



# Student Handbook

*A Guide to Our School Values,  
Policies, and Procedures*



## *Circle of Life Academy*

is a Bureau of Indian Education (BIE) Tribally Controlled School operated by the White Earth Reservation Business Committee. We offer a comprehensive K-12 Culturally based education program to Native American students residing on or near the White Earth Reservation.

### *Mission Statement*

Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education.

### *Vision Statement*

*Coming Soon!*

### *School Values*

*Coming Soon!*

### *School Accreditation*

The Circle of Life Academy was evaluated for accreditation in 2022 with renewal in 2029. Our school met all the requirements established by the Cognia Accreditation Commission and Board of Trustees and is accredited by the North Central Association Commission.

### *School Hours*

The Circle of Life Academy is in session from 8:15 AM to 3:30 PM  
Office Hours are 8:00 AM to 3:45 PM unless otherwise notified  
Students may be dropped off no earlier than 8:00 AM.  
Contact the front office if students need to be dropped off before 8:00 AM.

### *Contact us at:*

Circle of Life Academy  
35233 Mission Road  
PO Box 447  
White Earth, MN 56591  
Office: (218) 983-4180  
Fax: (218) 983-3767

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## *Welcome to Circle of Life Academy - From our Principal*

### **Boozhoo Circle of Life Academy Families,**

It is a great honor to welcome you to the 2025–2026 school year at Circle of Life Academy. Whether you are a returning family or joining our community for the first time, we are excited to embark on this educational journey with you. At COLA, we are deeply committed to providing an environment immersed in Anishinaabe Mino-Bimaadizwin (The Good Life) for our children and community, while delivering the highest quality of education.

### **Our Commitment and Focus:**

Our school serves as more than just a place of learning; it is a center for cultural pride and academic growth. Our commitment is to provide a culturally-based K-12 education program that empowers Native American students to reach their full potential as productive members of society. We strive to ensure every child is treated with kindness and respect in a nurturing environment that integrates daily Ojibwe language and culture classes alongside core academic subjects.

### **Partnership and Collaboration:**

Education is a shared responsibility. We believe that a strong partnership between the school and home is essential for student success. We encourage you to be active participants in your child’s education—by attending school events, staying in contact with teachers, and reviewing this handbook together.

### **Safety and Growth:**

Providing a safe, secure, and respectful learning environment is our top priority. We ask all students and families to follow the procedures outlined in this handbook regarding arrival and dismissal, student conduct, and school safety to ensure a productive atmosphere for all. By maintaining high academic standards and clear performance goals, we foster a growth mindset where every student can thrive.

### **Staying Connected:**

This handbook serves as your guide to the policies and expectations that help our school run smoothly. Please keep it as a reference throughout the year. For the latest updates, please visit our official website or follow the Circle of Life Academy Facebook page. [circleoflifeacademy.org](http://circleoflifeacademy.org)

If you have questions or concerns at any time, my door is always open. You may reach me directly at the school office or via the contact information below. Miigwech for choosing Circle of Life Academy and for your continued support of our students.

Sincerely,

Seth Houglum  
K-12 Principal  
Phone: (218) 790-0745  
Email: [seth.houglum@col.pvt.k12.mn.us](mailto:seth.houglum@col.pvt.k12.mn.us)

## Welcome to Circle of Life Academy - From our School Board

Dear Students, Families, and Staff,

On behalf of the Circle of Life Academy School Board, welcome to a new school year filled with opportunity, growth, and community. Each year brings renewed energy and a shared commitment to nurturing the academic, cultural, and personal development of every student.

The School Board is proud to support the dedicated educators, staff, and families who make Circle of Life Academy a place where learning is rooted in respect, tradition, and excellence. Together, we continue to build a strong foundation that honors our heritage while preparing our students for a bright future.

This year, we look forward to strengthening partnerships between home, school, and community. We encourage open communication, collaboration, and participation in school events and initiatives. Every voice matters, and every contribution helps our students thrive.

Miigwech for being part of the Circle of Life Academy family. With unity and purpose, we will make this school year a meaningful and successful one for all.

With respect and appreciation,

*Circle of Life Academy School Board*


Trista Ayers  
School Board Chair  
District III Appointee  
[trista.ayers@col.pvt.k12.mn.us](mailto:trista.ayers@col.pvt.k12.mn.us)

Loretta Solmon  
School Board Vice Chair  
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	Policy #100-02	<b>Admission</b>
	Approved: January 12, 2026	Revised:

**Admission Requirements**

Prior to any applicant’s acceptance, the Circle of Life Academy must receive the following documentation:

1. Completed application signed by the parent/guardian
2. Proof of one of the following:
  - a. Enrollment in a federally recognized tribe
    - i. Documentation required: Certificate of Indian Blood (CIB)
  - b. Not enrolled but has blood quantum of at least 25% (can combine)
    - i. Documentation required: Certified copy of student’s birth certificate and parent(s) certificate(s) of Indian Blood (CIB)
  - c. First Generation Descendant
    - i. Documentation required: Certified copy of student’s birth certificate and enrolled parent’s CIB
  - d. Second Generation Descendant
    - i. Documentation required: Certified copy of student’s birth certificate, enrolled parent’s birth certificate and CIB, and enrolled grandparent’s CIB

Note: in cases of adoption, the degree of Indian blood of the natural (birth) parents must be proven.

3. Prior School transcripts and records.

**Enrollment Windows**

For the 2025-2026 school year, COLA will practice open enrollment throughout the entirety of the year.

**New Student/Transfer Student**

Students wishing to enroll at Circle of Life Academy must complete the application process and submit all required documentation prior to the initial acceptance meeting. The Admissions Team will administer the admissions policy with fairness and consistency.

Upon receipt of a completed application, the Admissions Team will review the student’s file. The team reserves the right to request additional information deemed relevant to the admissions determination. The Principal or designated Administrator may receive or share information with local, state, tribal, or federal agencies as necessary for policy administration, provided that all information is maintained in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a et seq.

Providing false, misleading, or incomplete information may result in denial of admission or revocation of enrollment.

Disclaimer: Submission and review of an application does not guarantee admission to the school.

### **Admissions Criteria**

The Admissions Team will consider the following factors when determining eligibility for admission:

1. Safety of the student and others
2. Attendance history of student
3. Potential impact of the student's presence on the learning environment
4. Availability of resources to meet the student's needs
5. Alignment of the parent/guardian with the school's mission, philosophy, and practices
6. Other considerations such as relocation or extenuating circumstances beyond the control of the parent/guardian or student

The Admissions Team may request a meeting with the student and parent(s)/guardian(s) to gather additional information. If a meeting is scheduled prior to acceptance and the parent/guardian or student does not attend within five (5) school days of receiving the invitation, the enrollment application will be voided.

### **Transfers from Other Schools**

Students who have been expelled, asked to leave, withdrawn to avoid expulsion, or are subject to a pending truancy action will not be admitted until the Admissions Team has reviewed the following:

1. Nature and circumstances of the prior expulsion or withdrawal
2. Attendance records
3. Disciplinary records, if any
4. Academic records

The Admissions Team may request a meeting with the student and parent/guardian to gather additional information. If a meeting is scheduled prior to acceptance and the parent/guardian or student does not attend within five (5) school days of receiving the meeting invitation, the enrollment application will be voided.

Admission will be granted only when it is determined to be in the best interests of both the student and the school. If necessary, a behavior and/or attendance agreement must be reviewed, agreed upon, and signed prior to the student's admittance.

### **Parental Notice**


The parent/guardian will be notified in writing of the enrollment determination. If admission is denied, the parent/guardian has the right to appeal the decision as outlined below.

### **Appeals**

The parent/guardian of a student who has been denied admission may submit a written appeal within seven (7) school days of receiving the denial notice. The appeal must include:

- The reason(s) the admissions decision is believed to be in error
- Supporting documentation of achievements, outcomes, or records relevant to the appeal

The appeal shall be addressed to the School Board, which will schedule a hearing with the parent/guardian within seven (7) school days. The decision of the School Board shall be final and not subject to further appeal. If the student is subsequently admitted, the Principal or Administrator may require a behavior and/or attendance agreement, or other agreements to be signed prior to enrollment.

	Policy #100-03	<b>Student, Parent, &amp; School Rights &amp; Responsibilities</b>
	Approved: January 12, 2026	Revised:

### **Student Opportunities**

All students will be provided the opportunity to: Experience and appreciate cultural diversity, Understand and use technology, Develop and effectively use written and oral communication skills, Develop critical thinking skills, Acquire positive self-esteem, Demonstrate respect for themselves and others, Develop a keen sense of global awareness, make a smooth transition from pre-K to higher education, participate in community outreach activities and serve the community.

### **Student Responsibilities**

All Circle of Life Academy Students will:

1. Attend school regularly on time
2. Complete and return homework assignments
3. Follow the Anishinabeg Core Value/Belief System
4. Respect others, the environment and themselves
5. Learn to apply classroom lessons to daily life
6. Adhere to the dress code (no bare midriffs, low hanging pants or strapless shirts)

### **Student Rights**

All Circle of Life Academy Students reserve the right to:

1. Learn
2. Be safe from physical, sexual or verbal abuse and harassment
3. Present a personal point of view, as long as it does not disrupt school functions or infringe on the rights of others
4. Be disciplined in private, whenever possible
5. Be allowed Due Process

The Student Rights and Due Process procedures are established under the [Student Bill of Rights 25 CFR Part 42](#) and are applicable to all students

### **Parent/Guardian Responsibilities**

As a parent/guardian, it is your responsibility to:

1. See that your child attends school regularly
2. Support the Anishinabeg Core Value/Belief System
3. Establish a time for homework and review it regularly
4. Attend school functions (conferences, programs, parent night etc.)
5. Encourage your child to work at the highest level possible
6. Support the education provided by the Circle of Life Academy

## **Parent/Guardian Rights**

As a parent/guardian, you reserve the right to:

1. Expect an appropriate education for your child
2. Be notified of all disciplinary actions involving your child
3. Be informed of all upcoming school activities
4. Communicate freely with teachers and staff on all matters concerning your child
5. Be involved in instruction and activities
6. Be allowed Due Process in matters concerning your child

## **School Responsibilities**


The Circle of Life Academy assumes the responsibility to provide a safe environment for students, which is free from hazards, threats of violence and furthermore to:

1. Provide an appropriate education in accordance with our goals and objectives
2. Provide students an opportunity to make positive behavior choices and options to amend any negative choices, which adversely affect their educational experience
3. Hold student information records confidential
4. Notify parent/guardian of any disciplinary action
5. Provide prevention and intervention for chemical health issues

## **School Rights**

The Circle of Life Academy reserves the rights to:

1. Expect courteous and respectful behavior
2. Establish school hours, days, and rules
3. Provide consequences in accordance with the [Student Discipline](#) Policy
4. Determine school curriculum and administer achievement assessments
5. Determine graduation requirements

	Policy #100-04	<b>Attendance Policy</b>
	Approved: January 12, 2026	Revised:

The Circle of Life Academy School Board believes that regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Students should attempt to maintain a 95% attendance rate, or less than 2 days per quarter.

**Purpose of Policy**

The purpose of this policy is to encourage regular school attendance. It is intended to be positive and encourage the highest academic and behavioral performance.

