BLUESKY ONLINE

The School Designed for You



Student Handbook

2026-2027

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Principal's Welcome

Welcome to BlueSky Online School. We are honored that you have chosen us as a partner in supporting your educational journey. BlueSky has a rich history as Minnesota's first 100 percent online charter school, and has been a pioneer in providing high-quality, personalized education. Our model is designed to meet each student's unique needs while offering the support necessary for success.

We have intentionally built a team of experienced teachers, counselors, advisors, and social workers dedicated to supporting our students. We prioritize strong communication with students and families and strive to meet each student where they are. Students, parents, and guardians can expect regular communication from their advisor and teachers.

We are a compassionate school where all staff are trained in trauma-informed practices and supportive academic interventions. While we have high expectations for our students, we also work to support them in reaching their full potential. Parents and guardians play a crucial role as partners, working with each student's support team to provide guidance, encouragement, and important information that helps us better serve our students.

We are committed to creating systems that are intuitive and easy to use. Students and parents are encouraged to use the Academic Snapshot and classroom dashboards to plan each school week. These systems allow students to complete their learning experiences on a schedule that fits their individual needs. Advisors and teachers are available to provide additional support if needed.

Thank you for entrusting us with your student's education. Please contact me at any time; my virtual door is always open.

Sincerely,



Daniel Ondich
6-12 Principal
dan.ondich@blueskyschool.org

Calendar

September 8, 2026: First day of school
October 2, 2026: No school (staff only)
October 12, 2026: Virtual school assembly - Indigenous Peoples Day
October 12-14, 2026: Parent/student virtual conferences
October 15-16, 2026: No school
November 6, 2026: Last day of first quarter
November 6, 2026: Student activity day
November 9, 2026: First day of second quarter
November 11, 2026: Virtual school assembly - Veterans Day
November 26-27, 2026: No school
December 4, 2026: No school (staff only)
December 24, 2026 - January 1, 2027: No school (winter break)
January 18, 2027: Virtual school assembly - Martin Luther King Jr. Day
January 20, 2027: Last day of second quarter
January 21-22, 2027: No school (staff only)
January 25, 2027: First day of third quarter
February 15, 2027: No school
March 12, 2027: No school (staff only)
March 26, 2027: Last day of third quarter
March 26, 2027: Student activity day
March 29, 2027- April 2, 2027: No school (spring break)
April 5, 2027: First day of fourth quarter
May 7, 2027: No school (staff only)
May 27, 2027: Last day of school for graduating seniors (Tentative)
May 31, 2027: No school
June 4, 2027: Last day of school
June 5, 2027: Graduation (Tentative)

Student Support Team

All students at BlueSky have a dedicated team of staff to support them in their academic success. Students are encouraged to utilize their support team if they are struggling and need additional support.

Advisor: Your advisor is your go to person with general help with your academic courses, navigating school, establishing your schedule, and any support you need while at BlueSky. Your advisor is here to connect you with the right person/people to help you succeed.

Counselor: Your school counselor is available to support you in meeting your academic and career goals. Your counselor will assist you in selecting and scheduling classes, monitoring your graduation progress and preparing for college and career readiness.

Teachers: Your teachers provide you with daily instruction and individual help in classes. They are specialists in their area of instruction and can help you with understanding assignments.

Social Worker: All students have access to a school social worker. They are here to assist with school, family, and personal concerns – anything that might affect your well-being. They can provide resources and referrals and are also available for crisis assistance.

Case Manager: Students who have an active Individualized Education Plan will work with a case manager who provides support in meeting individual goals and needs.

BlueSky Information

Authorizer and Accreditation

BlueSky's authorizer is Innovative Quality Schools, whose mission is to authorize charter schools that are innovative and successful in preparing students to achieve their full potential. The contact information for IQS is:
Innovative Quality Schools (IQS)
P.O. Box 580
Hutchinson, MN 55350
Phone: 651.234.0900
Website: https://iqsmn.org

Accreditation

BlueSky is accredited through Cognia (NCA CASI). Our curriculum meets all state standards and satisfies all requirements for a Minnesota high school diploma.

Mission

BlueSky's mission is to bring quality online education and diverse learners together.

Vision

BlueSky is defining education for the 21st century by creating an individualized, dynamic education for all students. We are committed to empowering our community by facilitating relevant learning, skills, hopes, and relationships.

Values and Beliefs

BlueSky is a trauma informed school which we term as a "Compassionate School". This model benefits all students who attend, but provides specific strategies to support students chronically exposed to stress and trauma in their lives. The goal is to keep students engaged and learning by creating and supporting a healthy climate and culture within the school where all students can learn.

We believe staff

1. Accept all students where they are in the moment
2. Respect the inherent dignity and worth of the person
3. Recognize the central importance of human relationships (respect, compassion, understanding, positive attitude, and tolerance)
4. Behave in a trustworthy manner with the ability to self-regulate
5. Continually strive to increase their professional knowledge and skills and to apply them in practice
6. Value one another
7. Operate effectively as a team
8. Provide innovative and engaging lessons, which contribute to quality education
9. Foster positive, healthy relationships
10. Show compassion and understanding

We believe that academic excellence

1. Empowers students and their families with the right to self-determination
2. Occurs when students are excited about their future and believe they are capable of learning and impacting the world
3. Is a lifetime journey that involves connection with others
4. Is embracing and enjoying the process of lifelong learning
5. Prepares students for the future
6. Allows students to achieve their goals
7. Happens when students learn to overcome any obstacle

We believe students

1. Need respect, understanding, acceptance, guidance, and support
2. Contribute to their educational experience
3. Deserve a quality education
4. Can learn and be successful
5. Are unique and have value



The Real You class assignment - find or create positive messages to post on social media

6. Thrive when they are involved, inquisitive, given choices, and are active partners in learning

We believe students are at their best as learners when the environment

1. Provides hope and a sense of capability
2. Is safe with unconditional regard
3. Encourages positive, healthy adult relationships
4. Provides motivation, feedback, positive reinforcement, and opportunities for setting authentic goals
5. Is flexible and able to adapt to change
6. Can respond to unique learners by exploring ways to succeed
7. Encourages technological skills and includes state of the art equipment

We believe families

1. Need support and nurturance
2. Contribute to the learning community
3. Are unique and have value
4. Require attention, time, energy, and balance

General Student Information and Expectations

Communication Expectations

Due to the nature of online education, communication is critical to the learning environment. Students are expected to respond to all staff communications within 24 hours, excluding weekends and holidays. Students may also be expected to attend live, online classes and support sessions with teachers and other support staff. Students need to arrive on time and prepared. Students should contact their teacher if they need help in a class.

Workspace, Computer and Supplies

We strongly encourage students to have a designated space to work from on a daily basis. High speed internet access is required. Students and parents should check that their equipment meets the technology requirements posted on our website. Students and parents/guardians must have an alternate plan for accessing online school if their equipment is damaged, malfunctioning or internet service is disabled or disrupted.

