



2015-2016 Student Parent Handbook

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Table of Contents

Table of Contents	2
General Information	5
Authorizer and Accreditation.....	5
Mission.....	5
Vision.....	5
Values and Beliefs	5
Program Overview	6
Parent Teacher Conferences.....	7
Calendar	7
1 st Semester	7
2 nd Semester.....	7
Curriculum.....	7
Grading Scale	8
Accessing Classes	8
Books and Supplies	8
Frequently Used Programs	8
Technical Requirements.....	9
Netiquette.....	9
Post-Secondary Enrollment Options (PSEO)	9
Participation Criteria	9
State-Mandated Testing	10
Minnesota Comprehensive Assessments (MCAs).....	10
BlueSky Required Testing.....	10
Graduation Requirements	11
Student Expectations and Responsibilities	11
Cheating	11
Plagiarism.....	11
Middle School Expectations.....	12
Online Attendance and Absences	12
Truancy.....	13
Student Responsibilities to Prevent Truancy	13
Parent Responsibility to Prevent Truancy.....	13

Student Maternity Leave	14
Bullying Prevention and Response.....	14
Definitions.....	14
Student Expectations	15
Staff Expectations	15
Expectations for School Administrators.....	15
Consequences	16
Cyberbullying and Other Important Use of Technology	17
Definitions.....	17
BlueSky Monitoring of Student Internet Use, Records and Files.....	17
Response to Reports of Cyberbullying.....	17
Discipline.....	18
Student Discipline	18
Statement of Policy.....	18
Regulations to Accompany Student Discipline Policy Disciplinary Events.....	18
Sexual Harassment or Other Forms of Harassment Based on a Person’s Status in a Protected Class, Bullying or Hazing.....	18
Threats	19
Assault and Written and Verbal Abuse	19
Alcohol and Drugs (including Tobacco and Prescription Drugs).....	19
Damage to School Property	19
Discipline Pursuant to the Minnesota Pupil Fair Dismissal Act Policy and Regulations	19
Weapons on School Grounds.....	19
Purpose	19
General Statement of Policy	19
Definitions.....	20
Exceptions.....	20
Consequences for Weapon Possession/Use/Distribution	21
Tobacco-Free Environment.....	22
Purpose	22
Tobacco Use Prohibited	22
Student Educational Data	22
Directory Information	23

Anti-Hazing Policy	23
Pupil Fair Dismissal Process	23
Dress Code – Religious Neutral	23
Chemical Use and Abuse.....	23
Section 504 Accommodations	23
Removal of Students with IEPs	23
Students’ Free Speech Rights.....	24
Adjudicated Juveniles	24
Transfer of Educational Records.....	24
Communicable Diseases and Infections	24
Tennessee Warning	24

General Information

Authorizer and Accreditation

BlueSky's authorizer is Novation Education Opportunities, whose mission is to oversee innovative charter schools through consistent, ongoing and robust evaluation to achieve significant and measurable student growth for the benefit of our schools and community. The contact information for NEO is:

Novation Education Opportunities
3432 Denmark Ave, Ste 130
Eagan, MN 55123
Phone: 612-889-2103

Wendy Swanson Choi, Executive Director
executive.director.neo@gmail.com

BlueSky is accredited through the North Central Association on Accreditation and School Improvement (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

We believe staff

1. Accept all students where they are in the moment
2. Respect inherent dignity and worth of the person
3. Recognize the central importance of human relationships (respect, compassion, understanding, positive attitude, 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 life-long 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
6. Thrive when they are involved, inquisitive, given choices, and are the 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

[Program Overview](#)

BlueSky Online School, as Minnesota's first 100 percent online charter school, has been a pioneer in providing a quality online education tailored to students' unique needs and creating a model that provides students the support they need to succeed. BlueSky has deliberately built a staff of experienced teaching faculty and counseling and social work professionals to support our educational model. Our student body is diverse with respect to the circumstances that bring them to BlueSky. Many of our students are those whose needs have not been met in traditional schools.

