



LEVEL UP ACADEMY

Personalized Learning for All

2021.2022 School Year

**2600 East County Road E
White Bear Lake, MN 55110**

**Phone: 651-408-5559
Fax: 651-447-2005**

Web page: www.LevelUpAcademy.org

Our Vision

All children have limitless joyful curiosity and capacity of reaching their potential.

Our Mission

By tapping the intrinsic motivation and curiosity of every child, we deliver higher than usual growth.

Our Charter with Innovative Quality School of Minnesota is a five-year contract approved by the Minnesota Department of Education.

This means every time our charter is up for renewal, we will be evaluated on our financial, administrative, and academic performance. For this reason, we don't just assess your child and move on; we take to heart the progress of each and every student. We value family support toward these goals through volunteering, regular attendance, and homework support.

Our Community includes students, staff, families and community members. While we stress personalized learning, we also want Level Up Academy to be a place your child enjoys. Teachers work hard to build community within the classroom and we plan activities that build our larger school community such as assemblies, concerts, field trips, after-school activities, and other events.

We know families are an integral part of this community. We hope when you visit us at Level Up Academy you will always feel welcome to assist and be part of our community. Our first priority, however, is tending to the students and the work that has to be done for them. If we are not able to chat with you as long as you'd like, it's only because we're working as hard as we can to provide the best educational experience possible for your child. Please feel free to join us in this endeavor!

Equal Opportunity**Rights:**

Equal opportunity to participate in all eligible school activities and school education programs.

Responsibilities:

All students & Families are expected to follow the rules and regulations of school sponsored activities. They may not discourage the participation of others.

Important Contact Information for Level Up Academy Staff**Office 651-408-5559 x300****Fax 651-447-2005 Attendance – email attendance@levelupacademy.org****Office Staff Email**

Director	Molly Dandeleit	dandeleit@levelupacademy.org
Dean of Students	Daniel Juhlke	juhlke@levelupacademy.org
Office Manager	Leslie Sieleni	sieleni@levelupacademy.org
Special Education Coordinator	Lisa Jaroslowski	Jaroslowski@levelupacademy.org
Office Assistant	Josh Klimek	klimek@levelupacademy.org

Teachers and Professional Support

K Teacher	Jennifer Squires	squires@levelupacademy.org
1 Teacher	Meg Allen	allen@levelupacademy.org
2 Teacher	Katy Jermann	Jermann@levelupacademy.org
3 Teacher	Joel Giese	giese@levelupacademy.org
4 Teacher	Amy Colombo	colombo@levelupacademy.org
5 Teacher	Charlie Daniels	daniels@levelupacademy.org
6/7/8 Teachers	Amber Espinosa/ Regan Cerza Amelia Miller	espinosa@levelupacademy.org cerza@levelupacademy.org miller@levelupacademy.org
STEAM Teacher	Clarie Kelling	kelling@levelupacademy.org
Special Education Teacher	McKenzie Gagne	gagne@levelupacademy.org
Special Education Teacher	Jenny Diederich	diederich@levelupacademy.org
Title 1 Teacher	TBD	
Physical Education Teacher	Laurisa Rosenow	rosenow@levelupacademy.org

Lunch Staff

Kitchen/Level Up Club Supervisor	Beth Wolkerstorfer
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Support Staff

Information Technology	Justin Gehring
Level Up Club Supervisor AM	Jessica Totino
Level Up Club Supervisor PM	Jessica Totino

Outside Providers

Occupational Therapy	Alaina Tolzmann
Advance Therapy	Rachel Eaton

Topics are listed alphabetically

ANIMALS, PETS

Pets or other animals are not allowed at school without obtaining prior permission from the student's teacher. Many students are allergic to animals and we need to be respectful of their health concerns. Animals must be vaccinated as required by local governmental ordinances, appropriately housed, humanely cared for, and properly handled. Animals are not to be transported on school buses.

ARRIVAL AND DEPARTURE FROM SCHOOL

SCHOOL HOURS: 8:30 AM to 3:00 PM

Carpool pickup begins at 3:00 PM. Students not picked up by 3:15 pm will be moved to the Level Up Club and families will be charged the \$18.00 drop in fee.

