



Employee Handbook

2025-2026

Home of the *Bluejackets*

Education Services Center 763-689-6188

625A Main Street North

Cambridge, MN 55008

www.c-ischools.org

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Preface

The information contained in this handbook is provided as a resource to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. The school district follows policy, procedures, collective bargaining agreements (CBA), terms and conditions, and state and federal laws.

School district policies are available online at www.c-ischools.org/policy-manual. You are responsible for reviewing this handbook each year, and the policies referenced herein as well as all other policies contained in the policy manual.

If you have questions, contact Shawn Kirkeide, Director of Administrative Services and Human Resources, at 763-689-6235, or skirkeide@c-ischools.org.

Welcome

Welcome to Cambridge-Isanti Schools! We are proud of our schools and our students. You are joining a dedicated staff committed to every student, every day. We value our community partnerships and the support of our schools as we work together for our mission and commitment to The Bluejacket Way.

Cambridge-Isanti Schools Mission Statement

The mission of Cambridge-Isanti Schools, in partnership with our community, is to **EDUCATE, EMPOWER** and **INSPIRE EVERY STUDENT, EVERY DAY** to achieve their full potential.

Cambridge-Isanti Schools Strategic Priorities:

 <p><u>WE WILL</u> ENSURE STUDENT ACADEMIC GROWTH & SUCCESS</p>	 <p><u>WE WILL</u> FOSTER POSITIVE PERSONAL RELATIONSHIPS</p>
 <p><u>WE WILL</u> PARTNER TO SUPPORT THE GROWTH OF THE SCHOOL DISTRICT</p>	 <p><u>WE WILL</u> IMPROVE THE MENTAL HEALTH & WELL-BEING OF ALL STUDENTS & STAFF</p>

The Bluejacket Way

We believe in order to make every day matter for every student we must have an organizational culture that fosters service, excellence, and pride in everything we do. That's why we have developed and adopted a creed by which we at Cambridge-Isanti Schools operate by.

Our operational creed defines our character traits, beliefs, and parameters through identifiable actions that explicitly express how every Cambridge-Isanti staff member will or will not act in order to operate in accordance with a set of identifiable, district-wide standards and expectations. We call it, The Bluejacket Way and it's on paper so we can put it in *action*.

We believe if we want to be the best, we need to identify how the best operates.

Our creed takes out the guesswork for how we do our best work, and how we treat one another with care and respect—think of it as a blueprint for interacting with one another and all those we serve. Our mission, along with our fourteen beliefs are strongly embedded within our operating principles.

We believe a positive, trustworthy, and thriving culture is imperative to being able to do our best for every student, every day. This sort of culture will also make our district a place of service where people want to be—a place that is energizing, innovative, and supportive.

Our creed informs all personnel of what they can expect as a member of our organization and serves to support the accountability of all personnel to a set of behavioral standards. These standards are reinforced by our three parameters.

Our operating principles are non-negotiable because we know what we do determines who we are, and who we will be as an organization. At Cambridge-Isanti Schools we all must do our best every day to serve one another, our students, our staff members, our families, and our communities. It's The Bluejacket Way.

Our Character

We show **COMPASSION** (Kindness & Consideration) by

- Celebrating successes
- Empathizing with one another
- Creating safe environments that promote quality conversation, well planned risk-taking, growth, and innovation for everyone
- Considering the needs of the entire district versus exclusive interests
- Valuing everyone's unique opinions, strengths, and differences

We exhibit **HONESTY** (Truthfulness & Sincerity) by

- Never being insincere, or deceitful
- Communicating relevant information in a timely and transparent manner
- Holding all staff members to the same clear, high standards and expectations for achieving desired results

We practice **RESPECT** (Politeness & Humility) by

- Seeking the facts before making inferences
- Never gossiping, or complaining about things to people who cannot change it and supporting everyone to use their voice
- Never unprofessionally criticizing or undermining decisions
- Appreciating the diverse experiences, perspectives, and positions of others, both personally and professionally

We demonstrate **RESPONSIBILITY** (Dependability & Accountability) by

- Everyone being student-focused every day
- Serving all students, families, staff members, and community members with high quality customer service
- Addressing issues and behaviors
- Providing solutions rather than contributing to problems
- Everyone functioning as a collaborative team

We display **SELF-DISCIPLINE** (Attentiveness & Mindfulness) by

- Having a growth mindset
- Focusing on the positive
- Committing to the district’s direction and priorities

Holding ourselves, and one another, accountable for our decisions and actions by

- Always being engaged, on task, and actively listening
- Using technology devices productively for professional purposes

Important Contact Information

Educational Services Center General Number.....	763-689-6188
Payroll.....	763-689-6206
Human Resources.....	763-689-6223
Special Education Resources.....	763-689-6233

Teaching and Learning Department Resources.....763-689-6191

Technology Resources.....763-689-6229

Benefits

Fringe benefits provided by the school district vary. The level of benefit is based on the terms and conditions of employment. For full-time employees working an average of at least 30 hours per week for 9 months per year, these benefit costs are paid, at least in part, by the school district. For more information, contact Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org.

