may result in serious consequences. Hopefully, with all of us working together, Cambridge Middle School will remain a comfortable and safe place to learn.

## TRANSPORTATION

### Cambridge-Isanti School District #911 Transportation

The School Board of ISD 911 has adopted the following policy: “Once a student boards a bus he/she becomes the responsibility of the school district.” This responsibility ends when the student is delivered to the regular bus stop at the close of the school day. If there are problems at the bus stop, however, the school district will work with parents to resolve issues. In addition, the School Board encourages a school/parent/guardian relationship which strongly involves parents/guardians in the conduct of their children while under the jurisdiction of the schools. Parents/guardians are encouraged to review the following bus conduct rules with their children. Any violation will be reported to the parent/guardian in a timely fashion. The assurance of a safe and efficient school transportation system calls for proper bus conduct on the part of students. As such, students must behave appropriately and:

- Remain seated except while boarding or departing the bus at designated times
- Refrain from throwing or shooting items on the bus
- No littering on the bus— students are asked to help keep the bus as clean as possible
- No “holding” seats for friends or refusing to move over for another student
- No writing on the seats or disfiguring or mutilating the bus in any way
- No opening or tampering with emergency exits at any time other than emergencies
- Obey and respect the driver
- No taking or throwing of caps or other apparel
- No using possession of tobacco products on the bus
- No fighting, pushing or engaging in rough-housing
- Keep head, hands and limbs inside the bus windows
- No swearing, obscene gestures, or obscene language directed at driver or other students
- Parents are **NOT** to enter a bus without prior approval of the Transportation Director.
- Students are to board their bus immediately after school dismisses. To avoid injury, students must form lines on the sidewalk nearest their bus. Do not step off the curb until buses come to a complete stop and the door opens.

#### Bus Route Information:

Call the Transportation Director at 689-1680

Or

Click Bus Garage at the district website:

<http://www.cambridge.k12.mn.us>

## **District News from the Transportation Department**

All parents and students should be aware that there are going to be some changes to the ISD #911 Transportation Policy for the 2009-2010 school year. The changes are a result of the increasing demands on the transportation system and the need to provide efficient transportation service.

There are three major areas of change.

1. Students will only be allowed to ride the bus that they are assigned. Bus passes will not be accepted to ride other buses.
2. Day variant pick up and drop off locations will not be allowed. A family may select one pick up location and one drop off location. The locations must be within the attendance area of the school and the request must be consistent for at least 30 days. Parents that wish to have their student transported from an alternate site must complete the alternative site form for each of their children. These forms are available at your student's school or on line at the District web site under the transportation page.
3. Certain items will not be allowed on the bus due to their size. A student should only bring what they are able to hold on their lap and the items should not interfere with another student's space on the bus. Please see the transportation web page for the exact list.

Individual bussing information will be sent out mid August. Please verify that your child's information is correct to ensure that they are scheduled correctly.

# Prohibited Objects

*Cambridge-Isanti Public Schools ISD #911*

If an item can be carried on a student's lap, without interfering with the space of another passenger, it will be accepted. Certain items will not be accepted.

## **INSTRUMENTS**

- Drums
- French Horn
- Guitars
- Trombone
- Tubas

## **SPORTING EQUIPMENT**

- Balls (all types) not in a bag
- Bat not in a bat bag
- Fishing Poles
- Golf Clubs
- Skateboards
- Skates not in a bag
- Skis/Ski Poles
- Sleds
- Snowboards
- Tennis Rackets

## **SCHOOL PROJECTS**

- Fundraisers
- Live or Dead Animals (mice, rats, snakes, cats, dogs etc.)
- Luggage
- Shop Projects (tables, gun racks, shelves)
- Small Engines

## **WEAPONS**

- Archery Equipment
- Guns (loaded or unloaded)
- Knives
- Metal Knuckles
- Num-Chucks
- Tear Gas
- Throwing Stars

## **FLAMMABLE OBJECTS**

- Aerosols or Spray Paint
- Ammunition
- Explosives or Fireworks
- Gas Cans (full or empty) or Gasoline/Diesel
- Lighter Fluid/Lighters/Matches

## **DRUGS & ALCOHOL**

- Alcohol
- Cigarettes
- Drugs

## Cambridge Middle School Renaissance

Our vision, here at CMS, is to create a “renaissance” in our school where academic excellence, continuous improvement and good citizenship are recognized and promoted. Renaissance is a process that empowers students, educators, administrators, parents, businesses and community organizations to work together to encourage student achievement, celebrate success and increase community involvement in our schools. The criterion that we use to honor students is one that is open to all. We honor any student who has achieved a 3.0 grade point average or higher during the quarter. We also honor those students who have raised their grade point average by .5 or better from one quarter to the next and those who’s GPA has improved and their GPA is between and is improving 2.75 and 2.99

Gold– 4.0 or higher

Silver– 3.5-3.99

Bronze– 3.0-3.499

Bronze 2– increased GPA from previous term with 2.75-2.99 GPA

High 5– increased GPA of .5 or more with up to 2.749 GPA

CMS Renaissance educational goals

Creating a positive and safe school environment

Improved overall academic performance

Increased student attendance

Increased graduation rates

Renaissance dates will be announce during the year. Students who are suspended do not qualify for Renaissance rewards or participation in Renaissance ceremonies during the quarter the suspension takes place.

# Parent and Student Handbook Review Confirmation

Dear Parent and CMS Student,

Welcome to Cambridge Middle School. In order to provide the best communication between parent, student and school we have provided a handbook filled with information about CMS!