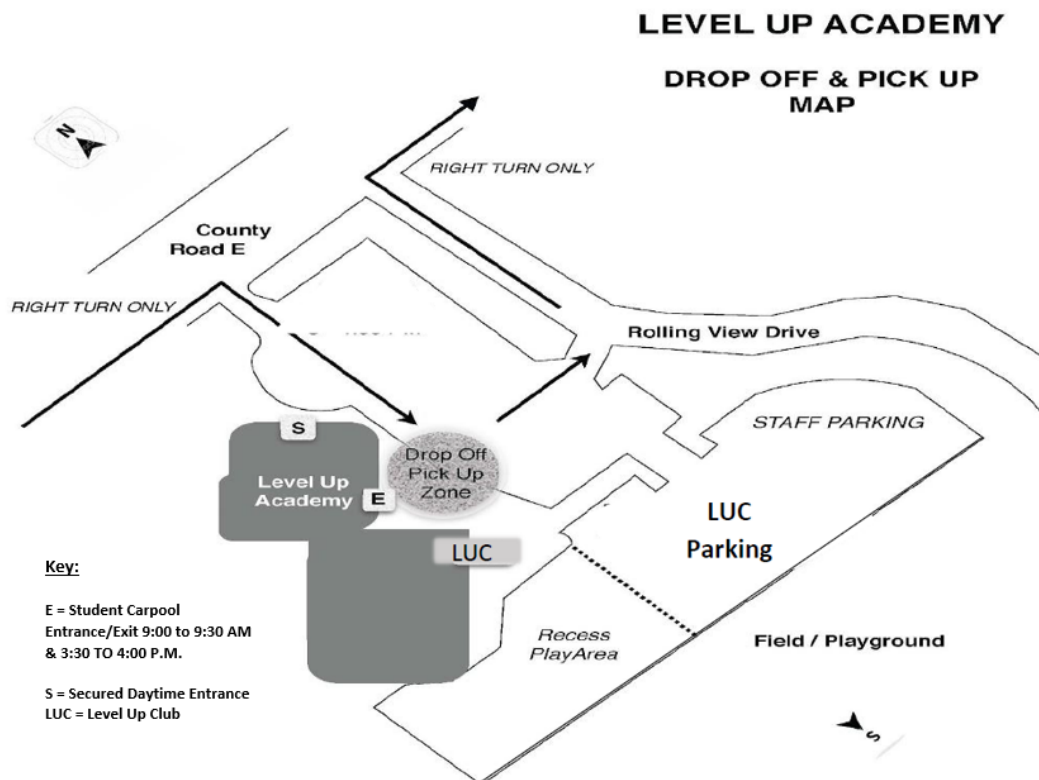
NO SCHOOL SUPERVISION is available before 8:15 a.m., unless the student is registered for Level Up Club. Therefore, for safety reasons, students **SHOULD NOT** be at school before this time. Students will not be allowed into the building until 8:15 a.m.

If families are in the building for any reason other than dropping off their child, **SIGNING IN AT THE OFFICE IS REQUIRED.** Thank you for your cooperation as we strive to create a safe and pleasant beginning to the school day.

DROP OFF & PICK UP PLAN

We worked with the City of White Bear Lake to create a drop off and pick up plan that will be safe for our students while not causing traffic concerns or impact the surrounding neighborhood. It is very important that everyone, including our bus drivers, follow these guidelines.