Employee Assistance Program

At Cambridge-Isanti Schools we challenge our employees to be their best, we value your effort and dedication, and we value you. We also recognize that expecting the best from you isn’t always as easy as it sounds. We all face stress and pressure in our personal and professional lives that can slow us down. While each challenge is unique, the strain can often interfere with our happiness at home or at work. This is why we are offering an Employee Assistance Program at no cost to you. This program offers free and confidential short-term counseling, and referral services to support you through any number of personal or work-related challenges. Counseling is provided in person or over the phone with a licensed counselor. We encourage you to take advantage of this offering, should you need it.

Visit www.fairview.org/EAP
Company passcode: [cambridgeisanti](https://www.fairview.org/EAP/cambridgeisanti)

To schedule an appointment call 612-672-2195 or 800-CALL-EAP

All employees and their family members may utilize the school district [Employee Assistance Program \(EAP\)](#) through Fairview, this is available whether you utilize district healthcare coverage or not. Services are confidential, and may assist with areas of concern and life events, some examples include: counseling, chemical dependency, coping with stress, depression, anxiety and other mental health challenges; grief.

Flexible Spending Account (FSA)

Eligible employees may enroll in the flexible spending account (FSA) to be reimbursed for certain deductibles, out-of-pocket medical expenses, eligible dependent care, and/or outside health insurance premiums. [Aviben](#) is our FSA manager. Casual employees or substitutes may not be eligible for this benefit and may contact Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org for more information.

Medical and Dental Insurance

Eligible employees working at least 30 hours per week, may enroll in the school district's group health and dental insurance plans. Eligibility is specified by contract bargaining agreement, or terms and conditions agreement. If you are eligible, an online enrollment invitation will be sent to you via email, it is important that you respond to this email invitation promptly. UMR is the health insurance provider and can be contacted by calling 1-800-826-9781. Delta Dental is the dental provider and can be contacted by calling 1-800-448-3815. When enrolled in medical insurance, you are automatically enrolled in the [Health Reimbursement Account \(HRA\) with Aviben](#). HRA funds are to be used for deductible expenses.

Life, Accidental Death & Dismemberment, and Long Term Disability Insurance

Cambridge-Isanti Schools provides life insurance, AD &D and long term disability insurance through Voya to all benefit eligible employees, which are those that work an average of 30 hours per week for at least 9 months per year. Please contact Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org for more information.

Availability of HIPAA Privacy Notices

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires health plans to protect the confidentiality of your personal health information ("PHI"). HIPAA also requires that health plans maintain privacy notices which provide a complete description of your rights under HIPAA's privacy rules. For insured coverage, the health insurance plan privacy notices are maintained by the insurance providers. For self-insured coverage, the privacy notice is maintained by your employer. In general, the plans will not use or further disclose PHI except as necessary for treatment, payment, health plan operations and plan administration or as permitted or required by law. Under HIPAA, you have certain rights with respect to your PHI and the right to file a complaint with the plan or the Secretary of the U.S. Department of Health and Human Services if you believe your rights under HIPAA have been violated. Please see the employer for a copy of the Notice of Privacy Practices for your health plans.

Leaves

General Leaves

See your employment agreement for specific leave information, or contact Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org.

Earned Sick and Safe Time (ESST)

Effective Jan. 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

An employee is eligible for sick and safe time if they work at least 80 hours in a year for an employer in Minnesota; and are not an independent contractor. Temporary and part-time employees are eligible for sick and safe time.

More information regarding ESST can be found on the [Minnesota Department of Labor and Industry website](#). Click [here](#) to review C-I Schools' ESST Notice to staff.

Family and Medical Leave

The Family Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage. Find all information regarding FMLA under [Policy 410](#) or contact Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org. To request FMLA, please complete a leave request form, available electronically [here](#). Paper forms are available upon request from Human Resources or your supervisor.