The BlueSky model includes a student support team that is dedicated to creating a caring school "home" for each individual student. This model distinguishes us from other online schools in the state. Each student is assigned an advisor, counselor, and social worker; these licensed and caring educators are in constant communication with them, supporting them academically and personally, helping them overcome any challenges on their path to success in school and in life.

Parent Teacher Conferences

Parent-Teacher Conferences are typically scheduled in the fall and spring of each year. Please check with your advisor or classroom teachers for specific dates. Conferences may be held at our office in West Saint Paul, at other regional locations throughout Minnesota, or online. Conferences are a wonderful opportunity for students to meet with their advisor, teachers, counselor, and other staff with whom they have worked at BlueSky. A copy of the school calendar can be found online at www.blueskyschool.org/about-us/school-calendar.

Calendar

1st Semester

September 8, 2015 – First Day of School

October 7, 2015 – Conferences (3:00 – 7:00 at the BlueSky Office)

October 15-16, 2015 – No School (Education MN Weekend)

November 6, 2015 – End of First Quarter

November 9, 2015 – No School

November 10, 2015 – First Day of Second Quarter

November 26-27, 2015 – No School (Thanksgiving Break)

December 24, 2015 – January 1, 2016 – No School – Winter Break

January 18, 2016 – No School (Martin Luther King, Jr. Day)

January 21, 2016 – End of Second Quarter and First Semester

January 22 and 25, 2016 – No School

2nd Semester

January 26, 2016 – First Day of Second Semester and Third Quarter

February 15, 2016 – No School (President's Day)

February 24, 2016 – Conferences (3:00-7:00 at the BlueSky Office)

March 25, 2016 – End of Third Quarter

March 28 – April 1, 2016 – No School (Spring Break)

April 4, 2016 – First Day of Fourth Quarter

Curriculum

The foundation of BlueSky's high-quality, high-interest core courses are designed by experienced educators and instructional designers from Aventa Learning. All courses undergo a thorough review and alignment to the Minnesota Department of Education Academic Standards. Modifications and improvements are made to the curriculum in accordance to BlueSky's rigorous Curriculum Revision and Adoption Policy available at www.blueskyschool.org.

Many elective courses have been developed by the licensed, inventive, and caring teachers of BlueSky. All BlueSky courses are designed with the needs of our students in mind. Our teachers use innovative, creative methods to bring the best possible education to BlueSky students and provide the one-on-one attention that they need to succeed.

Grading Scale

A	93% +
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
F	59.99% and below

Accessing Classes

Your classes can be found at the following web address:
<https://my.blueskyschool.org/PublicWelcome.aspx>

Use the username and password that your counselor provided you.

Books and Supplies

- Regular and consistent access to a computer with internet access
- Phone
- Microphone/speakers or headset
- Pens/pencils
- Notebooks
- Calculator
- Other supplies may be specified in individual cases

Frequently Used Programs

- Google Account (provided by BlueSky)
- Gmail
- My Drive/Docs
- Adobe Reader
- Skype
- Adobe Flash Player
- QuickTime
- Java
- Join.me

- Moodle
- Study Island
- Discovery Education

Technical Requirements

The operating systems that are supported by BlueSky are Windows Vista or higher for PC and Safari 10.7 or higher for Mac. BlueSky requires high-speed internet access. Other operating systems may work but will not be supported by BlueSky.

We highly recommend that you use the most recent version of your browser for best compatibility with most internet applications, including Moodle. You may want to update your internet browser, or add a new browser to see which one you like best. Although most internet browsers will work with Moodle, we recommend using Google Chrome or Firefox for the best user experience.

Netiquette

Network etiquette is the etiquette of cyberspace. It is a set of rules for behaving properly online. When you enter any new culture, you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended. To make matters worse, something about cyberspace makes it easy to forget that you're interacting with other real people, not just imaginary characters on a screen.

The Core Rules of Netiquette can be found at www.albion.com/netiquette/introduction.html.

Post-Secondary Enrollment Options (PSEO)

PSEO is a state program for sophomores, juniors, and seniors that gives students an opportunity to complete high school requirements by taking courses at a participating college or university. Students can earn both high school and college credit for courses taken.