**Roles and Responsibilities of Students, Teachers, and Families**

Student’s Responsibilities

- Arrive on time and attend all assigned classes every day.
- Obtain a pass when outside the assigned class.
- Request and complete any missed assignments due to absences.
- Be present and engaged in cultural activities

Parent/Guardian’s Responsibilities

- Ensure the student is attending school.
- Inform the school in the event of a student’s absence.
- Work cooperatively with the school and the student to solve any attendance problems that may arise.
- In order to monitor your student’s grades and attendance, utilize the Parent Portal in Infinite Campus. The link can be located on COLA’s website.
- Please inform the school if your child has a chronic medical condition or ailment in order for our staff to accommodate academic progress.

Teacher’s Responsibilities

- Take accurate daily attendance in each assigned class.
- To provide any student who has been absent with any missed assignments upon request.
- Work cooperatively with the student or the student’s parent/guardian to educate and solve any attendance problems that may arise and communicate when there is concern.

Administrator’s Responsibilities

- To require students to attend all assigned classes.
- To apply procedures consistently to all students.

**Excused, Unexcused, Tardiness, and Cultural Exemption**

Please communicate all absences with the school so that we can ensure your child’s attendance is accounted for and coded correctly.

### Excused Absence

- Illness – After the 3rd consecutive absence, a student must present a physician's signed excuse to be excused.
- Serious illness or death in the student's family
- Medical or Dental appointments (Provider verification required)
- Court Appearances (Verification is required)
- Emergency conditions, such as fire, flood, storm, etc...
- School activities, including cultural events (prior approval required)
- All excused absences must be reported to the school within 2 weeks of the absence

### Unexcused Absence


- Skipping - Failing to be in the assigned area at the designated time.
- Illness – After the 3rd consecutive absence, and the student fails to present a physician's statement.
- Bus suspension
- Any absence in which the student failed to comply with any requirement of the school's attendance policy.

### Tardiness

- A student is Tardy when they are not in the designated classroom, or other assigned area, at the designated time, without a pass or valid excuse.
- Teachers and or administrators must provide a pass to a student when they remain longer than the scheduled time.
- Students arriving late to school must report to the office to obtain a pass to class.

### Cultural Exemption

- Circle of Life Academy students may be considered exempt from attendance if attending or participating in cultural events or practices.
- Circle of Life Academy will follow traditional protocol for ceremonial practices. If a student is unable to participate in cultural events, accommodations will be provided.
- Parents/guardians taking their students to cultural events (i.e. ricing, powwow, ceremonies, sugar bush, etc.) must give proper prior notice to the office and cultural staff in order to receive exemption and culture credits.

	Policy #100-05	<b>Truancy</b>
	Approved: January 12, 2026	Revised:

**Attendance and Truancy**

White Earth Juvenile Justice Code Sec. 3-8-8 Definition of Truancy

Truant means a child who is absent from instruction in a school, without valid excuse, and within a regular school year for:

- Three (3) days if the child is in elementary school; or
- Three (3) days if the child is in middle school, or high school
- Habitual Truant means a child who is absent from instruction in a school, without a valid excuse, and within a regular school year for:
- Eight (8) days for all students K-12.

**Attendance and Truancy Procedures**

- Accrual of 3 unexcused absences within a regular school year, the school will send a letter to the parent/guardian, notifying them of the accrued unexcused absences.
- Accrual of 5 unexcused absences within a regular school year, the school will send a letter to the parent/guardian, notifying them of the accrued unexcused absences. The parent/guardian will be asked to attend a conference with the Truancy Team.
- Accrual of 8 unexcused absences within a regular school year:
  - The school will notify White Earth Tribal Court and Indian Child Welfare/Truancy.
  - A request for a Truancy Petition will be filed with the appropriate agencies.
  - The Parent/Guardian will be notified, in writing, of the filing.

**Attendance Coordinator**

The Circle of Life Academy Attendance Coordinator will:

- Maintain accurate records of student attendance.
- Inform teachers, students, and parents/guardians of the student’s attendance.
- Work cooperatively with them to solve attendance problems.
- Report Truancies to the COLA Truancy Team.


**Circle of Life Academy Truancy Team**

The Circle of Life Academy Student Support Team (SST) was created to provide a team approach to alleviate attendance and truancy issues. The team consists of the School Administrator, the Behavioral Interventionist, the School Counselors, the School Social Worker, and the Attendance Coordinator. Other members may include representatives from White Earth

Indian Child Welfare, White Earth Tribal Court, School Staff, or other entities as needed.

The Truancy Team recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrator. The Truancy Team will work together to monitor attendance and review truancy cases on an individual basis. The Circle of Life Academy Student Support Team (SST) will:

- Monitor student attendance.
- Review student attendance and truancy on an individual basis.
- Work cooperatively with students, parents/guardians, and teachers to improve student attendance.
- Work cooperatively with White Earth Indian Child Welfare, White Earth Tribal Juvenile Court System, and other entities, as needed, to ensure students receive the recommended and required services.

	Policy #100-06	<b>Withdrawal</b>
	Approved: January 12, 2026	Revised:

**Withdrawal**


Formal withdrawal from school must be completed in order for student records to be forwarded to another school. The withdrawal process includes the following steps:

1. Notification by the parent/guardian to the school office prior to the student’s last day of attendance.
2. All classroom material, library books, electronic devices and all other school property must be returned to the school.
3. The counselor or school social worker will notify the forwarding school, or the state school district, in which the student resides of the student’s withdrawal from the Circle of Life Academy.
4. This will be done in writing within five (5) school days from the date of withdrawal.

**Re-admission** (See [Admission](#))

If a student has been dropped from the Circle of Life Academy’s school roster, they may reapply for enrollment during an open enrollment window pending a meeting with the school admissions team.

If a student is dropped from the Circle of Life Academy’s school roster after the start of the 3rd quarter due to failure to comply with the school’s attendance policies, the student will be ineligible for re-admittance until the following school year.

	Policy #200-01	<b>Electronics</b>
	Approved: January 12, 2026	Revised:

This policy applies to electronic devices, including but not limited to wireless headphones, radios, iPods, MP3 players, cellphones, smart watches, laser devices and other such electronics.

### Device Check-In

Students are required to check in all electronic devices, including cell phones, upon arrival to the school. Devices will be placed in a secure, locked box and can be retrieved at the end of the school day. There will be no exception to this policy.

#### *Why do we require cell phones, and other devices, to be checked in each day? (mnmsba.org)*

- Relationships: In order to be connected to learning in the classrooms students must be connected to one another and to the instructional staff. Significant research and experience have determined that student access to cell phones distracts from the learning environment and creates a significant barrier to the interactions and connections crucial to rich, relationship-based learning.
- Focus: Students learn best when they are “present” and engaged in the learning activities and interactions from moment to moment. Research has determined that not only cell phone use but also the proximity of cell phone availability and access for students during class is a distraction from learning.
- Safety: It is acknowledged that families may choose to have students carry cell phones for a variety of reasons related to safety, however, cell phones as vehicles for social media access and use have proven detrimental to our school community.


All electronics violations will follow the [Behavior Management Plan](#) and [Student Discipline](#) Policy.

### Telephone Usage

In the event a parent/guardian needs to talk to their child during school hours, please call the office at (218) 983-4180. The office will send a message to the student without disrupting the learning process. Students may use the office phone to call home for appropriate reasons. (See [Student Telephone Use](#))

### Recording Devices

The use of recording devices is strictly prohibited. There will be no video or voice recording of any person while on school grounds, on school-sponsored transportation, or at school-sponsored events. Any violation will result in immediate suspension of electronics use for the remainder of the school year, disciplinary action, and/or possible criminal charges.

	Policy #200-02	<b>Student Technology Use</b>
	Approved: January 12, 2026	Revised:

The Circle of Life Academy is pleased to offer students access to the computer network for electronic mail and the internet. To gain access to e-mail and the internet, all students under the age of eighteen (18) must obtain a parental permission form and must sign and return that form to the office. Students eighteen (18) and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, data-bases and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Circle of Life Academy supports and respects each family’s right to decide whether or not to apply for access.


**Internet and e-mail Rules:**

1. There must always be an adult in the room when a student is on the Internet. As always, permission must be granted from an adult for students to access the Internet.
2. Students are responsible for good behavior on school computer networks as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
3. The network provided for students to conduct research and communicate with others. Access to network services are given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility.
4. Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed.
5. Network storage areas may be treated like school lockers. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect files stored on school file servers to always be private.
6. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information services such as television, movies, radio and other potentially offensive media.

**The Following are not permitted:**

1. Sending or displaying offensive messages or pictures.
2. Chats, Facebook, Snapchat, Instagram or similar social media platforms, unless directed by a teacher and is part of a learning plan.
3. Any audio, video, photography, or other recordings not related to academic work.
4. Using obscene language.
5. Harassing, threatening, insulting or attacking others.
6. Damaging computers, computer systems or computer networks.
7. Violating copyright laws, including installing illegal software, shareware, freeware or similar programs.
8. Trespassing in others' folders, work files or using others' passwords.
9. Intentionally wasting limited resources.
10. Employing the network for commercial purposes.

Violations may and or will result in a loss of access as well as other disciplinary or legal action.

	Policy #200-03	<b>Student Telephone Use</b>
	Approved: January 12, 2026	Revised:


**Calls to Students**

In the event a parent/guardian needs to talk to their child during school hours, they can call the office at (218) 983-4180. Students will be called to the office for emergencies only. For non-emergencies, the office will send a message to the student without disrupting the learning process.

**Calls to Parents/Guardians**


Students may use the office phone to call home for appropriate reasons during their lunch period. Students who receive non-emergent calls from their parent/guardian and must return the phone call can do so between classes, during their lunch period, or at the end of the day.

Also see [Electronics](#)

	Policy #200-03	<b>Student Driving</b>
	Approved: January 12, 2026	Revised:

**Students will be allowed to drive to school, provided these rules are followed:**

1. Parental authorization for a student driver or any student wishing to drive needs to set up a meeting with the Administration to ensure they have the proper paperwork set in place. **Provide proof of a valid driver’s license and proof of insurance must be furnished to the Administrator, and a copy shall be kept on file.**
2. Vehicles are not to be entered during school hours unless approved by the Administration for emergencies or appointments.
3. No other student(s) will be allowed to enter, ride in, or drive the vehicle during, before, or after school hours with the exception of immediate family members. However, families can give written consent from the driver’s guardian and the rider’s guardian to allow students to transport non-family members. Be advised that students should abide by Minnesota state law.
4. Students may not drive vehicles while on school-sponsored trips or during lunch periods unless it’s for a prior-approved excused absence.
5. Students with provisional licenses in accordance with Minnesota state law are unauthorized to transport non-family members.
6. Circle of Life Academy is not liable or responsible for student drivers.

	Policy #200-04	<b>Locks &amp; Lockers</b>
	Approved: January 12, 2026	Revised:

**Inspection of Lockers**


School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of the lockers provided for the convenience of the students. Inspection of the interior of the lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, the school authorities may provide information to students whose lockers were searched, unless disclosure would impede an ongoing investigation by Law Enforcement or school officials. (See [Canine Search Procedures](#))

**Contents of Lockers**

The student is responsible for the locker assigned to them and for keeping it neat and orderly. It is imperative that students lock their lockers at all times. Valuables brought to school must be checked into the office for safe keeping. The Circle of Life Academy takes no responsibility for any valuables that are placed in the locker and are lost or stolen.