Minnesota Pregnancy and Parenting Leave is available to employees who do not qualify for FMLA leave.

Jury Duty

Employees who receive a summons for jury duty must notify their administrator or immediate supervisor as soon as possible after receipt of the summons. Employees must provide their supervisor/administrator a copy of the summons. Should employees serve as jurors, they will be allowed time off with full pay. Any reimbursements, less expenses,

for serving as jurors, shall be deducted from pay. A copy of the payment, provided to you by the court administrator, must be submitted to payroll.

If employees are excused from jury duty at any time throughout their scheduled school workday, they should return to their respective building to complete their normal assignment. This leave applies only when the employees' working hours conflict with jury duty time.

School Conferences and Activities Leave

Pursuant to [Minnesota Statute §181.9412](#), the school district will grant unpaid leave up to a total of 16 hours during any 12-month period to enable a parent to attend special education, preschool, or school conferences, or school-related activities of their children or foster children, provided the conferences or activities cannot be scheduled during non-work hours.

Investment and Retirement Plans

Investments 403(b)

Eligible employees may authorize payroll deductions to be invested in a 403(b) account on a pre-tax basis. Please see your employment agreement for district match information if applicable. For information on [investment companies, advisor contacts](#), and to authorize payroll deduction for a 403(B) account, use this [required form](#), return the completed form to Stacy Erkkila, Payroll Specialist, at 763-689-6206, or serkkila@c-ischools.org.

Retirement Plans

Teachers Retirement Association (TRA) & Public Employees Retirement Association (PERA) administer retirement plans providing a defined benefit plan coverage to employees of school districts. Visit [Your Pension Plan](#) to view a short video on your pension plan.

For employees in positions that require a Minnesota Teachers or Administrators License, contributions are made to the Teachers Retirement Association (TRA). Legislation determines member and employer contribution rates. Through payroll deductions, members contribute a percentage rate of their before-tax earnings to fund their TRA benefits. The school district also contributes a percentage rate on your behalf.

Contact TRA at 651-296-2409 or www.minnesotatra.org.

For employees in a position not requiring a Minnesota Teachers or Administrators License, contributions are made to the Public Employees Retirement Association (PERA). Through payroll deductions, members contribute a percentage rate of their before-tax earnings to fund their PERA benefits. The school district contributes a percentage rate on your behalf.

Contact PERA at 651-296-7460 or www.mnpera.org.

Compensation

Paychecks and Tax Forms

Paychecks are issued twice a month on the 15th and 30th of each month. If the payday is a holiday or weekend, paychecks will be issued on the workday immediately prior.

[2025-2026 Payday Schedule Link](#)

Direct deposit is the preferred method of payment. The first check issued after the Payroll Department in the Education Services Center receives all of your paperwork authorizing direct deposit might initially be a paper paycheck issued directly to you and mailed to your address on file. Any paycheck due to you after the initial paycheck will be directly deposited into your accounts, and you can access information about your deposit through employee self service (ESS).

Employees are able to access payroll information and download their tax forms through the employee self service website - [Employee Access Center \(EAC\)](#). Information available includes paycheck history, leave account balances, year-to-date totals, ACA and W-4 information. For information on accessing EAC, please contact the Payroll department at 763-689-6206, or payroll@c-ischools.org.

Rates of pay are determined by contract bargaining agreement or terms and conditions agreement; all [employee work agreements](#) are accessible through Staff Resources. For information about your pay rate, contact Stacy Erkkila, Payroll Specialist, at 763-689-6206, or serkkila@c-ischools.org

Employee Expectations

We want all employees and students to be successful. In order to be successful, you need to understand what is expected of you.

Bullying Prohibition

A safe and civil environment is crucial for students to learn and to promote healthy relationships. An act of bullying, by either an individual or a group is expressly prohibited on school district property or at school-related functions. This policy applies to both students and adults on the premises. Click on the following links to find information regarding [Policy 514 - Bullying Prohibition](#) and the [Bullying Reporting Form](#).

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

Complaints

The school district takes seriously all concerns or complaints by students, employees, parents, or other persons, please see [Policy 103](#) for the process to make a formal complaint. You may also contact Shawn Kirkeide, Director of Administrative Services and Human Resources, at 763-689-6235, or skirkeide@c-ischools.org.