We have highlighted some of the areas you will want to discuss with your child. Stress their importance as all areas highlighted will provide your child, and those around them, with a safe and positive learning environment.

Acceptable Use Policy  
Attendance/Tardy/Truancy  
Disciplinary Guidelines  
Harassment

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## Parent/Student Handbook Review Confirmation

We have reviewed the CMS Student Handbook.

Date \_\_\_\_\_

I am also aware of the School District 911 Internet Acceptable Use Policy.

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Student

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Parent/guardian

## Internet/Intranet: Terms and Conditions

- 1) Acceptable Use -> The purpose of NSFNet, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Cambridge-Isanti Public Schools. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
- 2) Rights and Privileges -> Cambridge-Isanti Public School students are encouraged to examine a broad range of opinions and ideas in the educational process, including locating, using and exchanging information and ideas on the Internet/Intranet. School officials apply the same criteria of educational suitability used for other educational resources to attempts to remove or restrict access to specific databases or other Internet/Intranet information sources. These criteria and procedures are spelled out in the Cambridge-Isanti Public Schools' Materials Selection Policy. However, the use of the Internet/Intranet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student/other registered user who receives an account will be part of a discussion with a Cambridge-Isanti Public Schools faculty member pertaining to the proper use of the network). The building administrators will deem what is appropriate use. The faculty, staff, and administration of Cambridge-Isanti Public Schools may request the system administrator to deny, revoke, or suspend specific user accounts. Students/other registered users may appeal administrative decisions to the Cambridge-Isanti Public Schools Board of Education, whose decision is final.
- 3) Network Etiquette (Netiquette) -> Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not write or send abusive messages to others. School policies regarding all forms of harassment apply to electronic communication.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Accurately represent yourself but do not reveal your personal address or phone number or those of students or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - e. Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).
  - f. All communications and information accessible via the network should be assumed to be private property.
  - g. Abide by current copyright laws and statutes. Acknowledge sources of information and graphics.

There are some unacceptable uses of the networks. These include, but are not limited to:

- Using the network for any illegal activity.
- Using the network in ways which violate school policies and behavior standards outlined in the student handbook, i.e., pornography, vulgar language, verbal and sexual harassment, gambling, i.e. (All other Cambridge-Isanti Public Schools policies apply to Internet/Intranet usage.)
- Using the network for financial or commercial gain.
- Using the network for purchasing goods and/or services. It is possible to purchase goods and services via the Internet and these purchases could potentially result in unwanted financial obligations.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to resources or entities.

Posting items written by students or staff to the Internet/Intranet without their permission. If permission is granted, items will be considered fair use and available to the public.

- 4) Security -> Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/Intranet, you must notify a system administrator or your District Internet/Intranet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in to the Internet as a system administrator will result in cancellation of user privileges. Any attempt to circumvent any Cambridge-Isanti Public Schools security system will result in the loss of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet/Intranet.
- 5) Vandalism -> Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet/Intranet, or any of the above listed agencies or other networks that are connected to the NSFNet Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6) Disclaimer -> Cambridge-Isanti Public Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Cambridge-Isanti Public Schools will not be responsible for any damages users incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via Internet/Intranet is at user's own risk. Cambridge-Isanti Public Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Computer lab-There will be no gum, candy, food, beverages, etc., allowed in the computer labs under any circumstances.

Consequences:

First offense = 2-week suspension from all computers.

Second offense = meeting with Technology Coordinator and possible suspension from all computers for the remainder of the year.

## **Health & Safety: Asbestos, Pesticide, and IAQ Notifications**

To: Parents and Employees of Cambridge-Isanti Public Schools  
From: Independent School District #911  
Date: 2009-2010 School Year  
Subject: ANNUAL HEATH & SAFETY NOTIFICATIONS

### **Asbestos**

The Asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify workers and building occupants annually regarding asbestos-related activities. Until the late seventies, asbestos was commonly used in commercial and residential building materials such as floor tile, fire-proofing spray, and thermal system insulation used on pipes, tanks, and boilers.

In the summer of 2007, all of our school buildings were inspected for asbestos-containing materials according to AHERA protocol, using state accredited inspectors. Management plans are continually updated and available for review by contacting the principal's office in each building.

AHERA also requires that the District conduct periodic surveillance inspections every six months to evaluate the condition of asbestos-containing materials and have a state certified inspector completely re-inspect our buildings every three years. This is done to ensure that these materials are maintained in a safe condition. Periodic inspections were last conducted in May 2009.

The Environmental Protection Agency (EPA) and the Minnesota Department of Education has recommended that asbestos-containing materials be maintained in-place whenever possible. Therefore, the District has limited its asbestos removal to areas where renovation or maintenance activities are planned. Asbestos abatement projects will occur this summer at Cambridge-Isanti High School and Cambridge Primary School as part of the HVAC/IAQ improvement project.

If you have any questions regarding this matter, you may contact the District's Asbestos Designated Person, Mark Eisenbacher, 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 Mark Eisenbacher, who can be reached at 763-689-6211. Please contact the IAQ Coordinator if you should 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>.

**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 Public School District for the 2009-2010 School Year are during the weeks of:

- July 5, 2009
- August 2, 2009
- September 13, 2009
- October 4, 2009
- November 15, 2009
- December 20, 2009
- January 10, 2010
- February 14, 2010
- March 14, 2010
- April 11, 2010
- May 2, 2010
- May 9, 2010
- June 6, 2010

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,  
Mark Eisenbacher  
Director of Buildings and Grounds

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**Request for Pesticide Notification Cambridge-Isanti Public Schools**

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be schedule 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 01, 2009.

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

**Please print neatly:**

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