**Locks and Combinations**

All books needed for class or study halls should be collected from the lockers prior to going to class. Students will be issued combination locks for their lockers from the designated advisor. Students are responsible for keeping the combination of their locks and are encouraged not to share the combination with other students. No student may have a lock of their own on a locker. Students may not share a locker with another student.

	Policy #200-05	<b>Senior Open Lunch</b>
	Approved: January 12, 2026	Revised:

The Circle of Life Academy School Board recognizes that allowing some additional freedoms to Seniors can prepare them for life outside of high school. The purpose of this policy is to allow 12th graders who meet certain requirements to earn the privilege of going off campus for lunch.

**Conditions of this Privilege**

Students who wish to exercise this privilege must:

1. Be in 12th grade
2. Have a 70 or above in all classes
3. Have had no behavioral referrals within the last 30 days
4. Must sign in and out of the building each time they choose to exercise this privilege
5. Must not leave before or return after the approved time period

**Written Permission Required**

Written parental/legal guardian permission shall be obtained for each student who is deemed eligible for the privilege.

**Transportation and Supervision**

Transportation and supervision will not be provided for students seeking to exercise this privilege. Parents/Guardians of students agreeing to allow their students access to this privilege must understand that there is some risk involved in leaving the building unsupervised. Students who will be driving must obey all driving rules and conditions on their license. Walking students should be dressed for the weather. (See [Student Driving](#))

**Applicability of the Code of Conduct** (See [Code of Conduct](#))


The Circle of Life Academy Code of Conduct governs conduct when students are off campus during the school day.

**Rescinding the privilege**

Student behavior in the community must also be appropriate and reflect well on COLA. Poor behavior or failure to abide by the conduct outlined in the COLA Code of Conduct may result in the loss of this privilege.

**Administrative Regulations**

The District Principal or their designee may adopt administrative regulations and forms in order to implement this policy.

	Policy #200-06	<b>Philosophy &amp; Introduction to Activities &amp; Athletics</b>
	Approved: January 12, 2026	Revised:

**Philosophy**

The philosophy of education-based activities and athletics is that, in addition to the core academic subjects learned in the classroom, students experience additional educational opportunities through their participation in sports, fine arts, and other extracurricular activities offered at Circle of Life Academy. Beyond the specific skills of a sport or activity, these individuals have the opportunity to learn important principles that can guide them throughout their lives. While the goals of our athletic programs are competitive in nature, the primary purpose of our programs is to develop young adults that will be successful in life. Our staff will work to provide our students opportunities to develop skills that will allow them to become successful community members, employees, employers, and more.

**Introduction**


The activities and athletic programs at Circle of Life Academy exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people.

Parents are encouraged to be positive and supportive in their relationships with coaches, assistant coaches, and other activities advisors. It is the prerogative of the coach, assistant coach, or advisor to manage the activity in such a manner that positive human relationships are encouraged and the regulations of Circle of Life Academy Activities policies are met. A team effort by parents, school officials, and the participants is needed.

Our activities and athletics programs are voluntary and are a privilege to participate in rather than a right. Therefore, when a student and parent sign their names to eligibility forms, it means that they are voluntarily accepting the activities as part of the activities and athletic endeavors while attending Circle of Life Academy.

The basic purpose of this introduction is to provide assurance that our students and their parents are informed of the standards of behavior, conduct and appearance that are appropriate for the students who represent our school and our communities in the various areas of activities and athletics.

The Circle of Life Academy may follow any and all regulations specified by the Minnesota State High School League.

	Policy #200-07	<b>Grades, Honors, Promotion, Retention, &amp; Graduation</b>
	Approved: January 12, 2026	Revised:

### Grades

A report card will be issued at the end of each grading period. This is a report to parents/guardians on the academic progress of the student.

### Retention

The Circle of Life Academy procedures regarding retention involve full participation between student, family, and school administration. Parents/guardians will be notified in advance of any recommendation for retention.

**\*Students K-12 that are absent more than 10%, or 16 unexcused days, or fail to make educational progress, may be retained.**

### Promotion

It is the policy of the Circle of Life Academy that students demonstrate a mastery of objectives in all subjects.

The minimum standards for promotion are as follows:

1. Compliance with the student attendance policy.
2. Passing grade in required subjects
3. Demonstrated mastery as designed by the school.

### Honor Roll

Students achieving a grade point of 3.0 to 3.49 will be recognized as accomplishing the “B” Honor Roll.

Students achieving a grade point of 3.5 to 4.0 will be recognized as accomplishing the “A” Honor Roll. The

Grade point average is based on the grade received in all classes taken.

Honor Roll will be calculated per quarter.

### Grade Point Average (GPA) Scale

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.34	C+	2.34	D+	1.34	F	0.00

### Uniform Course Grades

A+	97-100%	B+	87-89.99%	C+	77-79.99%	D+	67-69.99%
A	93-96.99%	B	83-86.99%	C	73-76.99%	D	63-66.99%
A-	90-92.99%	B-	80-82.99%	C-	70-72.99%	D-	60-62.99%
						F	0-59.99%

## Graduation Requirements


The following guidelines and range of credits will be used as a guide to determine the number of credits needed for advancement in each grade. Although most credits are earned through high school coursework, credits may also be earned through alternative programs, or can be transferred from other educational systems under certain conditions.

### Grades 9-12 Grade Classification

Freshman (Grade 9)	Sophomore (Grade 10)	Junior (Grade 11)	Senior (Grade 12)
Earned > 5 Credits	Earned 5 – 11 Credits	Earned 12 – 17 Credits	Earned 18+ Credits

### Required Credits *effective SY26-27*

	Grade 9	Grade 10	Grade 11	Grade 12	Total	
English	English I (1)	English II (1)	English III (1)	English IV (1)	4	
Math	Algebra II (1)	Integrated Math III (1)	Personal Finance (1)		3	
Science	Earth & Space (1)	Life Science (1)	Chemistry OR Physics (1)		3	
Social Studies	US History (.5) Wrld Histy (.5)	Economics (.5) Geography (.5)	History of White Earth (1)	Government & Citizenship (.5) *to include tribal government	3.5	
Health	Health Topics (.5)				.5	
Senior Project				Senior Proj (.5)	.5	
Ojibwe Language	Ojibwe Language I (.5)				1	
	Ojibwe Language II (.5)					
Ojibwe Culture	Ojibwe Culture I (.5)				1	
	Ojibwe Culture II (.5)					
Arts <i>*Can include Ojibwe Arts, Fine Arts, or Practical Arts</i>	Art (.5)				1	
	Art (.5)					
Physical Education	Phy Ed (.5)				1	
	Phy Ed (.5)					
Electives	Elect (.5)	Elect (.5)	Elect (.5)	Elect (.5)	Elect (.5)	3
Total					21.5	

	Policy #200-08	<b>Academic Integrity</b>
	Approved: January 12, 2026	Revised:

All students are expected to:

- Engage with honesty and integrity in their academic life.
- Attend ready to learn and in their learning demonstrate the ability to discern right from wrong.
- Know which academic behaviors are acceptable and which are dishonest.
- Produce work that is their own or give credit when the work is not their own.

All parents/guardians are expected to:

- Adopt the spirit as well as the letter of this academic integrity policy.
- Review the policy with their child and encourage their child to practice ethical behavior.
- Refrain from completing assignments for their child.

All teachers are expected to:

- Review the academic integrity policy with students as often during the school year as appropriate.
- Teach the skills necessary to prevent a violation of academic integrity.
- Enforce the policy in all instances of academic dishonesty following the procedures below.

All administrators are expected to:

- Support the spirit of the academic honesty policy with students, parents/guardians, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the academic honesty policy.

Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the academic honesty policy are as follows:

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers.
2. The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision.
3. The teacher will file a behavior incident form with the school administrator or designee.

Incident 2:


1. All of the disciplinary action of the first offense will occur.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.

3. The teacher will file a behavior incident form with the school administrator or designee, who will conference with the student and notify parents/guardians/ caregivers.

Incident 3:

1. All of the disciplinary action of the first offense will occur.
2. School Administrator will initiate a parent/guardian/caregiver and student counselor conference.
3. The student will receive one day of ISS.
4. The teacher will file a behavior incident form with the school administrator or designee, who will conference with the student and notify parents/guardians.

To review academic eligibility for student activities, refer to the Activities Handbook.


	Policy #200-09	<b>Post-Secondary Enrollment Options (PSEO)</b>
	Approved: January 12, 2026	Revised:

The Circle of life Academy has partnered with the White Earth Tribal and Community College to offer Postsecondary Options (PSEO) to our high school students. Postsecondary Enrollment Options is a program that allows eligible students in the 11<sup>th</sup> and 12<sup>th</sup> grades to take college level courses.

11<sup>th</sup> and 12<sup>th</sup> grade students that have an accumulative GPA of 3.0 or above are eligible to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. Students must also be on target for graduation by completing all of the necessary credits required for their grade level prior to enrolling for PSEO classes.

Legislation allows eligible 10<sup>th</sup> grade students to enroll initially in one Career and Technical Education (CTE) Course through PSEO. If the student earns a “C” or higher in this first course, they are eligible to take additional CTE courses while in the 10<sup>th</sup> grade. In order to be eligible, a 10<sup>th</sup> grade student must have met the proficiency level of “meets or exceeds” on the 8<sup>th</sup> grade BIE reading test. Most PSEO courses are only open to high school students during their 11<sup>th</sup> and 12<sup>th</sup> grade years. Students must also meet a GPA requirement of a 3.0 or above in order to be eligible to participate. If a student fails their college class/es, they will no longer be eligible to take PSEO courses.

Students may take PSEO courses on a full or part-time basis. For more information on Post-secondary Enrollment Options, please contact the Circle of Life Academy Counselor. More information on Minnesota state rules and regulations is available at Minnesota Department of Education’s Postsecondary Enrollment Options (PSEO) [Page](#).

	Policy #300-01	<b>Positive Student Behavior Strategies</b>
	Approved: January 12, 2026	Revised:

The Circle of Life Academy is committed to providing a quality education to our students with an emphasis on traditional Ojibwe teachings in the language and culture. We wish to instill the students with: Respect, Humility, Wisdom, Bravery, Truth, Honesty, and Love. These seven values will help the students in their education and throughout their lives.

Our beliefs and expectations of all the students at the Circle of Life Academy:

- Behave in a respectful manner towards all people and property.
- Be in their assigned classroom or area on time.
- Bring the necessary materials to class each day.
- Follow all teacher or staff members' directives immediately.
- Follow and abide by the school rules.


We expect that all of the students will:

- Treat each other with respect and kindness.
- Treat all of the staff with respect and kindness.
- Treat the school's property and the property of others with respect.
- Come to school ready to learn.
- Be responsible by following directions and doing their best.
- Respect their learning and the learning of others.

To help everyone reach their full potential, the Staff at the Circle of Life Academy will keep students focused on following school expectations. We also recognize and practice the following principles to support student discipline and responsibility by teaching the expectations for responsible behavior. By providing positive feedback to students as quickly as possible, when they are meeting expectations and making good choices. When minor misbehaviors occur, the staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.

**Encouraging Positive Behavior**

- Building relationships with the students.
- Praise or compliments.
- Positive notes or phone calls to parent/guardians.
- Special Class Awards/Certificates or Badges.
- Recognition from Administration and Staff.
- Awards, monthly incentives, and
- “Caught Being Good” certificates, and
- Reading & math achievement incentives.