Please see the map below



DROPPING OFF AT THE BEGINNING OF THE DAY

1. Approach the school facing east on County Road E so that you will make a right hand turn into our driveway. Do not approach from the east.*
2. Do not use Rolling View Drive. That is our exit.*
3. Make a right turn into the lot and proceed to the Drop Off Zone near door # 2.
4. **Please stay in your car.** If you need to come into the school, please park your car, and walk to the front office door.
5. After dropping your student(s) off, please proceed to the exit onto Rolling View Drive.
6. The exit from our parking lot onto Rolling View Drive is a left turn only (unless you reside in that neighborhood).*
7. When stopped at County Road E, you must make a right turn heading east toward Hwy 120.*

PICKING UP AT THE END OF THE DAY

1. Approach the school facing east on County Road E. so that you will make a right hand turn into our driveway. Do not approach from the east.*
2. Do not use Rolling View Drive. That is our exit.*
3. Make a right turn into the lot and proceed to the Pick Up Zone near door # 2.
4. Follow the cones and prompts of dismissal staff making sure your orange carpool sign is visible in your window or dash board.
5. Refrain from cell phone use during dismissal. Keep our students safe.
6. **Please stay in your car.** Your children will come to you. If your child needs help with buckling their seat belt, please pull into a parking space, out of the way of the carpool line in order to allow the line to continue flowing.
7. If you need to come into the school, please park your car and walk to the front office door.
8. After picking your child(ren) up, please proceed with caution.
9. The exit from our parking lot onto Rolling View Drive is a left turn only.* (unless you reside in neighborhood.)
10. When stopped at County Road E, you must make a right turn heading east toward Hwy 120.*

** These are requirements from the city.*

PICKING UP A STUDENT DURING THE SCHOOL DAY

If you are picking your child up before the end of the school day, we ask that you let the office know by sending an email to attendance@levelupacademy.org or by calling the attendance line indicating the time of pick up. You must come into the office to sign your child out.

TRANSPORTATION CHANGES

Students may use the telephone at school for emergencies only. Arrangements for transportation, visiting another child etc. must be made at home **before** school. Students may not use school phones at the end of the day for these purposes. If a parent needs to make a transportation change to the end of the day pick up (i.e. change from bus to carpool, etc.) **it must be done by email or phone call to the office prior to 2:30pm. each day.** After 2:30, phones and emails will not be checked due to necessary supervision of the dismissal process.

ASSEMBLIES

All-school assemblies will be held once a month. Times may vary, please ask your child's teacher about activities that involve your child.

ATTENDANCE, ABSENCES AND EXCUSES

As a public school, we are required to follow MN mandatory attendance laws. Students are expected to come to school every day and on time. Students are also expected to stay until the end of the school day unless they have an excused absence via Policy 516. If you arrive late, you must come into the building with your child and sign them in at the front office. If you will be picking up more than one child before 3:00 p.m., please inform both the classroom teachers and front office. If you must pick up your child for anything other than a medical/dental reason prior to 3:00 p.m., it will be recorded as an unexcused early departure. A student will be recorded as absent one half day if the student arrives to school after 9:30

a.m. or leaves school prior to 1:30 p.m. Students are considered tardy if they arrive at school after 8:30 a.m. Parents/Guardian (Adult) **must** check student in at the office when they arrive late to school. **Students who miss school for a doctor, dentist, or orthodontic appointment must provide a doctor's note upon their return or the absence may be recorded as unexcused.**

If your child will be absent, you may email us at attendance@levelupacademy.org or leave a message at 651-408-5559. Please include your name, your child's name, your child's grade, your child's teacher's name, and reason for absence.

If students have been sick, they are expected to stay home until they are symptom-free or have been on antibiotics for 24 hours. Students may be requested to provide a doctor's note if the absence has been for three or more days. Families of students who have several unexcused absences, excessive tardiness, or regularly leave early, will be contacted by the Coordinator to put an attendance plan in place as per Level Up Academy School Board Policy 516.

Addendum to School Handbook approved by Level Up Academy School Board on September 12, 2016

Compulsory attendance is a State law.

Student attendance and engagement are very important factors in student achievement in school.

Absences are marked unexcused when no valid reason is given. If your child is absent and you do not call in, send a note, within 24 hours, the absence will be marked as unexcused.

Excused absences include any parent/doctor verified illness, (up to 10 absences due to illness), family emergencies, scheduled appointments, religious holidays as approved by the school board, Prearranged family vacations, suspension, court appearances, exceptional circumstances (school's discretion), extreme weather conditions preventing students from getting to school safely and school bus transportation problems.