Students have a chance, through PSEO, to take advanced-level courses and other courses that may or may not be offered at BlueSky. PSEO Students are not permitted to take courses that are not considered to be college level, such as developmental or remedial courses.

Participation Criteria

1. Eligibility and Application Procedures
 - a. Each student must meet the standards and admissions requirements of the post-secondary institution.
 - b. Students must discuss participation in the program with their high school counselor and the PSEO counselor of the post-secondary school.
 - c. Students must complete the application form (provided by the post-secondary institution) and the Notice of Student Registration and submit them to the college.
2. Eligible Institutions
 - a. University of Minnesota and its branches
 - b. State Universities
 - c. Area Technical Colleges
 - d. Community Colleges
 - e. Private Colleges and Universities

3. Responsibility
 - a. The emotional maturity and level of responsibility of the student are major consideration for success in this program.
 - b. Students should think about the academic classes and their personal goals when deciding upon PSEO classes.
 - c. Students will not receive any supervision from the high school with respect to PSEO classes.
 - d. Students need to pay attention to deadlines and are responsible for all information included in mailings and sessions at the college.
 - e. Students who drop courses must do so before deadlines and should complete any necessary forms to prevent billing for a class they did not complete. Each student may be responsible for tuition, fees, and book expenses incurred in the event he/she drops a course after the drop/add deadline.
 - f. Keep in mind PSEO students will be treated as any other college student. They will have full responsibility for managing time and will have to study more than with the typical high school class. Students will be expected to meet deadlines without being reminded and will have to take initiative to seek help when needed.
4. Scheduling
 - a. Students are responsible for registering at the post-secondary institution and setting up their own class schedule.
 - b. Each semester, students must take the equivalent of 6 high school classes (PSEO classes and high school classes).
 - c. Consider social security benefit criteria if you are presently receiving financial assistance. A student must be enrolled in high school 20 hours a week for benefit eligibility.
5. Program Costs
 - a. There is no charge to the student for the costs of tuition, textbooks, or fees.
 - b. Students will be required to pay for equipment which becomes the property of the student (i.e. tools, calculators, microcomputers, etc.), for use or rental costs of equipment or facilities, and for consumable materials such as computer disks or notebooks.

For more information, visit education.state.mn.us/MDE/StuSuc/CollReadi/PSEO

State-Mandated Testing

[Minnesota Comprehensive Assessments \(MCAs\)](#)

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

[BlueSky Required Testing](#)

In addition to the state required testing, BlueSky requires students to participate in the online NWEA MAP test. All students in grades 7 through 11 will be required to take the online MAP test at least two 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.

Graduation Requirements

Current Graduation Requirements can be found in the course catalog available in the “Courses” section of BlueSky’s website.

Student Expectations and Responsibilities

BlueSky students are responsible for doing their own work and maintaining academic integrity. All students must submit work that represents his or her 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 hardcopies 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.

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 need 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.

Middle School Expectations

In addition to the previous student and parent expectations, middle school students and parents have additional requirements. These requirements are in place to ensure middle school students receive a high quality education that meets their specific needs.

Middle school students are expected to pass all of their classes. Consequences for failing classes include, but are not limited to, mandatory remediation, probation contract, or being held back from progressing to the next grade level.

Middle school students are also required to demonstrate daily activity in addition to the attendance requirement. Daily activity is automatically captured in BlueSky's student information system, Genius, when a student enters a class in Moodle. Daily activity is required for all middle school students in accordance to BlueSky's calendar. Students demonstrating daily activity still need to complete assignments to maintain their attendance. Parents and students are required to talk with the student's advisor at least once a week. Consequences, including parent meetings and contracts may be put in place for students not meeting the daily activity and/or weekly contact requirement.

All middle school classes will have a live-classroom component conducted through Collaborate. Students are expect to attend all live classroom sessions and actively participate in their classes.