BlueSky is committed to making technology accessible to all students. Most students chose to utilize their own Windows or Mac OS computer with the exception of 6th grade, where all students are provided a BlueSky issued computer. Computers for 7th-12th grade students may be requested during the enrollment intake meeting with the student's counselor or at a later time through their advisor. Many students will qualify for a computer with only a small refundable

deposit. A shipping and processing fee may be assessed for some students depending on income eligibility as determined by the Application for Educational Benefits form. Computers will ship directly to your home once all relevant forms, fees and/or deposits have been processed. Deposits will be refunded after equipment is returned and deemed to be in working order. Deposits may not be returned if damage is found beyond normal wear and tear. Additionally, repair fees may be assessed in accordance with the fee schedule provided at the time the device was issued.

While you are an online student, we recommend having notebooks, pencils, a calculator, and any other school supplies you would need in a traditional setting available in your workspace. Students are required to have a webcam, headset or speakers and a microphone in order to participate in live classes and individual support sessions. Other school supplies are listed on BlueSky's website or within specific course descriptions.

All school issued computers and supplies remain the property of BlueSky Charter School and should only be used for school purposes. Students are expected to take appropriate precautions to prevent damage to school property. Damaged computers and other supplies should be reported immediately to support@blueskyschool.org.

Instructional and Assessment Technologies

BlueSky utilizes a variety of technology systems as part of our educational program. These technologies may be utilized as part of our curriculum, instruction and assessment practices. Students may be required to access these systems utilizing their BlueSky account, Google account, Clever, or other means as directed by their teacher. As allowed by applicable school policies, state laws, and federal laws, these systems may collect private student information. A complete inventory of vendors and data elements utilized by BlueSky can be found on BlueSky's Software Inventory List.

To read BlueSky's Internet Acceptable Use and Safety policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.8.2.

Change in Student Information

It is imperative that the school be notified immediately of a change of address, home or cell phone number, email address or emergency contact information. Please email updates to 1studentinfochange@blueskyschool.org.

Onsite Learning Center

The BlueSky campus in Bloomington, MN, features an onsite learning center and makerspace staffed by BlueSky educational assistants, teachers and support staff. This is a place for students to complete school work and connect with peers. Hours will be posted in Moodle or can be scheduled individually with a BlueSky staff member.

BlueSky Library Services

BlueSky students have access to a variety of library services and systems. All students have access to library systems and materials based on their grade level designation to ensure only age appropriate materials are accessible. Students may use library services for recreational reading, research, and course requirements.

A parent or guardian may request that access to specific material in the library collection be restricted for their student. BlueSky will take reasonable steps to fulfill this request within the limitations of specific library systems. Requests will not result in removal of specific library materials from the general library or impose restrictions upon any other student accessing the specific library materials.

Student Activities

Students may have opportunities to attend school activities throughout the year. These activities may coincide with coursework or be extracurricular in nature. Students are expected to abide by all BlueSky student policies during all onsite and offsite school sponsored activities.

Esports and Club Participation

Introduction

Esports and clubs are extracurricular activities that require teamwork, active participation, and commitment. In order to participate in esports or clubs at BlueSky, students must adhere to the following criteria:

Eligibility

To be eligible to participate in esports at BlueSky, students must meet the following criteria:

1. Enrollment: Students must be enrolled in BlueSky's full-time school and be in good academic standing.
2. Conduct: Students must have no major disciplinary infractions on their record within the past year.
3. Attendance: Students must maintain regular attendance in their classes and not have less than 90% overall attendance or students must be in compliance with an established attendance plan.
4. Age: Students must be at least 13 years old to participate in esports. Ages for clubs will vary.
5. Internet Connectivity: Students must have a reliable internet connection at home or access to a location with a reliable internet connection.
6. Equipment: Esport students must have their own computer or gaming device that meets the minimum technical requirements for the game being played. Club students will be

responsible for providing their own supplies and equipment necessary for active participation.

Selection Process

If there are more students interested in participating in a particular esport or club than there are available spots, one of the following selection process will be used by the coach or club leader:

1. Skills: Students who demonstrate superior skills during tryouts or training sessions will be given priority.
2. Registration: Students will be accepted on a first come first serve basis.
3. Club Criteria: Students must meet specific club requirements for selection.

Team and Club Participation

Once a student is selected for the esports team or club, they are expected to:

4. Maintain eligibility requirements for the entire season.
5. Attend all team practices and/or meetings.
6. Follow the team or club code of conduct and game etiquette.
7. Maintain academic progress and not let esports or club activities interfere with their studies.
8. Represent the school in a positive and respectful manner during competitions.

Code of Conduct

All students participating in esports or clubs at BlueSky are expected to adhere to the following code of conduct:

1. Respect: Students must show respect to their teammates, club members, opponents, guests, coaches, and school officials at all times.
2. Sportsmanship: Students must display good sportsmanship during competitions and club activities and not engage in unsportsmanlike conduct or behavior.
3. Fair play: Students must participate within the rules of the game or activity and not engage in cheating, exploiting glitches, or using unauthorized software or hardware.
4. Online Safety: Students must follow safe online practices and not share personal information or engage in cyberbullying or harassment.
5. Represent the school: Students must represent the school in a positive and respectful manner during competitions and not engage in behavior that reflects poorly on the school.
6. School Policies: Students must abide by all established BlueSky Online student policies.
7. Attendance: Students must attend school on scheduled game days in order to participate in the game (excluding games scheduled outside of BlueSky's student calendar)

Consequences

Students who fail to meet the eligibility requirements, team/club participation expectations, or code of conduct may be subject to consequences, which may include:

- Disciplinary action for conduct violations.
- Suspension from future esports competitions.
- Removal from the esports team.

Conclusion

Esports and clubs are valuable extracurricular activities that promote teamwork, strategy, and critical thinking. By following the eligibility criteria, selection process, team participation expectations, and code of conduct outlined in this handbook, students can participate in esports in a fair and inclusive manner while representing the school in a positive and respectful way.

Esports and Club Lettering

Lettering in a school esport or club is a great honor and recognition of a student's commitment and contributions to the esport or club. BlueSky administration will determine which esport teams and clubs qualify for varsity lettering. The following are criteria for lettering in a school club or esport:

- Active Participation: A student must actively participate in the club or esport for the scheduled duration of the esport or club or one full school year to be eligible for lettering.
    - Esport Level (if applicable): Participation must be a minimum of one season at a varsity level or three seasons at a junior varsity level as determined by the activity coach or leader.
- Attendance: The student must have an excellent attendance record in all club meetings and events, missing no more than two events during the year.
- Commitment: The student must show a high level of commitment to the esport or club, by volunteering time and effort towards the club's goals and activities.
- Performance: The student must demonstrate excellent performance in their esport or club role, showing skills, talent and creativity that contribute to the success of the club.
- Conduct: The student must follow BlueSky's code of conduct and the esport or club's code of conduct, representing the school in a positive and respectful manner.
- Academics: The student must maintain a 2.0 GPA while participating in the esport or club.

In addition to the above criteria, the esport or club may also consider other factors such as participation in club-related activities outside of school, attending relevant conferences, competitions or workshops, or engaging in community service related to the club's mission. The lettering may be awarded in the form of a varsity letter, pin or patch, and may vary depending on specific criteria for the esport or club. The decision to award lettering will be made by the coach, advisor, or committee, in consultation with the school administration, and will be based on the above criteria.