Confidentiality

Confidentiality regarding our students, their parents/guardians, and our colleagues is of the utmost importance. Student and personnel data, unless specified otherwise, is private and confidential information. This means you cannot share information you learn about a student through your role as an employee with anyone, other than those who “need to know”, such as the child’s teacher or other school district staff. Please review [Policy 406 Public and Private Data](#) and [Policy 515 - Protection and Privacy of Pupil Records](#).

Cambridge-Isanti Schools Equal Employment Opportunity

The school district is committed to providing equal employment opportunities for all applicants and employees. See [Policy 401 - Equal Employment Opportunity](#).

Ethics

All employees are expected to conduct themselves in a professional and ethical manner, keeping in mind that they are role models for students and other staff alike. The following employee groups have specific ethical codes:

Teachers

CODE OF ETHICS FOR MINNESOTA TEACHERS: Teachers are expected to know and comply with the code of ethics outlined below. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles that define professional conduct. These principles are reflected in the following code of ethics, which sets forth the procedures for implementation. This code shall apply to all persons licensed according to rules established by the board of teaching. The standards of professional conduct are as follows:

1. A teacher shall provide professional education services in a nondiscriminatory manner.
2. A teacher shall make a reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to a private advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Statutory Enforcement of Code: Complaints, Investigation, and Hearing. The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with [Minnesota Statutes, section 214.10](#).

Administrators

The Educational Administrator makes the well-being of students the fundamental value of all decision-making and actions and fulfills professional responsibilities with honesty and integrity. See [Minnesota Rule 3512.5200](#) and District [Policy 306](#) for the formal Administrator Code of Ethics.

All Employees

EMPLOYEE CODE OF CONDUCT: Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

Misconduct

- Unprofessional conduct;
- Failure to observe rules, laws, regulations, policies, and standards of the school district and/or directives of supervisors;
- Neglect of duties;
- Continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline
- Personal and/or immoral misconduct
- Use of illegal drugs, alcohol, or any other chemical substance on the job, or any off-site use which impacts the employee's performance;
- Deliberate and serious violation of the rights and freedoms of employees, students, parents, or school community members;
- Activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
- Failure to follow the canons of professional and personal ethics
- Falsification of credentials and experience;
- Unauthorized destruction of school district property;
- Failure to observe good personal hygiene practices.

Discipline

Cambridge-Isanti Schools uses progressive discipline; we are dedicated to ensuring employees are aware of expectations so they can be successful. Specific discipline procedures may be specifically outlined in your contract bargaining agreement or terms and conditions agreement. See also [Policy 403](#) - Discipline, Suspension and Dismissal of School District Employees.

Information on student discipline can be found in the student handbooks and also in the Student Discipline [Policy 506](#).

PBIS

PBIS stands for Positive Behavioral Interventions and Supports, which includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create

positive school environments. The purpose of district-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Cambridge-Isanti Schools is one of only five recognized districts for sustaining Exemplar Status. The purpose of [Minnesota PBIS](#) Sustaining Exemplar Recognition is to identify and recognize exemplar schools that have completed PBIS implementation and are continuing to achieve positive student outcomes.

Dress Code

Cambridge-Isanti Schools' employees serve as role models for students and as representatives of the community. Consistent with these roles, all employees, volunteers, and substitutes are expected to dress professionally and appropriately.

Administrators and administrative support employees should project a professional image and dress appropriately for an office/business environment.

Teachers, volunteers, and support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Physical education teachers, coaches, and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, and in good repair. Employees shall not wear anything that might be perceived as obscene or distracting. School district staff members who do not, in the judgment of the principal or supervisor, reasonably conform to this dress code shall receive a notice from their supervisor. Repeated violations or refusal to comply with the direction of the supervisor by an employee could result in disciplinary action up to and including termination.

Hours

The duration of hours and specific times of your workday are determined by your direct supervisor and may be stated in your contract, bargaining agreement, or the terms and conditions agreement. Contact your direct supervisor to confirm hours and specific times of your workday. Any additional hours worked must be approved by your direct supervisor prior to working the additional hours.

Attendance

Attendance is crucial – Report to work on time and follow your assigned work schedule. Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off. This time off shall be pre-approved unless impossible to do so. An absence request must be completed in Absence Management (AESOP)/TimeClock Plus whenever you are absent. For directions on how to request a leave day, speak to your supervisor or contact Jill Puffer, HR Onboarding Specialist and Communications Associate, at 763-689-6223, or jpuffer@c-ischools.org.

Unexcused absences are unacceptable. To avoid this, be sure to contact your direct supervisor if you are unable to attend work. Frequent and/or identifiable patterns of absences will be addressed accordingly by your supervisor.