Parent involvement is critical to the success of middle school students in an online settings. All middle school students are require to have an assigned parent or responsible adult to act as an academic coach in the student's home. The academic coach will be responsible for learning how to use BlueSky's systems and having weekly conversations with the advisor.

Online Attendance and Absences

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.2.1.

Attendance is defined as continuous active engagement with the learning process and making continuous progress in each course in which a student is enrolled. Students are required to attend school every school day as defined by the BlueSky 2015-2016 school calendar. Attendance is measured by assignments submitted during the course of the school week. At a minimum, a student must submit an average of fifteen assignments during a five-day school week. For every three assignments students turn in, this will count as one day in attendance for that week. Attendance will be taken after midnight of every Saturday for that school week. Students meeting minimum attendance will not guarantee that they stay on pace in their courses. Students need to follow individual course assignment checklists to ensure that courses are completed on time.

Students must maintain regular and responsive communication with teachers, advisors, and counselors. This includes responding to email, text messages and/or returning phone calls from BlueSky faculty and staff. Communication is essential to online learning and failure to do so could result in unexcused absences. Students' coursework is available 24 hours a day, 7 days a week. Students are able to work at any time during the seven-day week. Because of the flexibility of the online environment and students' abilities to work around his/her schedule, absences should be few.

An absence from school may be excused when called into the BlueSky office by a parent or legal guardian. Students who are eighteen years or older may call the attendance line themselves. The absence must be reported to the attendance line (651-202-2020) before 4:00 pm the day the absence occurs. Below are the listed reasons for an absence to be excused. BlueSky reserves the right to request documentation for any absence and requires medical documentation for all absences longer than three days, including maternity leave.

1. Illness or medical condition
2. Family emergency (serious illness, injury/death of an immediate family member)
3. Pre-arranged family vacation, limited to five days for per school-year
4. Court appearance
5. Religious observation
6. Funeral
7. Other, as determined by student's three-person team

If students miss school for any of the reasons mentioned above, they will need to work with their teachers to come up with a plan to submit missed assignments. We encourage all families that are planning to miss school due to family vacations to contact teachers at least two weeks prior to the trip to make arrangements to have students make up missing work. In addition, you are always welcome to work with your child's administrator about any attendance issues.

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. Absences may be excused for illness, religious observance, court subpoena, family emergency, or funeral. All other absences are presumed to be unexcused. Attendance is tracked in our online system and students failing to meet our attendance requirements will be marked absent for the day(s). If your child is ill or has a valid excuse of absence, you must notify the school.

Student Responsibilities to Prevent Truancy

- Students must log in every school day and submit an average of three assignment every school day.
- Students must have regular contact with BlueSky faculty and staff, returning all emails, texts, and calls.
- Students must complete courses within the term determined at enrollment.
- If the student is going to be absent, he/she (over 18) should call the attendance line or have their parent/legal guardian call to report the absence.

Parent Responsibility to Prevent Truancy

- Parents should monitor and make sure their child is engaging in daily course work that totals a minimum of three assignments a day.
- If a student does not turn in an assignment for fifteen consecutive school days, the student will be dropped from BlueSky.
- The parent/legal guardian has the ability and should log into their student's account at any time to view progress.

- If a student is going to be absent from school, a parent/legal guardian must call the BlueSky attendance line to report it.

Parents play a key role in helping their child succeed in school. Parents are able to monitor their student's progress at any time and may contact their child's advisor with questions or concerns. BlueSky looks forward to partnering with parents to help make their child's academic experiences a successful one.

Student Maternity Leave

After receiving notification that a student is pregnant, the advisor will first contact the student and explain the maternity leave policy. Then, together, the student and advisor will complete the maternity leave request at least one month prior to the due date (unless the student is a new enrollment). This includes contacting teachers and agreeing on a plan for success.

Teachers and students will work closely with their three-person team to make modifications as needed. Teachers will work with the student's three-person team to make the necessary accommodations to ensure that students on maternity leave are able to succeed in their classes. The three-person team will determine a plan that will be shared with the student's teachers.