	Policy #300-02	<b>Behavior Management Plan</b>
	Approved: January 12, 2026	Revised:

We believe that all students are capable of behaving appropriately in school and on school-sponsored transportation, following the school and bus rules while maintaining a safe and positive learning environment for themselves and their peers. Therefore, we will not tolerate behavioral disruptions to the learning environment. If a student is unable to follow the school rules, the staff at the Circle of Life Academy will:


- Re-direct and work with the student to ensure that they fully understand the expectations.
- Provide a calming space in the classroom for the student to refocus.
- Create an accountability system with the student and parent/guardian, with clear and precise consequences.

**Processes of resolution for additional violations**

- Provide a separate area in the classroom away from others for the student to refocus and rejoin the class.
- Notification to the parent/guardian of the student’s behavior.
- Determine if there are other extenuating physical, emotional, or mental health challenges affecting the student.
- Work in partnership with family, students, other significant adults and/or Tribal entities to determine additional strategies or consequences to assist their educational process.

**Additional Strategies or consequences to assist the student in their educational process**


- Staff will submit referrals to appropriate entities or as needed/requested.
- Modifications of disciplinary actions.
- Move to remove from class, suspension, or expulsion.

	Policy #300-03	<b>Student Discipline</b>
	Approved: January 12, 2026	Revised:

Inappropriate classroom behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by staff interventions may require other disciplinary actions.

Following is a list of possible disciplinary actions that may occur when a student’s behavior or actions interfere with the educational process:


- Confiscation of items not appropriate for a school setting.
- The removal of the student from class.
- Student meeting with Teacher, Counselor, Behavioral Interventionist or Principal.
- Lunch detention.
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Parental/Guardian Conference.
- Loss of school privileges.
- Loss of Transportation privileges.
- Schedule adjustment or modified school programs.
- Restitution for damaged school property (community service or monetary compensation).
- Referral to Law Enforcement or other authorities.
- Expulsion
- Other disciplinary actions deemed appropriate by school administration.

	Policy #300-04	<b>Detention / In-School Suspension</b>
	Approved: January 12, 2026	Revised:

The following are the rules for student detention and in-school suspension:

1. The student will arrive at the designated detention or ISS area at the assigned time and bring with them the proper materials to complete their classwork.
2. The student will sit in the furniture in an appropriate manner and complete their time sitting quietly (No Talking).
3. Students will not be allowed to sleep or disrupt the atmosphere of the room, allowing students to work on their assignments in a peaceful, reflective setting.
4. Students will not be allowed to leave the Detention/ISS Room during their assigned times, with the exception of using the restroom under direct supervision.
5. No food or drink is allowed in the room, with the exception of lunch that has been provided by the school.
6. Students refusing to follow the policy set forth during Detention/ISS will be referred to Administration for additional disciplinary actions or consequences listed under the Major Offenses category.

*Note:* The Circle of Life Academy divides student infractions of the rules into three separate categories depending upon the severity of the actions exhibited. The consequences for these infractions are different for each category and reflect the severity of each infraction. The categories and consequences are as follows: Minor Offenses, Major Offenses, and Critical Offenses.

	Policy #300-05	<b>Minor Offenses</b>
	Approved: January 12, 2026	Revised:

**1. Tardy**

Showing up for class after the warning/tardy bell rings without a valid excuse or pass.

**2. Skipping Class**

Reporting to class 5 or more minutes late without a valid written pass. An accumulation of 3 Tardies constitutes a skip.

**3. Non-Compliance/Insubordination**

Students are expected to follow staff direction while in school and while attending school-sponsored events and transportation without being disrespectful.

**4. Inappropriate/Disruptive Behavior**

Any behavior that either disrupts the learning atmosphere or puts a person at risk for physical harm is not permitted. These actions may include, but are not limited to, speaking in an excessively loud tone, running in the hallways, throwing objects, teasing, calling names, or being disrespectful.

**5. Offensive Language**

Students are expected to use appropriate language at the Circle of Life Academy. The use of profane, vulgar, or offensive language is prohibited. This includes swearing, sexual talk, and other offensive language not directed at a person, including in either written form or gestures, including pornography.

**6. Aggressive Behavior/Physical Contact**

Behavior in which either student or students are either individually or mutually involved, which may include but is not limited to poking, pushing, shoving, shouldering, or any other sort of horseplay, is not permitted.

**7. Dress Code**

Clothing articles that are not permitted at the Circle of Life Academy include, but are not limited to:

- Any clothing article that contains obscene, discriminatory, or profane language or pictures
- Clothing that portrays the promotion of sex, violence, or the use of any substance, which is illegal for use by minors, such as alcohol, tobacco, or illegal drugs.
- Clothing that contains objectionable emblems, signs, words, objects, or pictures that may be interpreted as being racist, sexist, or gang-related.
- Clothing that may be considered immodest, including but not limited to spaghetti straps, crop tops, short shorts, or bikinis.
- Oversized pants that cannot be supported by the wearer’s anatomy, exposing the wearer’s undergarments.

## **8. Cheating/Lack of Academic Integrity**

Any student caught cheating on their classwork will lose credit for that assignment. Each teacher will work with the student individually. See [Academic Integrity](#)

## **9. Electronics**

Toys, Cellular Phones, pagers, headphones, Cameras, laser lights, or similar devices are not permitted in the classroom during instructional time. See [Electronics](#)

## **10. Public Display of Affection**

Kissing, petting, or touching in a sexual manner is inappropriate in a school setting and will not be permitted.

## **11. Computer Misuse**

Using the computer to access inappropriate websites or in a manner other than approved for educational purposes is not permitted. See [Student Technology Use](#)

## **12. Gambling**

Any game that involves the exchange of money is not permitted at the Circle of Life Academy.

## **13. Lying/Forgery**


Providing a staff member with information that is untrue or providing any school paper or document with a false signature is disrespectful and not permitted.

## **14. Gang Symbols**

The Circle of Life Academy does not allow students to wear, draw or display any item or emblem symbolizing a gang or secret society in school, on school grounds or at school-sponsored events. This includes but is not limited to personal property, bandanas, and/or clothing that has been altered or oriented in any way, which may signify an affiliation with such a group as mentioned above. See [Gangs and Gang Related Activity](#)

## **Consequences for Minor Offenses**

1. 1st Offense – Warning
2. 2nd Offense – Noon Detention
3. 3rd Offense – One Day of either ISS or OSS
4. Subsequent Offenses up to five (5) Days of OSS

	Policy #300-06	<b>Major Offenses</b>
	Approved: January 12, 2026	Revised:

**1. Bullying (includes Cyber Bullying)**

Whoever uses force, coercion, hurtful teasing, or threat to abuse or aggressively dominate or intimidate another, either physically, verbally, or by electronic means, is guilty of bullying. See [Anti-Bullying](#)

**2. Disorderly Conduct**

Any disruptive and out-of-control behavior in which a student does not respond to staff interventions and intentionally causes a disruption of student learning.

**3. Extortion/Robbery ([MN Statute 609.24](#))**

Whoever takes personal property from another by force, by intimidation, or by threats is guilty of a crime

**4. Failure to abide by ISS Rules**

Any student who fails to follow the standard rules of the ISS room or fails to complete their assigned ISS will be in violation of a major offense. See [Detention / In-School Suspension](#)

**5. Fighting or Instigating a Fight**

Mutual combat between two or more individuals and the electronic recording of the incident is not permitted at the Circle of Life Academy. All parties involved in the situation will be held equally responsible for the incident.

**6. Harassment**

Any actions, verbal, physical, written, or by electronically transmitted message, which are designed to persistently disturb or torment another, are not permitted. These actions may include, but are not limited to, racial, ethnic, or religious slurs.

**7. Leaving the School Grounds without Permission**

Students who leave the school grounds without prior authorization from the administration and their parent/guardian will be in violation of a school policy.

**8. Pornography**

Possession, sharing, viewing, or posting images, pictures, or videos in either print or electronically that depict nudity or are sexual in nature is strictly prohibited

**9. Possession of Drug Paraphernalia**

The Circle of Life Academy prohibits the possession of items that can be used or construed as being used in the process of using illegal drugs.

## **10. Sexual Harassment**

Any harassing behavior that is sexual or perverse in nature, including but not limited to verbal, written, photographic, electronic, or physical contact with another person, is not permitted.

## **11. Theft or the Possession of Stolen Property**

Being in possession or having control of property belonging to the Circle of Life Academy or another person and denying them access to such property is strictly prohibited.

## **12. Threatening or Intimidating a Student or Staff**

Any actions, gestures, verbal, physical, written, or by electronic text or imaging, which are intended to cause fear in another person or perceived by that person as being aggressive in nature, are not permitted. This includes instigating a fight between other individuals by saying words or making accusations or other actions, which result in or motivate others to fight.

## **13. Truancy**

Any student who misses eight or more days of school will be considered truant and shall be reported to the White Earth Indian Child Welfare or other appropriate agency. *See [Truancy](#)*

## **14. Trespassing**

Any person on the Circle of Life Academy's grounds who is not complying with the visitor policy (*See [Visitors](#)*) will be asked to leave the school's property. If they do not comply, they may be charged with trespassing. Also, any student who has been suspended and refuses to leave school grounds or returns to school grounds before the suspension is complete may be charged with trespassing.

## **15. Vandalism**

Any willful, wanton act of destruction or defacing of any personal or school property is prohibited. These acts include, but are not limited to: damage to school property, graffiti in books, on buildings, or equipment, etc. Violator will be held responsible for financial restitution for the damaged property.

## **16. Tobacco**

The smoking, possession, sale, use, or suspicion of use of tobacco in a non-ceremonial manner is not permitted on school grounds or at school-sponsored transportation or events. *See [Smoke/Vape Free Campus](#)*


## **17. Vaping Devices**

Using or possession of unprescribed vaping devices on school grounds or at school-sponsored transportation or events. *See [Smoke/Vape Free Campus](#)*

## **Consequences for Major Offenses**

1. 1st Offense up to 3 Days of either ISS or OSS, possible referral to Law Enforcement or appropriate entity.

2. 1st Offense up to 5 Days of either ISS or OSS, possible referral to Law Enforcement or appropriate entity.
3. Subsequent Offenses - Up to 10 Days of either ISS or OSS, possible referral to Law Enforcement or appropriate entity, and possible referral to the School Board to review for expulsion.

	Policy #300-07	<b>Critical Offenses</b>
	Approved: January 12, 2026	Revised:

**1. Arson ([MN Statute 609.561](#))**

The Circle of Life Academy prohibits the possession of combustible items, including but not limited to fireworks, incendiary devices, explosives, chemical or imploding devices. Whoever intentionally destroys or damages a building by fire or explosive is guilty of arson.

**2. Assault and Battery ([MN Statute 609.224](#))**

Any act in which a student or students act with the intent to cause fear in another of immediate bodily harm or death; or intentionally inflicts or attempts to inflict bodily harm upon another student or staff member.

**3. Burglary ([MN Statute 609.582](#))**

Any person who enters the Circle of Life Academy without consent with the intent to commit a crime, either directly or as an accomplice, is guilty of burglary.

**4. False Fire Alarm ([MN Statute 609.686](#))**

Any person knowingly gives a false fire alarm or intentionally tampers with or interferes with the fire alarms, smoke detectors, fire extinguishers, or sprinkler systems is guilty of a crime.