Unpaid days are not permitted. All time off requests must be covered using accrued leave, except in cases of FMLA, extended leaves of absence, or Military Leave.

Absence Management (Formerly AESOP)

Absence Management (Formerly known as “AESOP,” Automated Educators Substitute Operator) system is used for teachers, instructional assistants, and program assistants to apply for leave, and to secure qualified substitutes. Please contact Jill Puffer, HR Onboarding Specialist and Communications Associate, at 763-689-6223, or jpuffer@c-ischools.org.

TimeClock Plus

[TimeClock Plus](#) is software used for recording hourly employee work hours. It is your responsibility to make sure your hours are accurate. You can log in at TimeClock stations throughout the buildings, any district computer, or by downloading the mobile app. Approval deadlines will be established by your building administrator. Time needs to be reported and recorded accurately, reflecting hours worked, sick leave, and personal leave (if applicable). Falsifying time is considered theft and will result in disciplinary action, up to and including discharge. Please contact Stephanie Guzy, Payroll Assistant, at 763-552-7099, or sguzy@c-ischools.org.

Expense Reimbursement

All school district business expenses to be reimbursed must be pre-approved by the supervising administrator. Please see the [Finance Guidance Manual](#) and expense reimbursement [Policy 412](#).

To obtain the request for mileage/expense reimbursement, fill out the [form](#) found in Staff Resources.

Reporting Obligations/Mandatory Reporting

All district employees are mandatory reporters of suspected maltreatment of minors and vulnerable adults, including physical abuse, neglect, or sexual abuse, as required by Minnesota Statute. Neglect is the failure to provide a child with necessary food, shelter, clothing, or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so; and the failure to provide appropriate care and supervision after considering the child's age, mental ability, physical condition, environment, and length of absence of the caregiver.

If you suspect maltreatment, you *must* notify the local welfare agency (763-689-1711), police department, county sheriff's office, or other agency responsible for investigating maltreatment as soon as possible, and no later than 24 hours. Please work with your supervisor or an administrator on how to fill out the appropriate form. If the suspected maltreatment involves a staff member, you must also notify the [Minnesota Department of Education](#). Finally, please remember to notify your building administrator immediately.

Please also refer to [Policy 414](#) - Mandated Reporting of Child Neglect or Physical or Sexual Abuse and [Policy 415](#) - Mandated Reporting of Maltreatment of Vulnerable Adults. Contact Shawn Kirkeide, Director of Administrative Services and Human Resources, at 763-689-6235, or skirkeide@c-ischools.org.

Respectful Workplace

We strive to ensure a respectful place to learn and work at Cambridge-Isanti Schools. These are some key expected behaviors to ensure a respectful workplace:

- Be positive and pleasant, promote Cambridge-Isanti Schools positively;
- Be polite and approachable;
- Be mindful of your work attire;
- Work collaboratively with colleagues, administration, and other staff;
- Be respectful to all students, staff, and parents;
- Talk in an appropriate level and tone or voice;
- Respect and maintain the confidentiality of district staff and students/families;
- Model appropriate behavior;
- Be mindful of the personal space of others;
- If you see someone who is not being respectful, say something to them or your supervisor.

The purpose of this policy is to establish and maintain a professional, respectful working environment for all employees. Review [Policy 428](#) - Respectful Workplace.

Social Media

Effective communication with colleagues, students, and families is crucial for a thriving school environment. Social media and digital communication devices provide a way to share information and ideas quickly and easily. While the use of social media as a communication tool is recognized, it is important to understand that many factors and potential ramifications may accompany social media use.

We are a public organization, and everything we do on district technology is “discoverable” through public data requests. Digital data is easy to store, search, and recover. With this in mind, you should not post anything on district technology that you would not want to share with the public. How you conduct yourself digitally reflects on you, your school, your department, and Cambridge-Isanti Schools as a whole. Whether online or in person, the district’s parameters and code of ethics still apply. Think about making a conscious effort to be professional when you engage in social media or any form of communication.

Using Student Pictures, Videos, and Information – Use Professional Judgment
Media Release – use of a student’s image without parental media release approval is prohibited

Confidentiality – when using and engaging in social media, staff must be professional, respectful, and ethical. Staff should refrain from sharing confidential information on social media about students, parents, or staff.

Videotaping Student Behavioral Issues – it is the expectation that you do not videotape students who are misbehaving or as a consequence for misbehaving. Your attention, focus, and response should be on addressing the student’s misbehavior in an effective manner.