If a student misses 7-10 days of school due to illness, the school staff will make efforts to communicate with you to better understand the illnesses and help you make a plan to address any ongoing physical and/or mental health concerns.

Examples of unexcused absences include, but not limited to: car trouble, oversleeping, shopping, needed at home (i.e. babysitting), family vacation (i.e. not prearranged), missed bus, alarm clock didn't work, and no call or note from parent regarding absence within 24 hours.

If the student has documented unexcused absences, the school will implement consequences and interventions to improved attendance. However, if your child receives three or more unexcused absences, Level Up Academy is obligated to refer the student to the Ramsey County Truancy Office to schedule an Attendance Intervention Meeting (AIM).

Extended vacations (unexcused absences) may require that we withdraw your child from our school and give your child's spot to the next family on the waitlist. If you plan to be absent for a vacation, families must speak to the Director about MN attendance laws and the rules governing mandatory withdrawals. If your child is absent for any reason, your child's teacher will provide the make-up work **upon your child's return**. Teachers are **not** expected to provide homework ahead of time for pre-planned absences. We know you will understand that it is the teacher's job to plan lessons for the students who are in attendance, not set aside that responsibility and pre-plan for one student going on vacation. In this instance, you can encourage your child to read and journal, and enjoy the family time.

BEHAVIOR CONCERNS

Classroom teachers play an integral role in supporting behaviors. When you have concerns about your child's behavior or behavior that your child has reported to you, please contact your child's teacher for support. School administrators should only be contacted if you feel adequate progress has not been made through communication with the teacher.

BIRTHDAYS

Birthday invitations are not allowed to be distributed at school unless there is one for every student in the class. Sending flowers or balloons or other deliveries are not allowed. If the school receives deliveries of these items, they will remain in the office until the end of the school day at which time your child may pick them up. If you choose to send something to share with your child's class in honor of a birthday, we ask that you give a new or gently used book to be donated to the classroom library. In an effort to be sensitive to health concerns and food allergies, books provide an alternate way to celebrate birthdays.

BUILDING SAFETY AND SECURITY

Building security is important element in any public building, especially an elementary school. The staff at Level Up Academy take this very seriously. All outside doors will remain locked during the school hours with the exception of the front doors near the office. This is the main entrance where visitors will check in with the office in order to gain entry.

VISITOR PROCEDURES

Visitors are defined as any person not assigned to the Level Up Academy staff. This includes parent volunteers, student volunteers, contractors, visiting district staff, school board members, families, siblings and relatives not attending Level Up Academy.

The following procedure will be used as it relates to school visitors:

1. Ring doorbell.
2. Wait for the attendant.
3. Enter when doors release.
4. Report to the office, sign in and receive a visitor badge.
5. If a staff member does not see a Visitor Badge, they will stop you and ask you to return to the office to check in.
6. Before leaving the building, visitors will need to report back to the office to check out.

SAFETY DRILLS

As a proactive measure, our school will practice fire, tornado, and lockdown drills throughout the school year. We urge you to talk with your children about these drills at home. Students will be told the reason for a lock down is that a person is in the school who did not check in at the office and we need to be safe. If you are in the building during a drill, you will be expected to participate.

BUS EXPECTATIONS

It is a privilege to ride a school bus. All students who ride the bus are expected to follow and observe the safety rules. Students who do not follow the rules will be subject to suspension of bus-riding privileges.

Going to the bus stop:

- Use sidewalks where provided.
- If there are no sidewalks, walk single file on the left side of the street or roadway facing traffic.
- Cross streets at corners.
- Use a direct route, avoid using alleys or crossing through private property to get to the bus stop.
- Arrive at your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Be aware of suspicious individuals (young, old, regardless of gender) on foot or in motor vehicles. Report such persons to your bus driver or school director. **EVEN IF YOU MISSED THE BUS, DO NOT ACCEPT RIDES FROM STRANGERS.**

Rules at the bus stop:

- Stay away from the street, road, or highway when waiting for the bus.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Follow the weCODE expectations.
- Stay back until the bus is stopped.