**5. Illegal Drugs, Alcohol, and Medication ([MN Statute 152.029](#), [MN Statute 340A.503](#), [BIE Zero Tolerance Policy](#))**

The possession, sale, distribution, use, or suspicion of use of alcohol, illegal drugs, or any substance represented as an illegal drug and/or medication in violation of school policy, and are prohibited on school grounds, school transportation, or at school-sponsored activities. This would include unprescribed vapes or gummies.

**6. Possession of Weapons ([Gun-Free Schools Act](#), [BIE Zero Tolerance Policy](#))**

The Circle of Life Academy prohibits the possession of all weapons of any kind on school property and at school events. Weapons as defined by the state of Minnesota include, but are not limited to, clubs, knives, tasers, pepper spray, firearms of any kind, including replicas and toys, including bullets or other projectiles designed to be a weapon. A student found to have possessed, used, or brought a firearm or other weapon on school property or to an off-campus event must be expelled from school for a period of not less than one year. Consequences shall be imposed consistently and equitably; students are entitled to due process and have an opportunity to be heard. After the student has been formally notified of the school charges and due process has been accorded, the student shall be expelled for a period of not less than one year, subject to a case-by-case basis exception process.

## **7. Sexual Battery/Criminal Sexual Conduct**

Non-consensual sexual contact, including but not limited to the intentional touching or removal of clothing covering a person's private or intimate parts, is guilty of a crime ([MN Statute 609.3451](#))

## **8. Terroristic Threats**

Anyone who makes a threat directly or indirectly, to commit a crime of violence, with the purpose of terrorizing another or causing evacuation of a building by claiming the use of terror or violence, is guilty of a crime ([MN Statute 609.713](#))

### **Consequences for Serious Offenses**

- Up to 10 Days of either ISS or OSS
- Possible referral to Law Enforcement or other appropriate entity
- Possible referral to the School Board for expulsion review

	Policy #300-08	<b>IDEA Disciplinary Actions</b>
	Approved:	Revised:

Discipline of children with disabilities will comply with the provisions of the Individuals with Disabilities Education Act. Such disciplinary procedures, if anticipated, will be discussed with the parent/guardian during the IEP process. In developing the IEP, the IEP team shall review the needs of the child and the manner in which the disability may affect behavior. In addition, Circle of Life Academy follows the guidance in the [Bureau of Indian Education Special Education Handbook](#) issued 01/07/2026.

**Authority of School Personnel**

School personnel may remove a child with a disability who violates a code of child conduct from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for removals or not more than 10 consecutive school days in that same school year for separate incidents of misconduct.

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior is determined not to be a manifestation of the child’s disability, school personnel may apply relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

Special circumstances: School personnel may remove a child to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The student rights and Due Process Procedures are established under the Student Bill of Rights [25 CFR Part 42](#), and are applicable to all students. Refer to [Bureau of Indian Education Notice of Procedural Safeguards](#).

**Parents Right-to Know**

As a parent/guardian, you have the right to request information about the qualifications of your child’s teacher.


1. The Teacher has met the State Qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under an emergency, or other provisional status, through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree, the major of the teacher, and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. If the child is provided services by paraprofessionals, and if so, their qualifications.

In addition, you may request information on, and you will be notified of:

- The level of achievement of your child on the State academic assessments.
- Whether your child will be receiving instruction for four or more weeks by a teacher who is not highly qualified.

Please contact the school if you would like any information listed above.

	Policy #300-09	<b>Anti-Bullying</b>
	Approved: January 12, 2026	Revised:

The Circle of Life Academy is committed to a safe and civil educational environment for all students and staff, free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, electronic, verbal, or physical act that:


- Physically or verbally harms another person or damages another person’s property; or
- Has the effect of substantially interfering with a student's education or a staff member’s work/teaching; or
- Is so severe or persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms, including: Slurs, rumors, jokes, innuendos, demeaning comments, drawing negative pictures, pranks, gestures, physical attacks, threats in either written, verbal, physical, or electronic forms, all of which are prohibited and need to be reported to the teacher or administration.

Counseling, restorative justice, talking circle, corrective discipline, and/or referral to Law Enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy. Harassment, intimidation, and bullying curriculum shall be implemented proactively to help prevent such behavior and maintain a safe and secure learning environment.

Disciplinary action will utilize the Behavior Management Plan (*See [Behavior Management Plan](#)*).

	Policy #300-10	<b>Student Dismissal &amp; Exclusion</b>
	Approved: January 12, 2026	Revised:

Circle of Life Academy shall not deny due process or equal protection of the law to any school pupil involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

**Definitions**

- Dismissal: “Dismissal” means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not mean removal from class.
- Exclusion: "Exclusion" means an action taken by COLA to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
- Expulsion: "Expulsion" means an action taken by COLA 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 administrator.
- Suspension: "Suspension” means an action taken by the administrator on duty, building principal, or designee prohibiting a student from attending school. Suspension may not be consecutively imposed against the same student for the same misconduct, except where the student will create an immediate and substantial danger to persons or property around them. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. A student receiving special education services may be suspended.
- Alternative Educational Services: “Alternative educational services” may include but are not limited to, tutoring, modified curriculum and instruction, other modifications or adapted instruction through electronic media, homebound special education services based on assessment, supervised homework, or enrollment in another district or in an alternative learning center to support student to make progress towards meeting graduation standards.
- Non-exclusionary disciplinary policies and practices; alternative to pupil removal and dismissal: “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.
- Pupil withdrawal agreement: “Pupil withdrawal agreement” means a verbal or written agreement between a school administrator and a pupil’s parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.
- Expulsions and exclusions may be used only after one of the Non-exclusionary discipline options have been attempted:
  - Collaborating with the pupil’s family, mental health consultant/provider, education specialist, or other community -based support.
  - Creating a written plan, with the parent/guardian, that details the action and support needed for the pupil to fully participate in the current educational program.
  - Providing a referral for needed support services.

## **Due Process**

Circle of Life Academy 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.

## **Grounds for Dismissal**

A pupil may be dismissed on the following grounds:

1. Willful misconduct that disrupts the rights of others to an education.
2. Willful misconduct that disrupts the ability of school personnel to perform their duties.
3. Willful misconduct that endangers any individual or the property of the school.

## **Suspension Procedures**

1. No suspension from school shall be imposed without an informal administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to persons or property around them. A written notice of suspension shall be made to the parent/guardian and shall contain the following:
  - a. The grounds for suspension
  - b. A brief statement of the facts
  - c. A description of the evidence or testimony
2. A copy of the COLA Dismissal Policy shall be personally served upon the student at or before the time of suspension is to take effect and/or mailed to the parent/guardian.
3. Suspensions for school and policy violations will be determined by administration as an out-of-school suspension on a case-by-case basis.

## **Exclusion and Expulsion Procedures**

1. No exclusion or expulsion shall be imposed without a hearing, unless the student and their parent/guardian waive the right to a hearing in writing. If the student and their parent/guardian do not attend the hearing, the school administrator shall render the decision as provided for below.
2. The school administrator or his/her designee shall:
  - a. Give written notice of intent to take action regarding exclusion or expulsion
  - b. Serve notice upon the pupil and their parent/guardian by mail
  - c. Provide notice containing a complete statement of the facts
  - d. Provide a statement of the date, time, and place of hearing
  - e. Provide a description of alternative educational programs accorded the student prior to commencement of the expulsion or exclusion proceedings
  - f. Inform the pupil and their parent/guardian of the right to have legal counsel at the hearing, examine the students records before the hearing, present evidence, and confront and cross-examine all witnesses

## **Hearing Procedures (expulsion or exclusion)**


1. Hearing shall be scheduled within ten calendar school days of the service of the written notice unless an extension, not to exceed five calendar school days, is requested. The hearing shall be at a time and place

reasonably convenient to the student, and their parent/guardian. The student shall have a right to a representative of their own choosing, including legal counsel.

2. The hearing shall take place before the school administrator.
3. The proceedings of the hearing shall be recorded and preserved at the expense of the school. Testimony shall be under oath. The school administrator shall have the power to issue subpoenas and administer oaths. At a reasonable time prior to the hearing, the student, their parent/guardian, or their representative, shall be given access to all public systems records pertaining to the student.
4. The student, their parent/guardian, or their representative shall have the right to compel the attendance of any official employee or agent of Circle of Life Academy or any other person who may have evidence upon which proposed action may be based. The student, their parent/guardian, or their representative shall have the right to present evidence and testimony. The student cannot be compelled to testify in the dismissal proceedings. The decision of the school administrator shall be based solely upon substantial evidence presented at the hearing and shall be made within five (5) calendar school days of the date of the hearing. The decision shall be in writing, and the controlling facts shall be stated in sufficient detail to apprise the student, their parent/guardian, and the school board of the basis and reason for the decision.
5. The school administrator shall report the decision to the appropriate public service agency, when the student is under the supervision of such an agency, within ten (10) calendar school days of the decision.
6. An exclusion or expulsion may be appealed by submitting a written appeal to the school board within seven (7) calendar school days from the date of the school administrator's decision (see [Grievance Procedure](#)). The school board shall make a decision based upon a record of evidence presented at the hearing, within ten (10) calendar school days. The decision of the school board shall be final.

#### **Notice of Right to be Reinstated**

1. Whenever a student fails to return to school within ten (10) calendar school days of the expiration of dismissal period, the pupil and their parent/guardian shall be informed by mail that the student has been dropped (from enrollment).
2. A behavior and/or attendance contract will be reviewed with the student and parent/guardian when the student returns to school.

	Policy #400-01	<b>Buses &amp; Transportation</b>
	Approved: January 12, 2026	Revised:

### Bus Policies

The buses and other school-sponsored transportation are considered to be an extension of the Circle of Life Academy; therefore, the same rules that apply in school also apply to all school-sponsored transportation.

The bus route is designed to provide safe transportation of students to and from school. Riding the bus is a privilege and not a right. Failure to follow the bus rules may result in the loss of bus privileges ([MN Statute 121A.59](#)).

#### At the bus stop, students are asked to:

- Be on time (It is recommended that parents accompany younger children to the bus for the first few days)
- Wait for the bus off the roadway
- Cross the road only in front of the bus, never behind.
- Board the bus only at your assigned pick-up point.
- Wait for the bus to come to a complete stop before boarding or exiting.


#### Student Behavior Expectations:

- Obey and follow the driver’s instructions at all times.
- Be respectful to the driver and other passengers.
- Keep your hands and feet to yourself. No Horseplay on the bus.
- Remain seated at all times, especially while the bus is in motion.
- Keep heads and hands inside the bus at all times
- No shouting or loud noises that may distract the driver.
- Use respectful and proper language at all times
- Do not throw things either inside or outside of the bus.
- Keep the bus clean.
- Report any damage observed to the Bus Driver at once.
- Students damaging the bus will be responsible for restitution.
- Students are expected to ride their assigned bus, unless they have a pass.

### Bus Passes

Bus passes will be issued to students who need to ride an unscheduled route. To obtain a bus pass, the student should bring a note from home or have a parent/guardian call the office, stating what route he/she will need to ride and the location of the stop where they need to get off. Bus passes are restricted to scheduled stops on the designated bus route.

All requests for a bus pass must be received by the office before 2:00 PM daily. Call the Office phone number at (218) 983-4180.