Attendance

An absence from school may be excused when called into the BlueSky office by a parent or legal guardian. The absence must be reported to the attendance line (651-202-2020 or email: attendance@blueskyschool.org) before 4:00 pm the day the absence occurs. BlueSky reserves the right to request documentation for any absence and requires medical documentation for all absences longer than three days.

Attending while traveling

Students are expected to attend BlueSky while residing within the state of Minnesota. Students who are outside the state of Minnesota for more than 15 consecutive school days will be withdrawn in accordance with state law. Students wanting to work while traveling outside Minnesota, and especially outside of the United States, may not be able to access all of BlueSky's systems due to security protocols. Technology support, due to access while traveling, will not be provided, but students may try to use a VPN to access systems. Students may be granted 5 vacation days per year. Vacations should be discussed with the team ahead of time to create a plan for the student so they do not fall behind in their coursework work. The team may not approve a vacation if a student is behind in coursework. Coursework is not excused when a student is on vacation.

Schedule Changes

Students are generally scheduled in their classes prior to the start of a term or course enrollment and are encouraged to review it before the first day of class. Students that desire a schedule change should contact their counselor immediately. Schedule changes are discouraged after the start of a course and are generally not made after two weeks of enrollment. Courses that are not completed will be transcripted as a fail (F).

Academic Information

BlueSky Online Grading Philosophy

At BlueSky Online, we believe that grading should be a compassionate, equitable, and growth-focused process that supports the diverse needs of our students. At their core, grades are a reflection of a student's readiness to succeed at the next level. Grounded in our mission to provide flexible, personalized education, our grading philosophy reflects our commitment to fostering resilience, engagement, and lifelong learning in an inclusive and supportive online environment.

More information about our grading philosophy can be found on our website at https://www.blueskyschool.org/about/plans/

Grading Scale

Grade	Percent	GPA
A	93%+	4.0
A-	90-92%	3.667
B+	87-89%	3.333
B	83-86%	3.0
B-	80-82%	2.667
C+	77-79%	2.333
C	73-76%	2.000
C-	70-72%	1.667
D+	67-69%	1.333
D	63-66%	1.0
D-	60-62%	0.667
P	*60% and above	Not counted in GPA
F	59% and below	0
NC	*59% and below	Not counted in GPA
W	N/A	Student didn't complete enrollment

Pass/No credit

Students can opt for a Pass/No Credit grading in individual courses: Pass (P) = 60% and above, and No Credit (NC) = below 60%. The guidelines for the pass/no credit option are:

- Students may exercise the option for up to two courses each year with no more than one per term.
- All P/NC student requests will be sent and reviewed by the student's BlueSky counselor
- Many colleges and universities request courses be taken for the grade. Discuss the impact a P/NC grade may have on your specific situation with your counselor.
- Students must fill out the request for Pass/No Credit grades form, by the class end date. No retroactive grade changes will be made.
    - Parents must sign the Google for students under the age of 18.

Before making a decision, parents and students should know that pass/no credit grades on transcripts may impact college acceptance, NCAA eligibility, or a student's ability to obtain scholarships. It is important to weigh the pros and cons of how this will affect your future before making a final decision.

Partial Credit

In some instances students transferring into BlueSky may have credit increments that are different from BlueSky's standard 0.5 credits per semester. Students transferring in from trimester and quarter credit systems may have the option in some classes to only take the missing portion of a course for less credit to avoid duplicating coursework. This option may not be available for all courses.

Some students may also be able to earn partial credit as part of a support plan, health plan, 504 plan, IEP, or other administrative plan. Grades will generally be awarded as Pass or Fail unless otherwise noted in the plan.

Students who do not complete their scheduled enrollment and at least 90% of course learning experiences will not earn credit. Partial credit is not awarded to students unless they complete their scheduled enrollment.

Honor Roll & Honor Graduates

Students who demonstrate academic excellence will be recognized on BlueSky's Honor Roll. Students who maintain a 3.667 GPA will be placed on the A honor roll each quarter for middle school and each semester for high school. Students who maintain a 2.667 GPA will be placed on the B honor roll each quarter for middle school and each semester for high school. Students must complete at least four classes within the designated term to be eligible for recognition.

Students who have a cumulative GPA of 3.667 after completing the first semester of their senior year will be recognized as an honor graduate. Students will receive gold honors cords to wear during the commencement ceremony.

Academic Lettering

Full-time students in grades 9-12 who achieve a GPA of 3.80 or higher for two consecutive semesters within an academic school year will earn an academic letter. Students must also be eligible for all direct admission requirements.

Account Access

Students will be provided access to all required school accounts while enrolled as an active BlueSky student. Students may lose access to one or more accounts due to violations of student expectations. Students no longer enrolled at BlueSky will lose access to their accounts

when they are unenrolled. Graduates will need to backup documents and other important information in their accounts prior to their last day in attendance. Notice will be provided to graduates prior to having their Google account deactivated.

Middle School Overview and Expectations

Middle School Philosophy

BlueSky's Middle School program brings a quality online education to its students while recognizing the unique needs, interests and skills of each individual. Our approach is centered around three key tenets, which are designed to provide relevant and meaningful learning experiences, develop lifelong success skills, and create compassionate relationships.

Students enrolled in BlueSky's middle school program are expected to participate in weekly live class sessions with each of their teachers while following a weekly assignment completion schedule. In addition, students will participate in an advisory program designed to build personal connections to their learning and to develop relationships between students and staff.



Middle School Schedule

Staff are generally available from 9:00 AM to 4:00 PM Monday through Friday. The expectation for staff is to respond to communications within 24 hours during school days. Students and parents/guardians are also expected to return communications in a timely manner.

6th Grade Schedule

9:00 – 12:20 | Homeroom & Live Core Classes
12:20 – 1:00 | Individual Work Time & Lunch
1:00 – 2:50 | Exploratory Time & Individual Work Time
2:50 – 3:50 | Individual Work Time
*Individual and small group support as scheduled

7th Grade Schedule

9:00 – 9:25 | Homeroom
9:30 – 12:20 | Live Core Classes & Individual Work Time
12:20 – 1:00 | Individual Work Time & Lunch
1:00 – 2:50 | Live Elective Classes & Individual Work Time
2:50 – 3:50 | Individual Work Time
*Individual and small group support as scheduled

8th Grade Schedule

9:00 – 9:25 | Homeroom
9:30 – 12:20 | Live Core Classes & Individual Work Time
12:20 – 1:00 | Individual Work Time & Lunch
1:00 – 2:50 | Live Elective Classes & Individual Work Time
2:50 – 3:50 | Individual Work Time
*Individual and small group support as scheduled

Independent Work Time

Students are expected to work on their assignments outside of live lesson times. Work should be submitted daily in each subject area, with all weekly assigned work being submitted no later than 11:59 PM on Saturday. Work submitted after 12:00 AM on Sunday will count for attendance for the next week.

Live Class Expectations

Show up on time and be prepared.
Respect your classmates and your teacher and their opinions.
Be mindful when using your microphone, annotation, and the chat feature.