- Help one another.

Boarding the bus:

- Wait until the bus has stopped and the door is open before walking toward the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street. Remember, **if you can't see the driver, the driver can't see you!**
- Board the bus single file.
- Use the handrail to keep from slipping, falling, or tripping.
- Say "hello" to your bus driver.
- Move immediately to a seat.
- Make room for others needing a seat.
- Put large items (book bags, packages, etc.) in seat area or under the seat, but never in the aisle.
- Respect assigned seats.

Riding on the bus:

- Cooperate with the driver.
- Keep arms and legs out of the aisle.
- Open windows only if the driver permits you to do so. Keep hands, arms and heads inside the bus.
- Do not stand or move around while the bus is moving. You are only safe if you are seated.
- Absolutely no tampering with the bus radio, controls, or equipment. These are for the bus driver only.
- Keep conversation tones to a level 2 voice.
- Be especially quiet at railroad crossings and other busy intersections.
- No food on the bus.
- Feet stay on the floor.
- Respect your privilege to ride the bus at all times.

Questions about busing

LUA partners with the White Bear Lake School District Transportation for busing.

Call White Bear Lake School District Transportation office – (651-653-2734)

- to verify bus pick up times
- to check on a late bus
- to add a student to a bus route
- to arrange emergency transportation
- with questions regarding school attendance boundaries
- Contact Mr. Juhlke, LUA Dean of Students at x210 for bus issues concerning student behaviour or safety concerns.

CELL PHONES/ELECTRONICS

Items such as iPods, video games, cell phones, smart watches or other smart devices, **are not allowed at school**. LUA is not responsible for lost, stolen or damaged items. We encourage families to keep these items at home.

Any cell phones or other electronic devices should be turned off and placed in backpacks. When expectations aren't followed, staff members will bring the device to the front office where it will remain until a parent/guardian picks it up.

Families, we ask that while you are inside the building you silence your cell phones. This includes the lobby.

CLASSROOM INTERRUPTIONS

Studies show that the amount of time a student is on task is a significant factor in student achievement. We will make every effort to keep students on task in a meaningful learning experience. You can help us by observing the following:

- If students forget their lunch or homework, bring it to the office with the child's name. The office will get the item to the child.
- Please plan ahead and communicate plans to your child before school.
- The school will ensure these plans are carried out.

CODING

At Level Up Academy we embrace computer coding as our school-wide language curriculum. Throughout the year we will expose students to a variety of age-appropriate coding languages and topics in computer programming. We also intentionally teach students to be flexible, computational thinkers in order to prepare them to engage in a world of rapidly changing technology.

COMMUNICATION

Communication is an essential part of supporting every student. Please direct your communication in the following manner:

1. Communicating with teachers

- a. You may contact your child's teacher via phone or email. Please note that because teachers are with students most of their day, phone calls and emails should not be expected to be answered during the school day. Instead, most communication will be answered before or after school. If you need immediate assistance please contact the front office.

2. Communicating with administrators

- a. Contact the front office for issues related to transportation changes, JMC our student information portal, payment issues, and school forms and applications.
- b. Contact the Dean of Students for issues related to student behavior of your child or another child during school hours or during transportation via school bus.
- c. Contact the Director for issues related to the school board and/or school personnel OR if you feel you haven't been able to resolve issues with teachers and/or administrative staff in the above situations.

PROBLEM SOLVING COMMUNICATIONS

We expect all communications to start with the teachers. Teachers can help give answers and bring solutions to many issues that arise. Teachers will also refer you to the appropriate staff member if he/she cannot assist you. If you feel a teacher has not been able to help you resolve an issue, please contact the appropriate administrators listed below.