	Policy #400-02	<b>Buses &amp; Transportation Discipline</b>
	Approved: January 12, 2026	Revised:

### **Class I Bus Offenses**

- Excessive noise
- Excessive horseplay
- Out of seat or standing while bus is in motion
- Spitting
- Possession of prohibited material
- Riding unassigned bus without permission
- Eating or Drinking (Driver’s Discretion)
- Other Offenses as reported by the driver

### **Class I Bus Consequences**

1. First Bus Report:
  - Warning: Parent/guardian notified.
2. Second Bus Report:
  - Student bus privilege is suspended for 3 days
  - Parent/guardian and school official conference may be required
  - Upon regaining bus privileges, the student may be assigned to a seat for two or more weeks at the Driver’s Discretion.
3. Third Bus Report:
  - Student bus privilege is suspended for 5 days
  - Mandatory Conference, including: Student, Parent/Guardian, Bus Driver, and administration, will be held to develop a behavior contract before the student’s bus privileges are reinstated.
  - The student may have an assigned seat for the remainder of the year, which will be at the driver’s discretion.
4. Fourth Bus Report:
  - The student will be removed from the bus and lose their bus privileges for the remainder of the school year. Students will not be allowed to ride any other school bus.

### **Class II Bus Offenses**

- Hanging out of the bus windows.
- Throwing or shooting any object to use as a projectile.
- Physical Aggression against another person
- Spitting on others
- Use of tobacco products, chewing, smoking, vaping, or other controlled substances.
- Vandalism of the bus (Restitution will be made)
- Profanity, Verbal Abuse, Harassment, and obscene gestures.
- Lighting matches, lighters, fireworks, or any flammable objects
- Tampering with the emergency door or other bus equipment.


- Unauthorized leaving or entering through the emergency door
- Holding or attempting to hold on to any exterior part of the bus
- Other Offenses as reported by the driver

### **Class II Bus Consequences**

1. First Bus Report:
  - Student bus privilege is suspended for 5 days
2. Second Bus Report:
  - Student bus privilege is suspended for 10 days
  - Mandatory Conference including: Student, Parent/Guardian, Bus Driver and Administration will be held to develop a behavior contract before the student's bus privileges are reinstated.
  - The student may have an assigned seat for the remainder of the year, which will be at the driver's discretion.
3. Third Bus Report:
  - Student bus privilege is suspended for 5 days
4. Fourth Bus Report:
  - The student will be removed from the bus and lose their bus privileges for the remainder of the school year. Students will not be allowed to ride any other school bus.

### **Severity Clause:**

In severe cases, where student(s) have been placed in danger as a result of bus misbehavior, the student(s) engaged in the misbehavior may immediately be removed from the bus for the remainder of the year or longer.

	Policy #500-01	<b>Communication</b>
	Approved: January 12, 2026	Revised:

**Parent & Family Notifications**

The Circle of Life Academy will use the Infinite Campus Messenger system to notify parents of weather-related announcements and school closures, attendance notices, or other pertinent information. To ensure you receive these announcements, we must have current contact information at the start of each school year.


Notifications will also be posted on the Circle of Life Academy social media pages and website.

**Infinite Campus Parent Portal**

Please connect with the Circle of Life Academy Administration regarding access to the Infinite Campus Parent Portal, where you can view your student’s grades, attendance, and more!

**System Updates**

Please contact the office when updates to family or student information are necessary. This will ensure that you receive important updates, information regarding weather closures, and alerts about important events!

	Policy #500-02	<b>Weather</b>
	Approved: January 12, 2026	Revised:

Due to the unpredictable winter weather in Minnesota, Circle of Life Academy may choose to either delay the start of the school day, cancel school for the day or move to a distance/virtual learning day.

The safety of all students is the first priority when determining if school should remain open in extreme winter weather. The decision to close school is a serious one, and Circle of Life Academy Administration relies on information from the National Weather Service and local forecasts in making this determination. The factors that are considered are the actual air temperature, wind chill, and amount of precipitation. We also need to ensure that the buses can run reliably and safely, depending upon the condition of the roads in the many communities we serve. Whenever possible, the decision to close or delay will be made by 6:00 AM.

Closures, Late Starts, or Distance/Virtual Learning can occur when the air temperature is -25° F, or below and or the Wind Chill is -35° F or below, and more than 8 inches of snow has fallen in the past 24 hours. In the case of extreme winter weather, parents/guardians have the final decision on whether or not to send their children to school. If school is open, students are expected to attend. However, if parents/guardians feel their children would be in danger, they can choose to keep them home. The absence will be excused if the parent/guardian calls to report their decision prior to the start of school.

**Late Starts**

Should it be determined to start school late, the school will use the same notification systems and timelines as those used for a school closure. Buses will operate two (2) hours later than normally scheduled pick-up times (*for example, if your student normally gets picked up at 7:15 AM, they would be picked up at 9:15 AM*). School dismissal will be at the regular time.

**Early Dismissals**

Early dismissals will be determined as conditions dictate. All families should have a contingency plan for their children in the event of school closings. The school will use the same notification systems for an early dismissal.

**Athletics**


If school is cancelled all day or closes early due to inclement weather, all athletic practices and contests will be cancelled for that day also.

**Notifications**

Closures, late starts, early dismissals or closures will be announced on local news sites (KVLV & WDAY) as well as our Infinite Campus Messenger System, COLA Website and Facebook page (See [Communication](#)).

**Weather Apparel**

Families are encouraged to monitor their children’s clothing selections to make sure they are appropriately dressed for winter’s cold weather conditions. • Dress in layers • Long Sleeved shirt, sweatshirt or sweaters • Heavy Winter coat • Gloves or mittens • Winter headwear • Winter snowboots

	Policy #500-03	<b>E-Learning</b>
	Approved: January 12, 2026	Revised:

**What is E-Learning?**

An E-Learning Day is used in place of a regular school day when school is canceled due to inclement weather. On these days, students attend school virtually through online lessons and teacher communication. Learning continues from home, keeping students on track even when the weather does not cooperate. E-Learning is designed to be interactive, structured, and aligned with what students are learning in class.

**Why is Circle of Life Academy preparing for the use of E-Learning days?**

Minnesota winters can be unpredictable. In recent years, districts across the region have lost several days of instruction due to winter storms.

By implementing E-Learning Days, Circle of Life Academy can:

- Maintain continuity of learning even during closures
- Prevent significant loss of instructional time
- Keep students engaged and progressing toward goals
- Reflect our district’s commitment to student success, no matter the weather

**Attendance**

Students are expected to complete E-Learning day activities. E-Learning is not optional. It is as important as attending school in a traditional sense.

**Frequently Asked Questions**


*How will we be notified that a “snow day” is an E-Learning day?* Families and staff will be notified through our School Messenger System, just as we do for weather alerts or schedule changes. The message will clearly state whether the day will be an E-Learning Day or a traditional snow day. (See [Communication](#))

*What about 2-hour late starts and when school closes early? Will those days also be an E-Learning day?* No. E-Learning Days are only used when school is canceled for the entire day. If we have a two-hour late start or an early dismissal, students will attend school in person as usual during the adjusted schedule.

*What if a student has a pre-arranged absence?* Students who have a pre-approved absence are expected to complete the E-Learning assignments just as they would make up missed work from any other school day.

*Will the school building be open on an E-Learning day?* No. The school buildings will be closed to students and all activities on E-Learning Days, just as they would be on a regular snow day.

*How will students be expected to “make-up” their learning if not in attendance?* Students who are unable to participate on the day of E-Learning are still responsible for completing the required work. Assignments can be done on their own time, following the same procedures as other absences.

	Policy #500-04	<b>Curriculum Review</b>
	Approved: January 12, 2026	Revised:


**Education Standards**

It is the policy of Circle of Life Academy to provide evidence-based curricula aligned to [Bureau of Indian Education K-12 Standards](#). Parents/guardians may request to review any curriculum materials used by the Circle of Life Academy to provide education to its constituents.

**Process for Addressing a Concern**

1. Contact the classroom teacher to review the course or unit outcomes and accompanying instructional resources. Discuss areas of concern to seek clarification.
  - a. Parents/guardians should contact the school in advance with requests for the following information:
    - Curriculum area you are requesting to review
    - The reason for the curriculum review
    - Who is going to be reviewing the curriculum
2. If concerns persist, contact the Principal/Administrator. If necessary, the classroom teacher and Principal/Administrator may work together to review the content and work to remedy the concern.
3. If the concern is not addressed to your satisfaction, contact the School Board to discuss a request for reconsideration of materials.


All COLA materials must remain within the school building while they are being reviewed.

	Policy #500-05	<b>Grievance Procedure</b>
	Approved: January 12, 2026	Revised:

It is the policy of the Circle of Life Academy that each student’s rights shall not be denied, and all the rules shall be administered equally and fairly to all students.

In the event that a student has a complaint alleging that the school or school employees have denied those rights, the following procedure will be followed:

1. Any person who has a complaint alleging the school is not complying with this policy shall file the complaint in writing to Administration within three (3) calendar school days of the alleged violation.
2. Appropriate school personnel shall investigate the complaint and determine whether the school is in fact in violation of the policy. The decision shall be communicated to the complainant within five (5) calendar school days of the receipt of the complaint.
3. If the complaint is found justified, the Administration shall initiate action to rectify the complaint.
4. If the complainant is not satisfied with the findings, they may file a written request for a hearing with the Administration within five (5) calendar school days after the receipt of the principal’s decision. The hearing shall take place before the Administrator. The Administrator shall issue their decision no later than Five (5) calendar school days after the date of the hearing.
5. If the complainant is not satisfied with the findings of the Administrator, they may appeal, in writing, to the School Board, no later than seven (7) calendar school days after receipt of the written decision of the Administrator. The School Board shall issue its decision no later than ten (10) calendar school days after receipt of the appeal. The decision of the School Board shall be final.

	Policy #500-06	<b>Visitors</b>
	Approved: January 12, 2026	Revised:

The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members, provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school.

The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.

A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

**RESPONSIBILITY**

During such time as regularly scheduled classes are in session, no person shall enter or remain in Circle of Life Academy without registering in the main office; however, this section shall not apply to members of the School Board, faculty, and employees of Circle of Life Academy.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to Circle of Life Academy, and no complaint for a violation of this section shall issue unless such notice is given.

**VISITOR LIMITATIONS**

- All visitors who enter during the school day shall be required to wear an appropriate form of identification when on school premises.
- Visitors are not allowed to take pictures, record, or film while at school. Use of cell phones is strongly discouraged for safety and privacy.
- Visitors will not be allowed to leave the administrative office area without an escort.
- Any conduct that causes, or is likely to cause, alarm, distress, fear, or harassment to any person at any time is unacceptable and will not be tolerated; these actions could include verbally, mentally or physically abusive behaviors.
- An individual or group may be denied permission to visit the school or school property, or such permission may be revoked if they do not comply with the school procedures and regulations or if the visit is not in the best interest of students, employees, or the school.
- Any individual or group visiting 3 or more days per academic year, consecutively or non-consecutively, and/or having direct one-on-one contact with students will require a background check prior to

admittance. Group presentations are considered indirect contact due to the presenter not having direct, one-on-one or interactive engagement with every student/participant.


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

Visitors, post-secondary enrollment option students, are authorized to park vehicles on school property at times and in locations authorized by school officials. When unauthorized vehicles are parked on school property, school officials may:

1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other places of safety off school property.

#### **EMPLOYEE RESPONSIBILITY TO REPORT STRANGERS AND SUSPICIOUS PERSONS**

All employees in the school are to report strangers and suspicious persons observed on school grounds and sites to the building administrator or appropriate supervisor.