Participation is required.
Think before you send something in chat.
Don't type in all capital letters - this is the same as yelling.
Stay on task.
Be kind and supportive.

Home Learning Coach

Support at home is critical to the success of middle school students in an online setting. All middle school students are required to have an assigned parent or responsible adult to act as a learning coach in the student's home. The learning coach will be responsible for learning how to use BlueSky's systems, monitoring student progress, and having weekly conversations with the advisor.

Middle School Academic Load

The minimum course load in middle school shall consist of six (6) classes per term. Exceptions may only be made by the principal. To change a class, a student must meet with their school counselor to discuss the change. Schedule changes are generally not made after two weeks of enrollment. The 7th and 8th grade core courses and electives are taught individually, while the 6th grade core courses are taught all together with exploratory courses taught separately.

High School Overview and Expectations

BlueSky's high school students have the benefit of learning in an environment with a high level of flexibility and independence. With that in mind, students must make appropriate progress in their classes. High school students should expect to work on school at least 30 hours each week. Students should create a schedule and establish a routine that allows them to complete all assignments listed for the week on their Academic Snapshot.

Course Options

BlueSky's high school students have the option to take classes offered in different formats. Students wanting more peer interaction and structure can participate in Group Pace courses. Students wanting to work more individually can take My Pace courses. Many classes have both Group Pace and My Pace options and students can take classes from both options at the same time. Read on to learn more about Group Pace and My Pace courses.

Group Pace Courses

Group Pace courses are designed to create a highly interactive community of learners. Students will have frequent opportunities to interact with their peers in live, collaborative learning environments. In Group Pace classes, students will be expected to attend one or more live online sessions each week and stay on pace with their work. This will allow all the students in

the class to be familiar with the same content at the same time, allowing more productive discussions, collaborative projects, and other interactive activities.

My Pace Courses

My Pace courses are designed for students needing a highly flexible schedule. These courses feature self-paced, independent work. Many of these courses also offer flex scheduling with variable start and end dates, allowing for students to create a highly individualized learning experience. My Pace courses are also a great choice for students looking for a credit recovery option. BlueSky staff provide a high level of support to students taking My Pace Courses, helping them pace and structure their weekly assignment completion. My Pace courses are best designed for students who have the self-discipline to devote significant time to their school work, and who will work regularly so that they do not fall behind.

High School Academic Load

All high school students are expected to complete enough classes each year to attend as a full-time student and make appropriate progress toward graduation. Students are expected to complete a minimum of 12 classes (6 credits) each year. Students that start midyear will have their expectations adjusted accordingly. All graduating students must earn a minimum of 2.5 credits with BlueSky to receive a BlueSky issued diploma OR have administrative approval to graduate with less than 2.5 BlueSky credits.

Standardized Testing Requirements

All BlueSky School students are expected to participate in state and district assessments. Some of these assessments may be required for graduation, while others are designed to measure student proficiency within various subjects. Other state mandated tests may be administered throughout the year. BlueSky administers these tests at numerous locations around the state.

Minnesota Comprehensive Assessments (MCAs)

The Minnesota Comprehensive Assessments are state assessments given in grades 6, 7, 8, 10, and 11. High school students must take the science test one time during their high school career, generally administered during the time they are taking Life Science/Biology B.

Parents have the option to opt their child out of MCA testing. To opt your student out of testing, you must review and sign the BlueSky Parent Guide to Statewide Testing and Refusal to Test Form.

To read BlueSky testing policies in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 6.11.

BlueSky Required Testing

In addition to the state required testing, BlueSky requires students to take the Renaissance Star test. All students in grades 6 through 11 will be required to take the online Star test three times per year. This assessment provides students, parents, and staff with valuable information necessary for providing a high-quality, individualized education. Data from the assessment is also used to demonstrate that BlueSky is meeting its school-wide academic goals. A parent, guardian, or responsible adult should be present during the testing session. Students may be re-tested if inconclusive results are obtained. To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.9.3.

Artificial Intelligence Use

In all things, including the use of artificial intelligence, BlueSky Online remains committed to upholding our mission and vision. When used responsibly and ethically, AI can strengthen the learning environment and prepare students for civic and workforce readiness.

Guiding Principles

The purpose of these guidelines is to provide clear expectations and best practices for the responsible and ethical use of Artificial Intelligence (AI) in staff work at BlueSky Charter School. AI can be a powerful tool to enhance efficiency, instruction, and engagement, but it must be used in a way that maintains program integrity, protects student privacy, and upholds academic standards.

We believe that understanding AI is crucial for BlueSky staff and students to be responsible digital citizens and will utilize the following guidelines:

Students	Teachers & Staff
• Human-Driven – Use as a tool to support critical thinking, making your own ideas the priority. • Ethical Use – Students should inform teachers when they use AI and be able to explain why they are using it. • Time & Place – Use of AI should be guided by teachers to support learning. • Safe Use – Learn and use the skills to protect your personally identifiable	• Human-Driven – Use as a tool to support critical thinking, making your own ideas the priority. • Ethical Use – Model ethical use of AI tools to students. Disclose when AI is used in courses and communications. • Time & Place – Use of AI should be guided and reviewed by the Staff. • Safe Use – Use AI tools in alignment with all laws and protections in FERPA, COPPA, and MSDPA, and avoid

information (PII) while interacting with AI. ● Efficiency – Increase efficiency while maintaining your learning as the central purpose for utilizing AI.	the use of personally identifiable information (PII). ● Efficiency – Use AI to make work take less time while maintaining human review.

The AI Guidelines set forth by BlueSky Online School will be reviewed periodically to stay up to date with the current growth in the field of artificial intelligence.

At BlueSky, staff may use artificial intelligence (AI) tools to help plan lessons, communicate, support students, and work more efficiently. AI is used as a support tool, not as a replacement for professional judgment. Staff are responsible for carefully reviewing AI generated content and information before relying on or sharing it.

BlueSky is committed to protecting student privacy and educational data. Staff may only use student personally identifiable information (PII) or other protected educational data with AI tools that have been specifically approved for such use following a thorough privacy, security, and legal review. Any use of protected student information with an approved AI tool must have a legitimate educational purpose and comply with applicable state and federal privacy laws and requirements, including FERPA and the Minnesota Government Data Practices Act. Staff may not enter protected student information into AI tools that have not been approved for this purpose.

More information about BlueSky's Guidelines for the Use of AI can be found on our website at https://www.blueskyschool.org/about/plans/.

BlueSky Student Policies

Below is a summary of key student policies at BlueSky. For a complete list of policies please visit BlueSky's website at https://www.blueskyschool.org/about/bylaws-policies/.

Academic Honesty

BlueSky students are responsible for doing their own work and maintaining academic integrity. All students must submit work that represents their original work, words, or ideas. If any words or ideas are used that do not represent origination from an individual student, the student must cite all relevant sources. The student should also document the text to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. In the online course, all submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citation if used by someone other than the original author.

Cheating

1. Copying from another student or allowing another to copy your work.
2. Unauthorized collaborating on an assignment or examination.
3. Taking an examination for another student or allowing another person to take an examination for you.
4. Allowing others to research and complete assigned papers or projects.
5. Using information from another source without proper citation.
6. Using artificial intelligence to compose responses for short answer questions, essays, and papers.