If a longer maternity leave is needed, the student will work with their advisor, counselor and/or social worker. Circumstances that might require a longer leave may include, but are not limited to: C-section delivery, complications with delivery, early delivery, etc.

Once the student delivers their baby, it is the student's responsibility to notify their advisor in order to initiate their maternity leave plan. The advisor will then communicate this to the student's teachers and stay in close contact with the student to help them follow their plan and return to school as soon as possible.

Bullying Prevention and Response

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-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.

Definitions

1. The term "bullying" means any gesture or written, verbal, graphic or physical act (including cyber bullying, i.e. acts transmitted through use of internet, cell phone, or other electronic device) that is likely to be reasonably perceived as being intimidating, mocking, belittling, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm or emotional distress. Bullying includes, but is not limited to, the following:
 - a. Hurting another physically by hitting, kicking, tripping, or pushing
 - b. Stealing or damaging another person's things
 - c. Ganging up on another person
 - d. Teasing another person in a hurtful way

- e. Calling another person hurtful names
- f. Using put-downs, such as insulting another person's race, making fun of another person because of their characteristics based on gender, or denigrating another person for other personal characteristics
- g. Spreading rumors or untruths about another person

The policy applies to school-related bullying wherever it occurs including:

1. On BlueSky grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group
2. At a school activity, function, or event, including field trips and other social activities which take place off school grounds
3. Traveling to and from school or a school activity, function, or event
4. On school computers or other equipment

Off-campus student behavior, including behavior on computers, cell phones, or other electronic devices whether at home or in other places is subject to consequences under this policy if the behavior creates a material and substantial disruption of the educational process at school for one or more students.

Student Expectations

BlueSky students must not bully others, must not be a bystander to bullying, and must report bullying to an adult. Students are expected to do the following:

1. Treat others with kindness and respect
2. Refuse to bully others
3. Refuse to let others be bullied
4. Refuse to watch, laugh, or join in when someone is being bullied
5. Try to include everyone in activities, especially those who are often left out
6. Report bullying to an adult

Staff Expectations

Teachers and staff at BlueSky are expected to do the following in order to prevent bullying and help students feel safe:

1. Closely supervise students in all areas of the school
2. Watch for signs of bullying and stop it when it happens
3. Respond quickly and sensitively to bullying reports using an appropriate response process
4. Report bullying to the BlueSky principal
5. Notify the director when efforts to address the bullying prove unsuccessful
6. Help create a culture of respect and kindness by modeling and fostering these traits

Expectations for School Administrators

BlueSky administrators are expected to foster a school culture of respect and kindness. Administrators are expected to oversee the following:

1. Identify and schedule appropriate staff training opportunities on the topic of bullying prevention
2. Use annual parent surveys or other appropriate methods to obtain from stakeholders input relevant to the topic of bullying prevention at BlueSky

Consequences

Depending on the severity and nature of the bullying, BlueSky will take one or more of the following steps, as appropriate:

1. Intervention, Warning, and Redirection
 - a. A teacher, principal, or staff member will ensure that the behavior stops and reinforce to the student that bullying will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future.
2. Notification of Parents
 - a. School staff will notify the parents of involved students. The parents may be asked to meet with the principal or members of the school staff, including the student's teacher(s) or counselor.
3. Resolution with the Target of the Bullying
 - a. A student who violates this policy may be required to participate in appropriate resolution, e.g. writing a letter of apology to the bully target/victim, participating in peer mediation, etc.
4. Referral to Professional School Support Staff
 - a. A student who violates this policy may be asked to meet with a counselor or other staff to work on positive behavioral interventions in order to prevent future violations.
5. Loss of School Privileges
 - a. The student may lose privileges, or be suspended, as appropriate.
6. Suspension/Expulsion
 - a. In cases of severe or repeated bullying, the student may be suspended or expelled.
7. Staff Consequences
 - a. A BlueSky employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training or may be mentored in this area. A staff member's repeated failure to address bullying behavior may result in discipline up to and including discharge, as appropriate.

The school board prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The school board prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have falsely accused another as a means of bullying is subject to appropriate discipline ranging from a letter of reprimand up to and including discharge, as appropriate.