	Policy #500-07	<b>Homeless Children and Youth</b>
	Approved: January 12, 2026	Revised:

**Overview**

Under federal law, children and youth experiencing homelessness must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and school-wide assessments and accountability systems. Circle of Life Academy ensures that children and youth in transition are free from discrimination, segregation, and harassment.

Homelessness exists in our community. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental distress. Circle of Life Academy ensures that all children and youth receive a free, appropriate public education and are given meaningful opportunities to succeed in our school. Circle of Life Academy also follows the requirements of the McKinney-Vento Homeless Assistance Act.

Information regarding this policy is distributed to all students upon enrollment or when students seek to withdraw from school. It is also posted publicly, including other places where children, youth, and families receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.


**Definition of ‘Homeless’**

The term ‘homeless children and youth’ means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship.

It includes children and youth who:

- Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency shelters;
- Are abandoned in hospitals;
- Have a nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- Are runaway children or children who are abandoned.
- Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) are considered homeless if they meet the above definition.

Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, by the school counselor, principal, and/or Circle of Life Academy Local Homeless Liaison.

	Policy #600-01	<b>Health, Immunizations, &amp; Medications</b>
	Approved: January 12, 2026	Revised:

**Our primary goal is to protect the health of our students, families, faculty, and staff. Ways that you can help to minimize the spread of illness at school are:**

1. Teach your child about good hygiene practices.
2. Let the school office know if your child has any allergies or medical conditions that could make them more susceptible to becoming ill.
3. Discuss with your doctor or healthcare provider any additional measures that might reduce your family's chance of becoming ill.
4. Plan for how your child will be cared for if they need to remain home or get picked up from school or due to illness.

**When to keep your child home from school:**

Students with any of the following symptoms/illnesses should remain home or may be sent home from school if they are exhibiting these symptoms:

1. An oral temperature of 100° degrees or higher. The child's temperature must remain below 100° degrees for 24 without the use of fever reducing medications.
2. Diarrhea not caused by diet or medication. Your child should be free of symptoms for 24 hours before returning to school.
3. Vomiting 2 or more times in the previous 24 hours. The child may return to school after the vomiting resolves and/or a healthcare provider decides it is not contagious.
4. Uncontrolled coughing – medical attention is necessary.
5. Unexplained skin eruptions or rashes – Medical attention is necessary.
6. Chicken Pox- Students may return to school after all the blisters have dried and crusted.
7. Conjunctivitis (Pink Eye) - Students may return to school 24 hours after treatment.
8. Strep Throat - Students may return to school 24 hours after treatment.
9. Impetigo - Students may return to school 24 hours after treatment.
10. RSV (Respiratory Syncytial Virus) - Medical attention is necessary.
11. Any Vaccine Preventable Disease – Seek medical Advice.

12. Any communicable disease in which you have been advised to remain out of school until medically cleared to return.
13. Any other health condition that is in the school's judgment of concern for the child's health and well-being.

### **Parental Contact Information**

The school office will contact you if your child becomes ill at school. If a parent cannot be reached, other individuals listed on the emergency contact form will be contacted.

For the child's safety, students will be released only to adults whose names appear on the emergency contact form unless directed by the parent/guardian prior to the child's pick up. It is very important that you notify the school when there are changes to emergency contacts, or to your own phone number.

To minimize the spread of illness among students, report any instance of or exposure to any communicable diseases such as COVID 19, influenza, measles, chicken pox, RSV, conjunctivitis etc., to the school office immediately.

Children with the following conditions do not have to be excluded from school if they feel well enough to participate in regular activities:


- Common Colds or minor Cough
- Fifth's Disease
- Ear Infection
- Tonsillitis
- Urinary tract infection
- Yeast Infection
- Warts
- Cold Sores
- Headaches
- Canker Sores

### **Immunizations** [\*MN Statute 121A.15\*](#)

The Circle of Life Academy adheres to all state policies regarding student immunizations. All students are required to be current and up-to-date on all required immunizations. Any student who is a conscientious objector must have a notarized conscientious objector form completed and on file at the school. You may contact the school office with any questions or to obtain any required forms.

### **Medication Policy**

Students who have prescribed medication must provide documentation of the prescription and the medicine to the School Nurse. The School Nurse is the only person authorized to administer medication upon given consent from guardians. Inhalers can be carried by the student with parental consent and staff awareness.

	Policy #600-02	<b>Smoke/Vape-Free Campus</b>
	Approved: January 12, 2026	Revised:

**Unapproved Use of Tobacco**


The Circle of Life Academy is a smoke-free campus. Smoking, vaping, or the possession of non-ceremonial tobacco, is not allowed on school premises, in school vehicles, or at school-related events.

**Approved Use of Tobacco**

Tobacco is approved for certain cultural events such as pipe ceremony, offerings and smudge.

Corrective actions may include, but not limited to:

- Confiscation of tobacco and/or tobacco/vaping products
- Parent/guardian notification
- Law Enforcement notification
- Conference with teacher/principal/other support personnel
- In-service drug abuse education/counseling/rehab
- Loss of school privileges
- Suspension, exclusion, expulsion

	Policy #600-03	<b>Epidemic / Pandemic</b>
	Approved: January 12, 2026	Revised:

An increasingly important public health issue that our Nation and the world faces is the threat of global disease outbreak. It is therefore important that adequate planning take place should an outbreak occur.

The ubiquitous nature of an influenza-like outbreak compels Federal, State, Tribal and local governments, communities (including schools), corporations families and individuals learn about, prevent prepare for and collaborate efforts to slow, respond to, mitigate and recover from a potential outbreak

All epidemic / pandemic plans need to be tailored to local circumstances. The purpose of this plan is to provide a response which the Circle of Life Academy may utilize to mitigate and recover from a possible outbreak. The plan attempts to address not only the health issues, but the continuing educational and psychological needs of the students and staff. Specific interventions regarding the provision of educational instruction should the school have to close are ongoing. Those decisions will be predicated upon actions taken and guidance offered by the Centers for Disease Control and Prevention, the State of Minnesota Department of Health, the State of Minnesota Department of Education, the Bureau of Indian Affairs-Education, and the White Earth Reservation Business Committee.

The Centers for Disease Control and Prevention defines an Influenza-like illness as having the following symptoms:


- Fever of 101.5 degrees Fahrenheit or higher and one of the following:
  - Cough
  - Sore Throat
  - Headache
  - Muscle Ache

Any student with Influenza-like symptoms must be sent to the Nurse’s Office for screening including symptom check and taking of temperature. If a student meets the criteria as described above , they must be excluded from school until they are symptom free.

**Preventative Measures**

- Education of students and staff on prevention of flu-like illnesses
- Implement a sound health and hygiene program for all staff and students to follow
- Promote and reinforce the practice of everyday preventive actions
- Encourage your staff and community members to protect their personal health
- Post the signs and symptoms of epidemic/pandemic illness
- Encourage people to stay home when sick
- Wear a protective face covering/mask when around others
- Wearing a protective face covering/mask while on campus or school sponsored transportation
- Cover your cough or sneeze with a tissue

- Wash your hands often with soap and water
- Clean surfaces that are frequently touched such as shared desks, countertops, kitchen areas, electronics and door knobs.
- Provide flu prevention supplies (tissues, hand sanitizers and masks)
- Limit events and meetings that require close contact
- Stay up to date on developments in the community
- Utilize the emergency plan for possible outbreak
- Assess if community members are at a higher risk and act accordingly
- Promote the importance of reducing the spread of the illness

	Policy #700-01	<b>Canine Search Procedures</b>
	Approved: January 12, 2026	Revised:

**Purpose of Policy**

The purpose of Canine search at the Circle of Life Academy is to help secure a safe and healthy educational environment. The Canine Team will search the entire facility for drugs, alcohol, weapons, or other contraband. This includes, but is not limited to, student lockers and personal possessions within the school. The canine will not sniff individual students.


**Procedure**

1. Classrooms will be notified of a soft lockdown, and all students will remain in their rooms until the canine team enters the room.
2. Students will remove jackets and sweaters, placing personal items on their desks or tables prior to leaving the room for further inspection by the canine team.
3. Students will be escorted into the hallway, accompanied by their classroom teacher, and close the door until the canine team has completed its inspection.
4. If a search yields contraband, the following steps will be enforced:
  - a. The identified student will be taken to the office along with their personal items detected by the canine team.
  - b. The student’s parent/guardian will be informed.
  - c. The student’s person and personal items will be searched.
  - d. If any contraband is discovered, it will be seized by the appropriate individuals.
  - e. The school will turn over any contraband discovered to the White Earth Tribal Police Department.

**Consequences**

Any student found in possession of drugs, weapons, or other contraband, or who is unwilling to cooperate, will be subject to the Circle of Life Academy’s Student Discipline Policies, which may include suspension or expulsion, and when appropriate, be referred to Law Enforcement.

Contraband means any unauthorized item in possession that is prohibited by school policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” Alcoholic beverages, controlled substances and “look-alikes,” and stolen property.

	Policy #700-02	<b>Mandated Reporting &amp; Child Protection</b>
	Approved: January 12, 2026	Revised:

**Who Should Report Suspected Maltreatment?** ([MN Statute 260E.06](#))

All Circle of Life Academy staff are mandated reporters. If you are a professional who works with children and families, you are in a key position to help protect children from harm. Minnesota law requires professionals who work with children to immediately report if they know of or have reason to believe a child:

- Is being maltreated, or
- Has been maltreated within the preceding three years.

Reports are to be made to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department.

If you suspect a child is being maltreated, you **cannot** shift the responsibility of reporting to a supervisor or to someone else in the office, school, or facility. You alone are required to make the report to the responsible agency.

Anyone who reports child maltreatment in good faith is immune from civil liability. The reporter’s name is confidential and is only accessible if the reporter consents, by court order, or by court procedure.

**What does “Maltreatment” Mean?**

The definition of ‘maltreated’ per [MN Statute 260E.06 Subd. 12](#) states that “maltreatment means any of the following acts or omissions: egregious harm; neglect; physical abuse; sexual abuse; substantial child endangerment; threatened injury; mental injury; maltreatment of a child in a facility.”

**When to Report Suspected Maltreatment**


The law requires mandated reporters to make a report if they know of or have reason to believe a child is being maltreated or has been maltreated within the preceding three years. Verbal reports must be made immediately (no longer than 24 hours). A written report must be submitted within 72 hours (weekends and holidays are excluded).

**Where to Report Suspected Maltreatment**

*Immediate Danger:* If you know or suspect that a child is in immediate danger or a child is abandoned, contact your local law enforcement agency right away. Law enforcement officers can remove a child from a threatening environment to protect them.

*No Immediate Danger:* If a child is not in immediate danger, as soon as you have reason to believe a child has been maltreated, you should contact:

During Business Hours:	White Earth ICW Main Office Ask for Intake	(218) 935-6260
Outside of Business Hours:	White Earth Dispatch Emergency or Immediate Danger	(218) 983-3281 Call 911


	Policy #700-03	<b>Drills &amp; Crisis Management</b>
	Approved: January 12, 2026	Revised:

**Crisis Management**

The Circle of Life Academy has adopted a Crisis Management Policy to address potential crisis situations on campus. The policy has been developed cooperatively with administrators, teachers, employees, students, parents, community members, law enforcement agencies, and other appropriate individuals and organizations.

**Student Drills**

Students will participate in at least five (5) school lockdown drills, thirteen (13) school fire drills consistent with section [299F.30](#), and one (1) tornado drill ([MN Statute 121A.035](#)).