Plagiarism

Plagiarism is using information or text unknown to you before reading it in an outside source and failing to accurately use citations or failing to accurately list the source information in a Works Cited. Three different acts are considered plagiarism.

1. Failing to cite quotations and borrowed ideas,
2. Failing to enclose borrowed language in quotation marks, and
3. Failing to put summaries and paraphrases.

All direct quotations need to be documented. Any ideas borrowed from a source needs to be cited (i.e. paraphrases of sentences, summaries of paragraphs or chapters, statistics, tables, graphs or diagrams, etc.)

It is important to understand what plagiarism is and how it can be avoided. It is great to be able to research and navigate information on the internet; authors do need credit for where their information is used.

Netiquette

The term "netiquette" is a combination of the words "network" and "etiquette." Simply put, it refers to the rules of good manners for online activities. It is an expectation that BlueSky students follow the rules of netiquette when communicating with teachers and other students. Below are some general guidelines adopted from Lake Superior Community College and from some of our courses.

Behind Every Name There is a Person

1. Respect the privacy of your classmates and what they share in class.
2. Ask classmates for clarification if you find a discussion posting offensive or difficult to understand.
3. Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.

4. Understand that we may disagree and that exposure to other people's opinions is part of the learning experience.
5. Be respectful of each other. We're all in this together. Before posting a comment, or sending an email, ask whether it would be appropriate to make the same comment to a person's face. Be forgiving of others' mistakes.
6. Keep in mind that everything you write or post is recorded. On the Internet there are no take backs, although teachers will remove inappropriate posts from their classes.
7. Keep in mind that you are in school. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication Guidelines

1. Be aware that typing in all capital letters indicates shouting. Please do not do that in discussions,emails or other forms of communication.
2. The discussions in classes are in an academic setting. It's important that you strive to use proper spelling, good grammar, and full sentences. Abbreviations that you would use while texting are not appropriate in discussions or emails.
3. Be careful with humor and sarcasm. Both can easily be misunderstood!
4. Check your writing for errors by reviewing what you've written before submitting it.
5. Many communications with your instructor or fellow students are best handled through email. Only post on the classroom discussion board if the conversation is relevant to others in the class.

Source: Creative Commons Attribution 3.0 (Adapted from Lake Superior Connect, Lake Superior Community College)

Online Attendance and Absences

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.2.1.

Regular Attendance Requirements

Students are required to be in regular attendance for their online courses. "Regular attendance" includes continuous, active engagement with the learning process as indicated by the following:

1. Attendance is measured by completed assignments submitted during the course of the school week. Every three completed assignments is the equivalent of 1 day of attendance.
2. Students meeting minimum attendance will not guarantee that students stay on pace in their courses. Students need to follow individual course pace schedules to ensure that courses will be completed on time.
3. For purposes of this policy, "week" is defined as 12:00 am Sunday through 11:59 pm Saturday.

Course Participation

Each student must actively participate in the course activities outlined in the syllabus for each course in which they are enrolled. This could include, but is not limited to, participating in threaded discussions, responding to teacher inquiries, posting papers or engaging in other required learning activities that earn points. Course participation may be used as a means for alternate attendance expectations.

Ongoing Communication

Each student must maintain regular and responsive communication with teachers and staff. This includes responding to email and text messages and/or returning calls from school faculty and staff or as indicated on student support plans or probation plans. Ongoing communications may be used as a means for alternate attendance expectations.

Live Lessons

Students are required to attend live lessons including class, small group, and individual live lessons as scheduled by BlueSky teachers and support staff. They may be excused for one of the reasons listed in the attendance policy or if deemed by the teacher, IEP or 504. If a student is going to miss a live lesson the student or parent/guardian should report the absence to the attendance line at 651-202-2020 or emailing: attendance@blueskyschool.org. Students should participate at their level during a live lesson.

Post-Secondary Educational Options

Students who are enrolled in PSEO are required to either complete their to-do list or the minimum to meet attendance for the week, whichever requirement is smaller.

Time Spent

Fifth and sixth grade students should spend on average 5-6 hours a day, and 7-12th grade students should spend, on average, 6-7 hours of well-focused time each day, and/or consistently submit assignments that show effort, are of the student's own creation and receive points sufficient to earn a passing score. Submitting assignments that show low effort may result in an alternative attendance expectation via an academic probation plan.

Absence

A student will be considered "absent" each time he or she fails to meet one of the attendance expectations above. In order to avoid being referred as a "continuing truant" under Minn. Stat. §260A.02 subd. 3, a student must have each absence excused by the school.
A parent, guardian, or other person having control of a student may report to BlueSky Charter School to have the student excused from attendance. A report may be made up to 1 week after the absence by calling the attendance line at 651-202-2020 or emailing: attendance@blueskyschool.org.

Excused Absences

A student may be excused for:

1. Illness. Because a student in an online educational environment requires no transportation, cannot spread communicable diseases and can access classes from home, an illness or injury will be excused if it prevents the student from "regular attendance" as defined in this policy. If the school views the student's absences as excessive it may request that a parent or guardian (or the student, if they are 18 years of age or over) to provide medical verification of the illness. A note from a licensed medical or mental health professional is a satisfactory excuse. A note is also required for 3 consecutive absences.
2. Release Time for Religious Education. A student may be excused from attendance for "religious instruction".
    a. The school providing "religious instruction" must be conducted and maintained in a place other than a public school building and it must not, in whole or in part, be conducted and/or maintained at public expense.
    b. The "religious instruction" must be conducted and maintained by some church, or association of churches or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof.
    c. In order to receive approval for such release time, a parent, guardian, or other person having control of a student under the age of 18, who wishes the student to receive an excused absence to attend religious instruction, must report to the truancy officer or the Student Information Specialist to have the student's absence excused for such instruction.
3. Extreme Family Emergencies. A student may receive an excused absence if he or she is attending a funeral for a close family member, have an immediate family member who is critically ill or injured or has another extreme family emergency such as a house fire, flood, etc. The school may request that a parent or guardian provide a written note explaining why the emergency requires an excused absence.
4. Medical Appointments. Because online classes are flexible in terms of attendance, a student may only receive an "excused" absence for a medical, dental or orthodontic appointment if the appointment will significantly interfere with the student's ability to participate in online classes (i.e. a full-day observation, recovery from surgery, physical therapy, intensive psychiatric counseling, etc.). The school may request that a parent or guardian provide a written note explaining why the medical appointment interferes with the student's ability to access and participate in online classes.
5. Active Duty in Any Military Branch of the United States. A student may be excused from attendance if he or she is on active duty in any military branch of the United States.
6. Ongoing Treatment for a Mental Health Diagnosis. A student may be excused from attendance if he or she is receiving ongoing treatment for a mental health diagnosis provided that such treatment interferes with their ability to access and participate in online courses. Medical documentation will be required.
7. Accommodation based on student IEP, Section 504 plan, or individual health plan.