For more information related to Social Media Guidelines, please refer to this [document](#).

Roles and Responsibilities

A job description including information pertaining to your role and responsibilities in the school district will be provided to you upon request. If you do not have a current job description, please contact Jill Puffer, HR Onboarding Specialist and Communications

Associate, at 763-689-6223, or jpuffer@c-ischools.org. If you have a specific question about your role or responsibilities, please contact your immediate supervisor.

Field Trip Expectations

Follow field trip planning and procedures, including receiving required approval prior to any field trips. No student shall be allowed to participate in a field trip without the written authorization of their parent/guardian. Ensure proper adult supervision during all field trips, student activities, and while being transported on the bus. There should be adult supervision on the bus during school district-sponsored events or field trips. Use the standard [Field Trip Permission Trip Form](#)

Safety and Workplace Injuries

You are expected to help make sure we maintain a safe workplace. If you see an unsafe condition, please report it immediately to your supervisor or your building/department custodial staff. Policies and procedures are put in place to provide a safe working environment for employees. If you are injured at work, report the injury to your supervisor as soon as possible, and call the **Paradigm Nurse Hotline at**

1-844-847-8708, which is available 24/7. The nurse hotline will gather information and provide you with details on how to proceed with your issue. Retaliation against employees making workers' compensation claims is expressly prohibited.

Bloodborne Pathogens

A bloodborne pathogen is a pathogenic microorganism found in human blood. Such pathogens can infect and cause disease in humans. OSHA (Occupational Safety and Health Administration) requires you to treat all blood and other potentially infectious material as if it were known to be contaminated. Therefore, if you do any kind of blood or body fluid clean-up or assist in first aid (i.e., cover a wound) on an individual, use appropriate personal protective equipment and safe work practices to minimize the chance of exposure. Any contact with blood, or in that case, any bodily fluid, should require you to put on gloves. Hand washing is one of your best defenses against spreading infection, virus, or disease. Good personal hygiene, along with proper housekeeping, can greatly reduce exposure.

The school district has a district-wide Health and Safety Committee. Each building has a representative on this committee. If you have questions or concerns about health or safety, please contact your health and safety building representative or Lauri McKinnon, HR Specialist, at 763-689-6209, or lmckinnon@c-ischools.org.

Employee Right to Know/Hazard Communication

Most workers have to work with chemicals at one time or another. The goal of Cambridge-Isanti Schools is to inform you about the chemicals you may have to work with so that you can use them in a safe manner. The school district has identified and compiled an inventory of potentially hazardous products (those containing harmful chemicals) that exist in each school building. Each hazardous material is to be labeled with the appropriate warning information, such as: name of chemical, appropriate hazard warnings, and name and address of the manufacturer. Not only are the warning labels important to provide safety and health information, but Safety Data Sheets (SDS) must be available for each hazardous product used in the district. Properly labeling all products and using SDS will enable you the ability to properly handle, store, and dispose of hazardous materials. Be aware of hazardous substances and agents in your work environment. Read and abide by the manufacturer's health and safety information found on the product label and review the appropriate SDS associated for further information and recommendations on how to use the product safely. All SDS for C-I Schools are available online by clicking [here](#).

Mandatory Training

All employees are required to complete annual training modules which include information on Bloodborne Pathogens, Employee Right to Know, Seizure Response, and the Employee Handbook. All trainings are required for all employees, every year. The training link will be emailed out to employees, as well as be available on the [HR webpage](#).

Technology

District devices and internet services are to be used for approved purposes only. Please review the Technology Acceptable Use [Policy 524](#). The purpose of the policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications. For computer troubleshooting and repair requests contact your building technician.

Weapons

[Policy 501](#) – School Weapons states, in part:

No students or nonstudents, including adults and visitors, shall possess, use, or distribute a weapon when in a school location, except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any

student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

If You Suspect the Presence of a Weapon:

If you suspect that a student, staff, parent or community member has a weapon in their possession while on school property; or hear any students, staff, parents, or community members making threats or discussing bringing a weapon to school and/or wanting to hurt others you must report it to an Administrator *IMMEDIATELY*. Remain calm, use caution to deliver the concern to Administration. It is important to try and contain the situation and risk. Avoid leaving a classroom unattended, whenever possible.

Harassment and Violence

Harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information will not be tolerated by students or staff. Please review [Policy 413](#) - Harassment and Violence in its entirety. The reporting form is found [here](#) or you may contact Shawn Kirkeide, Director of Administrative Services and Human Resources, at 763-689-6235, or skirkeide@c-ischools.org.