Ms. Molly Dandelet
Director

dandelet@levelupacademy.org
651-408-5559 ext. 302

- Personnel Issues
- Unresolved Concerns
- Prospective Families
- COVID-19 Questions



Mr. Daniel Juhlke
Dean of Students

juhlke@levelupacademy.org
651-408-5559 ext. 210

- Student Behavior Concerns
- Attendance Concerns
- Family Hardships & Support
- Technology Damage/Repair
- 504 Plans



Ms. Leslie Sieleni
Office Manager

sieleni@levelupacademy.org
651-408-5559 ext. 300

- JMC Parent Portal Help
- Health/Medication Reporting
- Transportation
- General LUA Needs
- School Fees
- Enrollment



Special Ed Teachers
(last name)@levelupacademy.org
651-408-5559

- Special Education Questions or Concerns



Classroom Teachers
(last name)@levelupacademy.org
651-408-5559

- Student Passwords
- Curriculum Questions
- Daily Schedule Questions
- Student Progress Concerns
- General Classroom Questions

Attendance 651-408-5559
email attendance @ levelupacademy.org

**Who do I
contact at
Level Up
Academy?**

3. Whole-School Communications from LUA

Level Up Academy will communicate with you in a variety of ways. If you feel you are missing communication, please reach out to the classroom teacher as soon as possible, so we may correct communication errors or guide you to the appropriate communication avenue.

- JMC** - Our student information system is JMC, our primary method of email communication. It is imperative that your contact information is updated annually (and as information changes throughout the year) to ensure you are informed. JMC will be used for all office email communication and for recorded messages via phone throughout the year.
- LEVEL UPdate** is our Monthly Newsletter to keep families informed about upcoming events and opportunities. Please read all newsletters to make sure you are informed.
- Social Media** - LUA communicates through social media platforms to help inform families on the go. Please join our **Facebook** <https://www.facebook.com/LevelUpAcadMN/> and **Instagram** www.instagram.com/levelupacademy_wecode/ sites to stay informed. You can also follow Ms. Dandelet on Twitter. Her twitter handle is @mdandelet! Many of our classroom teachers use social media as well!! Ask them which classroom platforms you should connect with!
- JMC Family App** - This is a custom-branded app (iOS + Android) that allows families to stay up-to-date with the latest happenings at school, check meal balances, read classroom news, submit attendance and receive school-wide notifications and alerts.

4. Teacher Communications with families -

- Our teachers each have preferred methods of communication with families ranging from text messaging, social media platforms, learning platforms such as Summit and/or Seesaw, websites and JMC emails. If you feel that you are not receiving enough

communication, please reach out to classroom teachers who will work with you to provide the communication that meets your family needs.

COMMUNITY CALENDAR

Please subscribe to our LUA Community Calendar on our website in order to stay up to date on school activities.

COMMUNITY EDUCATION/CLUBS

We believe that having a broad range of after-school activities that appeal to a variety of interests is important to student engagement. As we create these programs, we will communicate opportunities to families, and post them on the school website and calendar.

COMPLAINT POLICY

Level Up Academy and its staff are devoted to resolving complaints when they arise. To this end, Level Up Academy has provided opportunities for students and families to express their concerns through processes established in the Level Up Academy Complaints Policy 100. This policy identifies processes for resolving complaints.

CONFERENCES

Level Up Academy will hold ONE student-centered conference throughout the year. The objective of each conference is to celebrate learning and growth of each child.

Student-led conferences means that your child will lead the conference and explain their learning to you. This will be developmentally appropriate with shared efforts between teachers and students at the younger ages, progressing toward fully student-led at the middle school level.

Our teachers will be in contact with you about your child's progress often and throughout the year as needed. This way, the student-led conferences will focus on student success, and concerns will be handled collaboratively, before and after the conference. Gone are the days when teachers withhold growth until conference times!

DISCIPLINE

Please see Policy 503. You may find this electronically on our school website, or in hard copy at the school office.

FIGHTING, GANG, AND HAZING

Please see Policy 503. You may find this electronically on our school website, or in hard copy at the school office.

DRESS CODE

Students are expected to come to school in clothing that is appropriate for the weather and for active play.

Do

- Wear clothes that can be easily played in.
- Wear closed-toed shoes that are comfortable and weather appropriate.
- Wear athletic shoes for PE classes.

Don't

- Wear clothing with inappropriate images or messages.
- Wear shoes with wheels or open-toed shoes.
- Accessorize in a way that will distract others.