8. A student who missed 3 or more days may be asked for documentation for absences and/or be required to meet with their team for a student support meeting.
9. Students may be granted 5 vacation days per year. Vacations should be discussed with the team ahead of time to create a plan for the student so they do not fall behind in their course work. The team may not approve a vacation if a student is behind in coursework. Course work is not excused when a student is on vacation.

Withdrawing Students

A student who fails to log into school courses and submit at least one assignment for 15 consecutive days (regular or alternate attendance via Probation Plan) during the regular school year shall be dropped from the roll and classified as withdrawn.

Other Consequences/Interventions

A student who fails to consistently meet BlueSky's attendance expectation may have consequences put in place to ensure the student is meeting all requirements of this attendance policy. Failure to comply may result in escalated consequences and/or interventions. Consequences/interventions may include but are not limited to:

1. A Student who accumulates absences may be required to participate in a student support plan.
2. A Student who accumulates absences may be required to sign an attendance contract with the school.
3. A Student who does not comply with the student support plan or attendance contract might be referred for Academic Probation. Academic Probation may include, but is not limited to:
    a. Alternative attendance
        i. Daily required attendance
        ii. Communication check-ins
        iii. Mandatory live session attendance
        iv. Required time spent
        v. Other interventions approved by the team
4. A Student may be taken out of their traditional coursework and added to an attendance intervention course that takes 1-2 days to complete. The student will have access to the team for additional support. The student may accumulate absences while enrolled in an attendance intervention course. When the student completes the intervention course, they will have a support plan meeting to resume coursework.

Truancy

Under Minnesota Law, children must go to school every day from the time they are enrolled until they are eighteen years old, unless they are legally withdrawn at the age of 17.

Student Maternity Leave

A student in need of a maternity leave, should contact their advisor at least one month prior to their due date. The advisor will then review the BlueSky Maternity Leave Request form with the student and work with other BlueSky team members to develop a plan for success.

Repeating Courses

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.3.6.
The intent of this policy is to ensure fair and consistent practices for all students in regards to repeating courses.

Failing Course Grades

There are two options for helping students who have failed a course to earn credit in the course. Students can:

1. Retake the course entirely: This option is appropriate for students who made little to no progress in a course. They start from the beginning and complete the course in its entirety during another term or potentially during summer school. This option may be required for students retaking a course in subsequent school years.

2. Take the course in a targeted manner: Students who completed a significant portion of the course but not enough to earn passing credit would fit this option. Student and teacher work together to address the portion(s) of the course the student must yet demonstrate competency in. This option may not be available for all courses or courses retaken in subsequent school years.

Non-Failing Course Grades

For students who earn C-, D+, D, D- and would like to improve their letter grade.

1. Repeat course entirely: Students are allowed to repeat a course one time for a grade improvement. The second attempt with the higher grade will be the final grade on the transcript. The initial attempt with the lower grade will be transcripted as NC (no credit).

Student Transcript

1. Reporting grades: Only the higher grade is factored into the student's GPA when retaking a course that was previously passed. The attempt with the lower course grade will appear on the transcript but as an NC (No Credit) and is not calculated in the student's GPA. Only one failing grade will be transcripted per class per year. Subsequent attempts at taking a course during the same school year will be transcripted as the earned letter grade or NC if criteria for passing the course is not met.

2. Exceptions: Students are able to retake courses required for graduation as many times as needed until a passing grade is earned. Other exceptions for extenuating circumstances (health issues, etc.) may be approved by BlueSky Administration.

Bullying Prevention and Response

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.2.

BlueSky is committed to providing a safe and caring environment for all students. We treat each other with respect and refuse to tolerate bullying of any kind. We will endeavor to be kind and respectful in our interactions with others. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior.

General Statement of Policy

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, at school functions or activities, on the school transportation;
B. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
C. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
D. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
E. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
F. Malicious and sadistic conduct involving race, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

G. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
H. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
I. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
J. False accusations or reports of bullying against another student are prohibited.
K. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See BlueSky Charter School Policy 5.4.4). The school district may take into account the following factors:
    1. The developmental ages and maturity levels of the parties involved;
    2. The levels of harm, surrounding circumstances, and nature of the behavior;
    3. Past incidences or past or continuing patterns of behavior;
    4. The relationship between the parties involved; and
    5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
    1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
    2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
C. “Immediately” means as soon as possible but in no event longer than 24 hours.
D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
    1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
    2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
    3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
F. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
H. “Student” means a student enrolled in a public school or a charter school.

Reporting Procedure

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
B. The school district encourages the reporting party or complainant to submit a written report, but oral reports shall be considered complaints as well.
C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504

team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

Internet Acceptable Use and Safety Policy

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.8.2.

General Statement of Policy

In making decisions regarding student, employee, and all other users with access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Unacceptable Uses

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
    1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
        a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
        b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
        c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
        d. information or materials that could cause damage or danger of disruption to the educational process;
        e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost, publicly, a message that was sent to the user privately without permission of the person who sent the message.

    a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
        i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 5.3.3 or
        ii. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 5.3.3.
    c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized

access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for religious purposes, charitable purposes, political purposes, conducting business, unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
11. Users will not access, download, or use the school district website, application, software, program, or other service (1) to nudify an image or video; or (2) nudify an image or video on behalf of a user.
    a. "Identifiable individual" means a person that is identifiable:
        (1) from the image itself, by the person depicted in the image, or by another person; or
        (2) from personal information displayed in connection with the image.
    b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.
    c. "Nudify" or "nudified" means the process by which:
        (1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and
        (2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.
12. All employee data files, email messages and other information contained in the technology systems belong to BlueSky Charter School. All employee work produced using the systems are the property of BlueSky Charter School. All employee work products, whether on paper, voicemail or electronic, are the property of BlueSky Charter School and constitute business and educational

records of BlueSky Charter School. These records may be audited by government agencies, subpoenaed into court or disclosed pursuant to state or federal law, and should reflect the professionalism of BlueSky Charter School and the employee.

13. Employee views may be expressed as representing the view of BlueSky Charter School or part of BlueSky Charter School only with prior approval by the Executive Director or Designee.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district technology systems and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

Filter

A. With respect to any of its computers with Internet access at the BlueSky campus, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
    1. Obscene;
    2. Child pornography; or
    3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that
    1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
    2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Consistency With Other School Policies

Use of the school district technology systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
D. Parents may have the right at any time to investigate or review the contents of their child’s files and email files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child’s individual account at any time.
E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
B. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

User Notification

A. All users shall be notified of the school district policies relating to Internet use.
B. This notification shall include the following:
    1. Notification that Internet use is subject to compliance with school district policies.
    2. Disclaimers limiting the school district's liability relative to:
        a. Information stored on school district diskettes, hard drives, or servers.
        b. Information retrieved through school district computers, networks, or online resources.
        c. Personal property used to access school district computers, networks, or online resources.
        d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
    3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
    4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Student Educational Data Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Parents' Responsibility; Notification of Student Internet Use

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
    1. A copy of the user notification form provided to the student user.
    2. A description of parent/guardian responsibilities.
    3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
    4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
    5. A statement that the school district's acceptable use policy is available for parental review.

Notification Regarding Technology Providers

A. "Technology provider" means a person who:
    1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
    2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

School Issued Devices

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;
2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district

employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;
3. the school district is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

Student Discipline

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.4.