Legal References: Minn. Stat. §124D.10 (Charter School Law), Minn. Stat. §121A.0695 (Bullying Policy Legislation), Minn. Stat. §120B.232 (Charter Development Education), Minn. Stat §121A.40 – 121A.56 (Pupil Fair Dismissal Act)

Cyberbullying and Other Important Use of Technology

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.8.1.

BlueSky's computer network and the internet, whether accessed on or off campus, may not be used for the purpose of harassment of any kind. All forms of harassment over the internet, commonly referred to as "cyberbullying", are unacceptable and viewed as a violation of this policy and BlueSky's acceptable computer use policy and procedures.

Definitions

1. Use of technology includes, but is not limited to the following:
 - a. Sending or posting email messages
 - b. Sending text messages
 - c. Sending or posting pictures or images
 - d. Website postings
 - e. Blogs
2. Sexting is considered inappropriate for school settings and is therefore prohibited in communications involving BlueSky technology. Sexting may also be subject to disciplinary measures if the action constitutes cyberbullying. Sexting includes, but is not limited to the act of sending, receiving, viewing, or reading any sexually explicit text messages, photo messages, video messages, or voice messages.
3. Threats are actions that a reasonable person would interpret as a serious expression of intent to cause present or future harm.
4. Cyberbullying includes the use of technology to:
 - a. Communicate a threat
 - b. Stalk
 - c. Terrorize students or staff
 - d. Speech that creates a hostile environment based on race, gender, religion, or sexual origin for students or staff
 - e. Any form of communication that causes
 - i. A substantial disruption of or material interference with the work of the school
 - ii. A communication that substantially interferes with or infringes upon the rights of the students or staff
 - iii. Violates BlueSky's policies prohibiting bully and harassment
5. Cyberbullying as define above may be disciplined if
 - a. The speech creates a foreseeable risk of disruption to the work of the school
 - b. The speech creates a foreseeable risk of interference with the rights of others

BlueSky Monitoring of Student Internet Use, Records and Files

BlueSky students have a limited expectation of privacy on BlueSky's systems. Students should expect routine maintenance and monitoring by technical support and staff. An individual search of computer and internet-use records can be conducted by BlueSky administration against cyberbullying and sexting.

Response to Reports of Cyberbullying

1. The administration shall fully investigate all reports of cyberbullying.

2. Students and community members who believe they have been the victims of misuses of technology described in this policy should not erase the offending material from the system.
3. A copy of the material should be printed and brought to the attention of the school's director.

Discipline

Disciplinary action may include the loss of computer privileges, suspension, or expulsion for verified perpetrators of cyberbullying or sexting. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement.

Student Discipline

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.4.4.

The purpose of the student discipline policy is to ensure that students are informed of the behavior and conduct expectation of BlueSky.

Statement of Policy

BlueSky has an obligation to ensure that a safe, orderly learning environment is available for all students and that staff, volunteers, and visitors can also work and conduct business in a safe environment.

Disruptive behavior that impacts the learning environment of students or creates an unsafe or unproductive environment for staff or others is not to be tolerated. To accomplish this goal, BlueSky will make efforts to prevent misbehavior by communicating the expectations of appropriate behavior to students through this policy and related policies, as well as during class and through online learning opportunities.

Because BlueSky is an online school, the Discipline Policy and the related policies that regulate student conduct are in effect for all communication in any form including electronic communications.

Regulations to Accompany Student Discipline Policy Disciplinary Events

The administration is charged with implementing the Discipline Policy and the administration has complete discretion to impose consequences including educational opportunities for students who violate the Discipline Policy and related policies. In most circumstances, the administration will attempt to provide an educational component with or without a disciplinary consequence. In all cases, the administration may impose a removal from class or suspend, recommend expulsion or exclusion or impose other consequences including restitution, restorative justice, parent conferences, and referral to other agencies or resources. The administration and staff may report crimes that occur at school or impact school functioning.