Drug Free Workplace/Drug Free Schools

The purpose of this policy is to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, and controlled substances without a physician's prescription. All Cambridge-Isanti School properties are drug and tobacco free, please note that this includes electronic cigarettes. If you suspect the presence of tobacco, alcohol, marijuana, or other drugs on our properties please promptly report the violation to your supervisor, or an administrator. Please also review [Policy 418](#) - Drug-Free Workplace/Drug-Free School and [Policy 419](#) Tobacco Free Environment.

Other Important Employment Related Policies

All employees are responsible for knowing and abiding by all district policies, which are accessible on the District [website](#). The following policies are especially important for employees to be aware of:

[402 - Disability Nondiscrimination](#)

[404 - Employment Background Checks](#)

[405 - Veteran's Preference; Hiring](#)

[408 - Subpoena of a School District Employee](#)

[416 - Drug and Alcohol Testing](#)

[417 - Chemical Use and Abuse](#)

[420 – Students/Employees with Sexually Transmitted Infection and Diseases and Certain Other Communicable Diseases and Infectious Conditions](#)

[423 – Employee/Student Relationships](#)

[424 – License Status](#)

[505.1 - Distribution of Information for Political Campaigns and Activities](#)

Emergency School Closings

When School is Closed All Day (NOT an E-Learning Day)

Refer to your [contract/agreement language](#) regarding school closures.

The following employees will report to work when schools are closed: custodians, Education Services Center staff, transportation office staff, administrators, and principals.

The following employees will not report to work when schools are closed: teachers, instructional assistants, food service, career center, student supervisors, crossing guards, parking lot attendants, bus monitors, bus drivers, and administrative assistants. (Community Education coaches and supervisors will be notified as appropriate.)

E-Learning

In the event the District declares an eLearning day, all employees should be prepared to implement their eLearning day plan as needed and as directed by your Principal or Supervisor. In accordance with new State law, passed in 2023, the District will continue to pay the full wages and benefits for scheduled work hours during an eLearning day.

Many employees will be allowed to work remotely to the extent practicable, but there are a few employees who are still required to report to buildings on an eLearning day. If you are required to report, you will be notified by your supervisor of your specific plan.

All supervisors will communicate their specific expectations for employees, which will include remote [professional development](#) requirements for many. In preparation for these days, please notify your supervisor if you do not have reliable internet access.

Only hourly employees who are scheduled to report onsite on an eLearning day will clock in normally for the day. All other hourly employees will not clock in on eLearning Days. Your building or department's administrative assistant will enter time worked into TimeClock based on completion of professional development form. Please direct specific eLearning day preparation questions to your building principal or supervisor.

When There is a Delay in School Start Time

Refer to your [contract/agreement language](#) regarding school start time delays. Employees are required to report to work at their defined starting time. If it is physically impossible or the employee deems it hazardous to his/her health or safety to report for work, he/she must call his/her immediate supervisor as soon as possible.

When School Closes Early

Refer to your [contract/agreement language](#) regarding school closing early. If school closes early, employees will remain in their building until the principal or administrator in charge releases them. Custodians shall report to work unless it is physically impossible or the employee deems it hazardous to his/her health or safety.

If it is physically impossible, or if you assess that the weather conditions are too hazardous to your health or safety, and you cannot report to work, you must contact your immediate supervisor as soon as possible.

How is the decision to close Cambridge-Isanti Schools made?

There is always a potential for severe weather warranting school closings or delays during Minnesota winter months, but the decision to close or delay school is never easy. In the event of a school closing due to inclement weather, C-I Schools may activate the eLearning Day Plan as outlined above.

Many variables are considered in order to best ensure the safety of students and staff as we try to accommodate all the families in our district. Unfortunately, it is not possible to make a perfect decision. With the complexity of making weather-related decisions, even neighboring school districts may not reach the same decision. First and foremost, safety is always the priority when making the decision to hold school or not.

For more information about weather closings, please refer to the [District Webpage](#)

Where can I get information on school closings due to the weather?

The decision to close schools will be announced with as much notice as possible via the parent/family emergency alert system and local news stations. You can also refer to the district's website for further information on school closings. Please do not call the radio or television stations or the schools.