Purpose

The purpose of this policy is to ensure that students are aware of and comply with the charter school's expectations for student conduct. Such compliance will enhance the charter school's ability to maintain discipline and ensure that there is no interference with the educational process. The charter school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

General Statement of Policy

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can

function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the charter school is that a fair and equitable charter school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of charter school administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the charter school.

Definitions

A. "Non Exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non Exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or charter school administrator and a pupil's parent to withdraw a student from the charter school to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

Policy

A. The charter school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include non exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing

dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the charter school or is awaiting enrollment in a new charter school, the charter school's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The charter school must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the charter school under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new charter school; and

3. the charter school must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the charter school website.

Areas of Responsibility

A. The Charter School Board. The charter school board holds all school personnel responsible for the maintenance of order within the charter school and supports all personnel acting within the framework of this discipline policy.

B. Executive Director. The executive director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The executive director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or

directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

E. Other Charter School Personnel. All charter school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the executive director. A school employee, school bus driver, or other agent of a charter school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.
F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The charter school must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the charter school must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

Student Rights

All students have the right to an education and the right to learn.

Student Responsibilities

All students have the responsibility:
A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable charter school policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the charter school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for charter school purposes; the area of entrance or departure from school premises or events; all school-related functions, school-sponsored activities, events, or trips; and all school technology systems. Charter school property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the charter school does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the charter school or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the charter school's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the charter school's Student Attendance Policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the charter school's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the charter school's Weapons Policy;

14. Violation of the charter school's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the charter school's Internet Acceptable Use and Safety Policy;

22. Use of a cell phone in violation of the charter school's Internet Acceptable Use and Safety Policy;

23. Violation of school bus or transportation rules or the charter school's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the charter school's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the charter school's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the charter school's Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures

communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the charter school by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other charter school personnel;

36. Violation of the charter school's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other charter school personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the charter school's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the charter school's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the charter school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, charter school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the charter school or the safety or welfare of students or employees.

Disciplinary Action Options

The general policy of the charter school is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the charter school. At a minimum, violation of charter school code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The charter school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the charter school. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other charter school personnel, and verbal warning;

B. Confiscation by charter school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any charter school policy, rule, regulation, procedure, or state or federal law. If confiscated by the charter school, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class and/or technology systems;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in charter school court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the charter school.

Removal of Students from Class

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other charter school employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including charter school employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

B. If a student is removed from class more than ten (10) times in a school year, the charter school shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class.

1. Staff will refer to the "Classroom Student Removal Procedure" document which is also outlined in the Student Parent Handbook.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class or Onsite Student Activity.

1. The lead chaperone of the onsite student activity will contact the removed student's parent/guardian;

2. The lead chaperone, or designated staff member, will wait with the student until they are picked up or have received parent/guardian permission to leave site.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Student will be expected to return to the next scheduled live session unless outlined differently in the student's behavior plan.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. A school administrator will call the student's parent/guardian and add this communication into the student's communication log;

2. If a student behavior plan is implemented because of a violation of the rules, a parent/student meeting will be scheduled and the behavior plan will be developed with the aid of the parent/student.

H. Disabled Students; Special Provisions.

1. The Individualized Education Program (IEP) will be reviewed by the case manager for a student removed from class who has an IEP. If the removal from class is related to the student's disability, action will be taken through the IEP process. If it is not related to the disability, action will be taken through the general education process.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. During onsite student activities the lead chaperone is responsible for monitoring student behavior and removal of a student when necessary. The lead chaperone is responsible for following up with a report to an administrator.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. Staff will refer to the Staff Role Intervention Expectation Summary document.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

1. Staff will refer to the Staff Role Intervention Expectation Summary document

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. Staff will refer to the MnTSS (MN Multi-Tier System of Supports) Manual.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services.

1. Staff will refer to the MnTSS (MN Multi-Tier System of Supports) Manual.

Dismissal

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The charter school shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The charter school shall not dismiss any student without attempting to use non exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including charter school employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

a. a preschool or pre kindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the executive director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a charter school or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the charter school shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as

provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the charter school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another charter school or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the charter school's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the non exclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The charter school must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the charter school, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The charter school shall record the hearing proceedings at charter school expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The charter school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the charter school in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the charter school. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all charter school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any charter school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the charter school.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The charter school shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The charter school must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the charter school.

Admission or Readmission Plan

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

Students with Disabilities

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the charter school will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the charter school had not conducted such assessment prior to the manifestation determination before the behavior that

resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the charter school shall continue to provide special education and related services during the period of expulsion or exclusion.

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.
The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;

2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

Notification to Staff of Violent Student Behavior

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 4.6.7.

Purpose

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

Policy Statement

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

Parental Notice

The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.

Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.

Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 5.3.1 Student Educational Data.

Title IX Sex Nondiscrimination, Grievance Procedure and Process

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.7.

General Statement of Policy

A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Leslie Egner, HR Specialist, 651-202-2004, leslie.egner@blueskyschool.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Basic Requirements for Grievance Process

A. Equitable Treatment
    a. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
    b. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
    c. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.
B. Objective and Unbiased Evaluation of Complaints
    a. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

b. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality: The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person: Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process. A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice: The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation: The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence:
    a. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
    b. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.
I. Burden of Proof:
    a. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
    b. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.
J. Timelines:
    a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
    b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
    c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
    d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
    e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
K. Potential Remedies and Disciplinary Sanctions:
    a. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the

parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

b. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Reporting Prohibited Conduct

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

Student Disability Nondiscrimination

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.8.

Purpose

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the

Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

Policy Statement

A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
C. For this policy, a learner who is protected under Section 504 is one who:
    a. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
    b. has a record of such an impairment; or
    c. is regarded as having such an impairment.
D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Coordinator

Persons who have questions or comments should contact BlueSky's 504 Coordinator at 651-202-2088 or christine.mcnabb@blueskyschool.org . This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Drug Free School

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 4.6.4.

Purpose

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products and controlled substances without a physician's prescription.

Policy Statement

A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products and controlled substances before, during, or

after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products or controlled substances in any school location.
C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Weapons on School Grounds

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/and click on Policy 4.6.6.

Purpose

The purpose of this policy is to assure a safe school environment for students, staff and the public.

Policy Statement

No student or nonstudent, 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.

Definitions

A. “Weapon”
    a. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
    b. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above

which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

Exceptions

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

a. active licensed peace officers;

b. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;

c. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

d. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

i. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

ii. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

e. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;

f. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

g. a gun or knife show held on school property;

h. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

i. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

Consequences for Student Weapon Possession/Use/Distribution

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
    a. immediate out-of-school suspension;
    b. confiscation of the weapon;
    c. immediate notification of police;
    d. parent or guardian notification; and
    e. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
D. Administrative Discretion
   While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Tobacco-Free Environment

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.5.3.

Purpose

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

Policy Statement

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

Definitions

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery devices exclude drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

Exceptions

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

Enforcement

A. All individuals on school premises shall adhere to this policy.
B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

Protection and Privacy of Pupil Records

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.3.1.