Sexual Harassment or Other Forms of Harassment Based on a Person's Status in a Protected Class, Bullying or Hazing

These actions are prohibited under the school's Sexual Harassment Policy, non-discrimination policies, Bully Policy, and Hazing Policy. Consequences for violations of these policies shall be as outlined in those policies. However, the administration retains discretion as to the consequences meted out to students. Harassment, bullying, and hazing that are conducted through electronic means is prohibited as well by this policy and those related.

Threats

Threats of violence or harm are prohibited whether verbal or written. Terroristic threats include threatening directly or indirectly to commit a crime of violence with the purpose of terrorizing others or causing the evacuation of school property or the serious disruption of school activities or serious inconvenience. Threats of any kind are prohibited.

Assault and Written and Verbal Abuse

Assault includes an attack on another person that is either physical or sexual in nature. If the attack involves a weapon or threat with a weapon, the assault shall be dealt with under the section on weapons. Assault of any kind is prohibited.

Written or verbal abuse includes, but is not limited to, communications made orally, electronically, or in writing that display behavior that is insubordinate, demeaning, or derogatory. An assault, written or verbal abuse, or other types of threatening behavior that is perpetrated using electronic communication may be considered an abuse, assault, or terroristic threat. Such conduct is prohibited.

Alcohol and Drugs (including Tobacco and Prescription Drugs)

1. Possession, sale, or use of alcohol or controlled substances or misuse or sale or distribution of prescription drugs is prohibited at school and during school activities.
2. Students may not use electronic means to aid in the possession, sale, or use of alcohol or controlled substances or the distribution of prescription drugs.

Damage to School Property

Damage to school property that is non-accidental is prohibited.

Discipline Pursuant to the Minnesota Pupil Fair Dismissal Act Policy and Regulations

The policy and regulations are adopted pursuant to the Minnesota Pupil Fair Dismissal Act (MPFDA) Minn. Stat. §121A.40 – 121A.56. Disciplinary actions shall be carried out according to the MPFDA.B.

Students with disabilities who are served under the Individual Education Program (IEP), Section 504 Plan, or who are suspected of having a disability will be afforded the due process and protections of state and federal law.

References: Minn. Stat. §121A.40 – 121A.56 (MPFDA), Minn. Stat. §121A.575 (Alternatives to Suspension), Minn. Stat. §121A.60 – 121A.61 (Removal from Class), Minn. Stat. §125A (Discipline of Students with Disabilities), 20 U.S.C. §1400 et. seq. (Individuals with Disabilities Education Act), 20 U.S.C. §794 et. seq. (Section 504 of the Rehabilitation Act)

Weapons on School Grounds

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.5.9.

Purpose

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

General Statement of Policy

BlueSky bans weapons on school grounds. No student or nonstudent, including adults and visitors, shall possess, use, or distribute weapons when in a school location except as provided in this policy. The

school district will act to enforce this policy and to discipline and take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions

1. **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, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nun chucks, 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 this 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.
2. School location includes any school building or grounds, whether leased, rented or controlled by the school, locations of school activities or trips, bus stops, school buses, school vehicles, school-contract 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.
3. Possession means having a weapon on one's person or in area subject to one's control in a school location.

Exceptions

Attribution: Adapted from MBSA/MASA Model Policy 501, after purchasing policy services in December 2010

1. 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 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.
2. 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 Minn. Stat. §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 Minn. Stat. §624.714 – 624.715 or other firearms in accordance with §97B.045; A 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 possess as curiosities or for their historical significance or value.” B 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 §624.714 – 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, a gun or knife show held on property
 - g. 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
 - h. 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
3. While the school district takes a firm “zero tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students and nonstudents. Such equipment and tools, when properly possessed, used, and stored shall not be considered a 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.
4. 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 Minn. Stat. §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 Weapon Possession/Use/Distribution

1. It is a violation of this policy for a student to possess a weapon on school grounds. A student who possesses a weapon on school grounds will be subject to appropriate discipline up to and including expulsion. Consequently, the minimum consequence for students 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/legal guardian notification
- e. Recommendation to the superintendent of dismissal for a period of time

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.