- www.c-ischools.org
- www.facebook.com/cambridgeisanti
- www.instagram.com/cischools

- WCCO TV
- KARE 11 TV
- KSTP TV
- FOX 9 TV
- 830 WCCO Radio

If you do not currently receive the closing alerts from the district please contact Melissa Stebbins at 763-689-6191 or mstebbins@c-ischools.org.

When are decisions to close or delay school made?

When a decision can be made the preceding night, the district will attempt to make an announcement by 10 p.m. In most cases, a decision will not be made until the morning. The goal is to make a decision to have a delayed start or close schools by 6 a.m. There will be no announcements if schools are open as scheduled.

General

Address and Other Personal Information Changes

It is important to notify the district of any changes to your personal information. Please complete the [Updates to Personnel Information form](#) in [PowerSchool Records](#). For assistance completing this form, please contact the Human Resources Department at HR@c-ischools.org.

Food Service

Employees may purchase meals in the school cafeterias using their food service account. An account number for food service purchase was emailed to you upon hire. If you did not receive it, please contact the Food Service Department at 763-689-6210.

You can make payments for your meal accounts in cash, check, money order, or cashier's check. Each school has a food service payment box in its office. Credit or debit card payments are also accepted by calling 763-689-6210. If you have children who attend school at one of the schools in our district, you can make a credit or debit card payment online through [Family Access](#).

Emergency Procedures

Each building has emergency procedures detailing what to do in the event of a fire, severe weather, a terrorist threat, and other events requiring quick and decisive actions. An "In an Emergency Take Action" flyer is available in each classroom. Your building administration will provide you with emergency procedures.

See the Crisis Management [Policy 806](#) for more information.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations Employee Notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law ([Minnesota Statutes § 181.939](#)) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. An employer cannot require an employee to take leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Parking

Employees may park in school district parking lots free of charge. Some buildings may require a parking permit. Please check with your building supervisor.

Personnel Files

Personnel files are kept in a secure, central location to which only a select few employees have access. If you wish to review your personnel file, you must notify human resources in writing at least 48 hours prior to the viewing of the file. When viewing a personnel file, you must do so in front of a designated district representative, and you are not allowed to take any notes, add to, or subtract from the content of the file. You may request that material be placed in your personnel file, subject to approval of the Superintendent or designee. At your cost, you may request copies of information stored in your personnel file at the defined rate for copies.

Background Checks

Pursuant to Minnesota Statutes § 123B.03 and School District [Policy 404](#), a criminal background check is a requirement for employment with the school district. Background checks are conducted online through Trusted Employees. Upon acceptance of an offer of employment, an invitation to complete the background check will be sent via email. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. The school district will accept a background check that has been conducted in the past twelve months from another institution. The employee cost for the background check is \$20.00 or more. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to comply with the background check requirement, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services. The criminal background check will typically only be done once unless you have a break in your employment of more than one year. However, the school district specifically reserves any and all rights to conduct further background checks regarding current employees, in such cases employees will be given prior notice and asked to provide consent.

Volunteer background checks are \$10.00 and are good for three years. Follow-up background checks are \$4.00. Please refer to the [Volunteer Background Check Procedure](#) for further details. Current employees may volunteer for school activities without incurring the cost of an additional background check.

Employee Identification Badges

For security purposes, we require that all staff wear an employee identification badge. Employees will be issued badge access cards for accessing the appropriate building(s). Pictures for these badges and permissions are entered and printed by the Education Services Center.

Substitute/Visitor Identification Badges

All substitutes and visitors will need to present an identification card and check in at the main office to receive their photo credential. Substitutes and visitors must wear these credentials at all times.

Teachers – Important Information

Lane Changes/College Course Approvals

To be considered for application on any lane of the salary schedule, credits beyond a bachelor's degree must be graduate credits. In order to be considered, all credits must be electronically submitted and approved by the Director of Administrative Services and Human Resources *prior* to the taking of the course and carry a grade equivalent of "C" or higher. You can complete the College Course Approval Form, Board Credit Approval Form, and Teacher Lane Change, in the [PowerSchool self-serve portal](#).

Individual contracts will be modified to reflect qualified lane changes twice each school year. Upon presentation of a transcript of qualified credits to the Superintendent's office, either before **October 1** or before **February 1**, the teacher will be placed in his/her new lane. Lane changes will be effected only on the two above dates each school year.

Re-licensure

Teachers and Administrators are responsible for maintaining current Minnesota licensure. Information and renewal materials are available by calling 651-539-4200, or emailing pelsb@state.mn.us, or visiting <https://mn.gov/pelsb/>

Have a great year, Bluejackets!