Purpose

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Policy Statement

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

Directory Information

Under federal law "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended, pictures, video images, or audio clips of students participating at BlueSky events and used for school district approved publications, newspapers, website, or social media sites. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

Under Minnesota law, a charter school may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

Statement of Rights

A. Rights of Parents and Eligible Students
   Parents and eligible students have the following rights under this policy:
   a. The right to inspect and review the student's education records;
   b. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
   c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
   d. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
   e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
   f. The right to be informed about rights under the federal law; and
   g. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students
   All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability
   The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

Release of Directory Information

Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

a. Minnesota Statutes, section 13.32, subdivision 5; and

b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

The charter school may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.

When requested, the charter school must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

Right to Inspect and Review Education Records

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student
   The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
B. Response to Request for Access
   The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
C. Right to Inspect and Review
   The right to inspect and review education records under Subdivision A. of this section includes:
   a. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
   b. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

c. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request
Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

Annual Notification of Rights

Contents of Notice
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

A. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
B. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
C. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
D. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
E. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
F. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

Anti-Hazing Policy

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.3.

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Pupil Fair Dismissal Process

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.5.

It is the policy of BlueSky to fully comply with the Minnesota Fair Pupil Dismissal Act.

Dress Code – Religious Neutral

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.4.6.

It shall be the policy of BlueSky to safeguard the protections afforded to individuals under the Free Exercise Clause of the United States Constitution, Art. I sec.16 of the Minnesota Constitution, the Minnesota Human Rights Act (Minn. Stat. §363A et. seq.), and case law, statutes, rules, and regulations applicable to the free exercise of religion.
It shall also be the policy of BlueSky to ensure that all of the activities of the school are religiously neutral in that they neither foster religion nor preclude it.

Chemical Use and Abuse

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.5.1.

The BlueSky school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

Section 504 Accommodations

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.6.1.

The purpose of this policy is to set forth BlueSky Charter School's obligations under Section 504 of the Rehabilitation Act of 1973 and to articulate the school's commitment to prohibit

discrimination against students with disabilities and to provide a free appropriate public education to eligible students as required by the Act.

It is the policy of BlueSky Charter School to fully comply with the requirements of Section 504 of the Rehabilitation Act of 1973.

Removal of Students with IEPs

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.6.2.
The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.
In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.
If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

Students' Free Speech Rights

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.7.3.

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

Student Surveys and Opt Out

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.3.5.

Purpose

The purpose of this policy is to establish procedures governing surveys to collect student information and advising parents of the opportunity for opting out of such surveys.

Requirements Regarding Development of Policy on Student Surveys

1. The Board of BlueSky Charter School in consultation with parents will develop and adopt policies on conducting student surveys and using and distributing personal information on students collected from the surveys.
2. The board of BlueSky Charter School will:
    a. directly notify parents of these policies at the beginning of each school year and after making any substantive policy changes;
    b. inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year;
    c. give parents direct, timely notice, by United States mail, email, or other direct form of communication, when their students are scheduled to participate in a student survey; and
    d. give parents the opportunity to review the survey and to opt their students out of participating in the survey.
3. The Board of BlueSky Charter School will not impose an academic or other penalty upon a student who opts out of participating in a survey under paragraph (1).

Communicable Diseases and Infections

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.5.5.

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

Tennessen Warning

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.7.1.

Any individual collecting private or confidential data on behalf of BlueSky will provide a Tennessen warning that complies with state and federal law, unless applicable law provides an exception to the need to provide this warning.

Student Extra-Curricular Participation

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.9.1. Also reference the "Student Activities" section of this handbook.

Purpose

The purpose of this policy is to inform students and parents/guardians about the authority and process for conducting co-curricular and extra-curricular activities as well as the requirements for participation, acknowledging that the activities enhance student growth, development and physical well-being, while remaining secondary to the student's academic experience.

Policy Statement

It is the policy of BlueSky Charter School to promote and support student extra-curricular participation in a safe and productive manner, consistent with all of the policies of BlueSky Charter School.

Definitions

A. "Co-curricular" activities mean school sponsored and directed activities designed to provide opportunities for students to participate in events for the improvement of skills. The activities are not offered for school credit, do not count toward graduation, and have one or more of the following characteristics: conducted at uniform times during school hours; supervised by instructional staff similar to courses offered for credit; or partially funded by public moneys for general instructional purposes.
B. "Extra-curricular" activities mean activities primarily for the student's enjoyment and development that are managed and operated under the guidance of an adult or staff member. The activities are not offered for school credit, are not required for graduation, are generally conducted outside school hours, and are primarily directed by student participants with adult or staff guidance.

Policy

A. All co-curricular and extra-curricular activities as well as any activity using the school name, must be approved by the Executive Director or Assistant Director prior to commencement of the activity.
B. School administration and/or the staff member coordinating the activity shall be responsible for informing students and parents/guardians of co-curricular and extracurricular opportunities, and the requirements for participation.
C. Expectations as to student conduct, responsibility, and discipline, including those listed elsewhere in school policy, extend to co-curricular and extra-curricular activities.
D. Expectations during co-curricular and extra-curricular activities as to spectator conduct, including parents, employees, and members of the public, is that all such individuals will behave in an appropriate manner with sportsmanship and encouragement to students.

Unsportsmanlike conduct may result in student or employee discipline or sanctions or penalties for spectators.

E. All funds received from school district co-curricular and extra-curricular activities must be turned over to the school's finance representative and be kept in the general fund and thereafter disbursed for expenses and salaries connected with that activity, unless approved by the school board upon a proper itemized claim.
F. Co-Curricular activities held in the school building, on school grounds, or under the supervision of the school board, must be operated under the control of the school board.
G. Extra-Curricular activities may be operated and controlled by the school or not:
    a. If the activity is not operated and controlled by the school, the activity is self-sustaining with all expenses, except direct salary costs and indirect costs of the use of the school facility, met by dues, admissions, or student fund-raising. Other revenue and expenditures must be recorded according to the Manual for Activity Fund Accounting and undergo an annual financial audit.
    b. If the activity is operated and controlled by the school, any and all costs of the activity may be provided from school revenues and any financial accounting performed in the same manner as other revenues and expenditures.
H. Students participating in Minnesota State High School League (MSHSL) activities must also abide by those league rules. School employees are responsible for communicating MSHSL rules.
I. Students making sufficient academic progress towards graduation and who meet the criteria outlined in the student handbook will be allowed to participate in extracurricular activities.

Immunization Requirements

To read this policy in full, visit https://www.blueskyschool.org/about/bylaws-policies/ and click on Policy 5.9.4.

Policy Statement

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

To see a complete list of BlueSky's policies, please view https://www.blueskyschool.org/about/bylaws-policies/.

Student Reunification/Release

Although BlueSky is primarily an online school, students may attend at our site campus in Bloomington or participate in various field trips and activities across the state of Minnesota.

Should the need arise to evacuate to another location for release, BlueSky's general reunification location is:

South Loop Office Center (West Parking Lot)
2001 Killebrew Drive
Bloomington, MN 55425

BlueSky administration will communicate details pertaining to specific reunification and release procedures based on individual circumstances, if other than the general location.