	Policy #700-04	<b>Drug-Free &amp; Weapon-Free Zone</b>
	Approved: January 12, 2026	Revised:

**Gun-Free Schools Act**

The Bureau of Indian Education (BIE) recognizes that the presence of firearms and other weapons on campus property is a real threat to the safety of students, staff, and visitors. The presence of weapons on campus significantly increases the likelihood of an incident involving serious injuries. This policy of Zero Tolerance for Firearms and Other Weapons applies to all BIE-operated schools and dormitories; BIE-operated school administrators, students, and staff; any site that is classified as school property; and excludes weapons used by security or law enforcement.

[MN Statute 152.029](#)

The State of Minnesota has declared that the zone extending 300 feet or one city block on all sides of schools, parks, or public housing facilities must be drug and weapon-free. Penalties for infractions are greatly increased within this zone.


	Policy #700-05	<b>Gangs and Gang-Related Activity</b>
	Approved: January 12, 2026	Revised:

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Circle of Life Academy policy, and having a common name or common identifying signs, colors, or symbols.

**Conduct prohibited by this policy includes, but is not limited to:**

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos, and or body markings, other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang, or that promotes gang affiliation.
2. Communication, either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc), to convey membership or affiliation in any gang, or that promotes gang affiliation.
3. Tagging or otherwise defacing school property with gang-related symbols or slogans.
4. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

Before being disciplined for the first offense of wearing gang-related attire(when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.

	Policy #700-06	<b>Restrictive Procedure Plan</b>
	Approved: January 12, 2026	Revised:

Circle of Life Academy promotes the use of positive approaches for behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, Circle of Life Academy will adhere to the standards and requirements of Minnesota Statutes 125A. 094 Restrictive Procedures for Children with Disabilities.

**A. Definitions**

The following terms have the meanings given to them.

1. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury. Emergency does not mean circumstances as: a child who does not respond to a task or request and instead places his or her head on a desk or hides under a desk or table; a child who does not respond to a staff person’s request unless failing to respond would result in physical injury to the child or other individual; or an emergency incident has already occurred and no threat of physical injury currently exists.
2. “Physical Holding” means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury. The term physical holding does not mean physical contact that:
  - a. helps a child respond or complete a task;
  - b. assists a child without restricting the child’s movement;
  - c. is needed to administer an authorized health-related service or procedure; or
  - d. is needed to physically escort a child when the child does not resist or the child’s resistance is minimal.

A physical hold may be used only in response to behavior that constitutes an emergency, even if written into a child’s IEP, IFSP, or BIP. An improper physical hold, a physical hold used by an unauthorized or untrained staff person and any reasonable force which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint will be reported as a physical hold.

Each time a physical holding is used, the staff person who implements or oversees the physical holding documents, as soon as possible after the incident concludes, the following information:

- a. a description of the incident that led to the physical holding;
- b. why a less restrictive measure failed or was determined by staff to be inappropriate or impractical;
- c. the time the physical holding began and the time the child was released;
- d. a brief record of the child’s behavioral and physical status; and
- e. a brief description of the post-use debriefing that occurred as a result of the use of the physical hold

Circle of Life Academy will make reasonable efforts to notify the parent or guardian on the same day a restrictive procedure is used on the child, or if the school is unable to provide same-day notice, notice will be sent within two days by written or electronic means or as otherwise indicated in the Student's IEP.

3. "Positive behavioral supports" means interventions and strategies to improve the school environment and teach children skills to behave appropriately.
4. "Prone restraint" means placing a child in a face down position.
5. "Restrictive procedures" means the use of physical holding or seclusion in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child.
6. "Seclusion" means confining a child alone in a room from which egress is barred. Egress may be barred by an adult locking or closing the door in a room preventing the child from leaving the room. Removing a child from an activity to a location where the child cannot participate in or observe the activity is not seclusion. Circle of Life Academy does not have any registered seclusion rooms and therefore does not use seclusion as a restricted procedure.

## **B. School-Wide Behavior Management System of Supports and Mental Health**

1. Circle of Life Academy is committed to using positive behavioral supports to create an environment that supports academic and behavioral growth infused by cultural arrangement, explicit instruction of behavioral expectations, implementation of evidence-based behavioral practices, and utilization of data to support decision-making.
2. Mental Health: Students on IEP's may receive mental health services as a related service designed to support and intervention to special education students with emotional or behavioral needs when it is determined needed in order for them to benefit from their special education program.

## **C. Professional Development Activities**

Circle of Life Academy ensures that staff are trained to identify and appropriately address the needs of all students and maintains documentation of staff training. Staff who may respond to emergencies are specifically trained in the following skills and knowledge areas:

1. Positive behavioral supports;
2. Communicative intent of behaviors;
3. Relationship building;
4. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior;
5. De-escalation methods;
6. Standards for using restrictive procedures only in an emergency;
7. Obtaining emergency medical assistance;
8. Physiological and psychological impact of physical holding and seclusion;
9. Monitoring and responding to a child's physical signs of distress when physical holding is being used;
10. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used;

11. School policies and procedures for timely reporting and documentation of each incident involving use of a restrictive procedure; and
12. School-wide programs on positive behavior strategies.

#### **D. Restrictive Procedures and Prohibited Procedures**

Circle of Life Academy staff are prohibited from using the following actions or procedures:

1. engaging in corporal punishment - conduct involving: (1) hitting or spanking a person with or without an object; or (2) unreasonable physical force that causes bodily harm or substantial emotional harm.
2. requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. totally or partially restricting a child's senses as punishment;
4. presenting an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
5. denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning, except when the temporary removal of the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
6. interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse as those terms are defined in chapter 260E;
7. withholding regularly scheduled meals or water;
8. denying access to bathroom facilities;
9. physical holding that restricts or impairs a student's ability to breathe, restricts or impairs a student's ability to communicate distress, places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
10. prone restraint; and
11. the use of seclusion on children.

#### **E. Implementation of a Range of Positive Behavior Strategies**

Positive behavioral interventions and supports are interventions and strategies to improve the school environment by teaching children the skills to prevent problem behavior, providing instruction and support for positive and prosocial behaviors, and supporting social, emotional, and behavioral needs for all students. Staff will implement a range of positive behavior strategies as a proactive approach to addressing student needs and teaching positive behavior skills by:

1. establishing, defining, teaching, and practicing positively stated schoolwide behavioral expectations that are representative of the local community and culture;
2. developing and implementing a consistent system used by all staff to provide positive feedback and acknowledgment for students who display schoolwide behavioral expectations;
3. developing and implementing a consistent and specialized support system for students who do not display behaviors representative of schoolwide positive expectations;

4. developing a system to support decisions based on data related to student progress, effective implementation of behavioral practices, and screening for students requiring additional behavior supports;
5. using a continuum of evidence-based interventions that is integrated and aligned to support academic and behavioral success for all students; and
6. using a team-based approach to support effective implementation, monitor progress, and evaluate outcomes.


#### **F. Monitoring the Use of Restrictive Procedures**

Circle of Life Academy will monitor and review the use of restrictive procedures by:

- a. Conducting post-use debriefings following the use of a restrictive procedure.
- b. Convening an oversight committee to review the use of a restrictive procedures each quarter.

The oversight committee will identify and address patterns or problems indicated by:

- i. Similarities in the time of day, day of the week, duration of the use of a procedure, the individuals involved, or other factors associated with the use of restrictive procedures;
  - ii. The number of times a restrictive procedure is used schoolwide and for individual children;
  - iii. Whether restrictive procedures are used in nonemergency situations;
  - iv. The need for additional staff training;
  - v. Proposed actions to minimize the use of restrictive procedures;
  - vi. Any disproportionate use of restrictive procedures based on race, gender, or disability status;
  - vii. the role of the school resource officer or police in emergencies and the use of restrictive procedures; and
  - viii. documentation to determine if the standards for using restrictive procedures as described in Minnesota Statutes 125A.0941 and 125A.0942 have been met.
- c. The oversight includes the below members, which are updated annually:
    - i. a mental health professional, school psychologist, or school social worker;
    - ii. an expert in positive behavior strategies;
    - iii. dean of students;
    - iv. culture teacher;
    - v. special education administrator; and
    - vi. general education administrator.


	Policy #700-07	<b>Search and Seizure</b>
	Approved: January 12, 2026	Revised:

If the Administrator, or designee, has information that a student has in their possession items that are dangerous, harmful or constitute a criminal offense, the Administrator, or designee, reserves the right to search a student’s personal possessions in school or while engaged in any school sponsored activity, in the presence of a staff person as appropriate, and seize any illegal or impermissible items. Every effort will be made to maintain as much respect and dignity for the person as the situation allows.

The student’s parent/guardian will be notified as soon as possible.

If the item(s) found is/are dangerous, harmful or constitute a criminal offense, notification will be made to Law Enforcement officials and the seized item(s) will be given to the appropriate authorities.

Any adverse Administrative action against the student shall be subject to the [Student Bill of Rights 25 CFR, Part 42](#).

	Policy #700-08	<b>Video Surveillance</b>
	Approved: January 12, 2026	Revised:

**Use of Video Surveillance:** The Circle of Life Academy recognizes that maintaining the safety and security of students, staff, volunteers, and school property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by school personnel, it can provide an additional layer of protection.

Video surveillance, with or without audio recording capabilities, may be utilized in and around the COLA campus, on COLA property, and on COLA transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

**Placement and Notification:** Video surveillance equipment may be installed in and around the COLA campus, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected, regardless of motion).

Video surveillance equipment will not be used or installed in areas where students, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms.

Video surveillance equipment will always be in operation, whether the school is operational and whether the facilities or buildings are in use at all. Recording does not cease unless it is of extreme circumstance such as cultural need.

Video monitors shall not be in an area that enables public viewing.

Circle of Life Academy shall notify students, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

**Access to Video Images:** The use of video surveillance equipment on school grounds shall be supervised and controlled by the White Earth Compliance Department. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Circle of Life Academy personnel: Principal/Administrator or designee, Special Education Director, or School Board Chair. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. White Earth Compliance-Surveillance requires a signature for the release of any video taken off property.

Video recording data may be used as evidence that a student, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or school rules. Video footage is subject to production by a valid subpoena or other court order.

**Unauthorized Access and/or Disclosure:** Confidentiality and privacy concerns limit the general public, including parents and relatives of students, from viewing video recording footage and/or data involving students, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any school personnel who become aware of unauthorized disclosure of video recording data from the school and/or a potential privacy breach must immediately inform the Principal/Administrator; the Principal/Administrator will immediately inform the White Earth Compliance Director. School personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain the property of Circle of Life Academy and may be reproduced only in accordance with applicable law and board policy.

**Retention of Digital Images:** Video recording data shall be kept according to White Earth Compliance-Surveillance policies and procedures except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year (may be stored for up to seven years by White Earth Compliance-Surveillance) after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept in a secure location/server by White Earth Compliance-Surveillance or other assigned area.

In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with COLA personnel and appropriate officials.

**Student Privacy:** Video recording data will not to be used directly or indirectly to identify the activities of individual students except as viewed in relation to a specific event or suspected criminal activity; suspected violation of school policy or rules; incidents where there is reasonable basis to believe a claim may be made against the school for civil liability; or if otherwise compelled by law.

Authorized school personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on school property. A copy of this policy will be shared with any student, parent/guardian, or staff member upon request.