Legal References: Minn. Stat. §97B.045 (Transportation of Firearms), Minn. Stat. §121A.05 (Referral to Police), Minn. Stat. §121A.40 – 121A.56 (Pupil Fair Dismissal Act), Minn. Stat. §121A.44 (Expulsion for Possession of Firearms), Minn. Stat. §609.02, Subd. 6 (Definition of Dangerous Weapon), Minn. Stat. §609.605 (Trespass), Minn. Stat. §609.66 (Dangerous Weapons), Minn. Stat. §624.714 (Carrying of Weapons without Permit; Penalties), Minn. Stat. §624.715 (Exemptions; Antiques and Ornaments), 18 U.S.C. §921 (Definition of Firearms)

In re C.R.M. 611 n.w.2D 802 (Minn. 2000)

Cross References: Minn. Stat. §124D.10

Tobacco-Free Environment

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.5.3.

Purpose

The BlueSky Board recognizes that the use of tobacco represents a health hazard that can have serious consequences both for the user and the nonuser. The purpose of this policy is to describe the Board's policy with respect to tobacco on school property and at extracurricular events.

Tobacco Use Prohibited

1. For purposes of this policy, the "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, snuff, or any other matter or substances that contain tobacco.
2. In order to protect students and employees who choose not to use tobacco from second-hand smoke, the Board prohibits the use of tobacco on school premises and in school vehicles.
3. The Board prohibits the use of tobacco by staff members in the school building and at any school sponsored function.

Legal References: Minn. Stat. §144.413, Minn. Stat. §144.416, Minn. Stat. §144.416

Student Educational Data

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.3.1. It is the policy of BlueSky to fully comply with state and federal laws regarding the classification, maintenance, and use of educational data. Educational data is governed by state law, Minn. Stat. §13.32. Education data is also governed by federal law, the Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR, Part 99.

Directory Information

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.3.3. It is the policy of BlueSky to comply with the provisions of FERPA and Minnesota Government Data Practices Act concerning directory information.

Anti-Hazing Policy

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.4.3. It is the policy of BlueSky to create policies that identify and prevent hazing practices to the fullest extent possible.

Pupil Fair Dismissal Process

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-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 www.blueskyschool.org/about-us/bluesky-board/board-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. 1 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 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 www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.5.1. Under BlueSky's Drug-Free Workplace/School Policy, use of controlled substances, toxic substances, and alcohol is prohibited in the school setting. BlueSky wishes to establish a program to educate and assist employees, students, and other in understanding the goals of achieving drug-free schools and workplaces.

Section 504 Accommodations

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.6.1. BlueSky will not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The school will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Removal of Students with IEPs

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.6.3. BlueSky expects all students to be in school so that learning can occur. However, when the behavior of a student endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school staff may remove the student from school grounds or may request that police remove the student from school grounds.

Students' Free Speech Rights

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.7.3. The BlueSky Board recognizes and appreciates the importance of protecting the free speech rights of students. At the same time, it is important that such speech does not interfere with the educational mission of the school nor impair the rights of others. This policy will delineate the acceptable bounds of student speech due with consideration for both important values.

Adjudicated Juveniles

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.3.2. It is the policy of BlueSky to establish a system regarding access of juvenile authorities to education records that complies with the state law requirements.

Transfer of Educational Records

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.3.4. It is the policy of BlueSky to establish a policy of transferring educational records that complies with the requirements state law.

Communicable Diseases and Infections

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.5.5. Students of BlueSky will not be excluded from school so long as they do not create a significant risk of transmission of illness to students, employees, or members of the public.

Tennessee Warning

To read this policy in full, visit www.blueskyschool.org/about-us/bluesky-board/board-policies and click on Policy 5.7.1. Any individual collecting private or confidential data on behalf of BlueSky will provide a Tennessee warning that complies with the sample warning to follow, unless applicable law provides an exception to the need to provide this warning.

To see the rest of BlueSky's policies, please view www.blueskyschool.org/about-us/bluesky-board/board-policies.