E-LEARNING VS. FLEX LEARNING DAYS vs. Online Learning

Level Up Academy may use E-Learning Days for middle schoolers during the 2021.2022 school year to maximize instructional time through the use of technology at home on snow days, or any other unforeseen emergency day. (See definition below)

Level Up Academy will use Flex Learning days during the 2021.2022 school year. These days are scheduled ahead and can be found on our yearly calendar. (See definition below.)

- Definition: "E-learning day" (or Emergency Learning) means a school day where a school offers full access to online instruction provided by students' individual teachers due to emergencies (inclement weather, gas leaks, etc). Teachers will be accessible both online and by telephone during normal school hours on e-learning days to assist students and families. The school will notify families of e-learning days at least 2 hours prior to the normal school start time. Accommodations will be made for students without sufficient access to the Internet, hardware or software in their homes.
- Definition: "Flex Learning Day" means a school day where a school offers full access to at home online instruction for each student. These days are planned in advance. This is similar to a special day, like a field trip, where learning takes place outside of the school building.
- Level Up Academy Online: LUA Online is a learning platform choice for all K-8 students. Students enroll for the year and learn virtually five days a week.

EMERGENCY CLOSING

School may be closed at times due to inclement weather or other emergencies. Due to our partnership with WBL Transportation, if WBL schools are closed, we will be closed as well. If school is closed, all before and after school activities will be cancelled. If such a closing should occur families will be notified in the following way:

- Automated phone call
- Email from JMC
- Facebook posting
- WCCO, KSTP and Kare11 News

FIELD TRIPS AND ACTIVITY FUND

Field trips are part of your child's curriculum. We encourage all students' to participate. Signed parental permission slips are required for all field trips. They will be sent home with the children before each planned field trip informing you in advance of the educational purpose, date, time, destination, cost and other information. Students who do not return parental permission slips will not be permitted to go on the field trip. Although we ask for families to pay for these activities, students will not be denied the opportunity to participate if they cannot afford to pay. If you have a need to use funds from the Scholarship Fund, please contact the Director, Ms. Dandelet @ ext. 302.

Classroom teachers appreciate the extra help of adult chaperones. Due to the safety and liability that is encountered from leaving the school premises, we ask that younger siblings not accompany chaperones on field trips, and that all chaperones have a current background check on file.

HEALTH INFORMATION

ILLNESS

Students are **NOT** to come to school ill. Any student complaining of illness and running a temperature of 100 degrees Fahrenheit or above WILL be sent home at the discretion of school personnel.

If a child is too ill to go outside, they are too ill to be in school. If a child has a medical issue that necessitates they be kept inside, a note from their doctor is required.

Students will not be sent home from school unless an adult accompanies them. A parent or someone designated by the parent is expected to pick up an ill child when called. Please thoroughly complete the

emergency contact information online or paper copy at the beginning of each school year. **Please update any phone number changes throughout the year.**

Families of students with excessive absences from school related to illness may be contacted by the school staff for follow-up information.

Any student who has been home due to an illness (i.e., vomiting, diarrhea, fever > 100 degrees, etc.), should not return to school until symptom free and fever free for a full 24 hours.

COMMUNICABLE DISEASES

It is a state requirement that the health department record all reportable communicable diseases. Therefore, we must have this information to facilitate keeping accurate records, to inform the appropriate public health agency, and to identify any clusters of illness in the classroom. When you call your child in ill please inform the school as to the reason for your child's absence from school. Included below are guidelines for a few common illnesses that require medical evaluation, an exclusion period, and treatment.

PINK EYE - Students with pink eye are to stay home for a **full** 24 hours after they start antibiotic treatment. This condition is very contagious. Therefore, all students must practice sufficient hand washing.

STREP THROAT - Strep Throat is highly contagious. Students must be on an oral antibiotic for a full 24 Hours before they can return to school.

HEAD LICE - Our school has a procedure of notifying families when there is a head lice problem. When a child is found to have head lice, the child is discreetly removed from the classroom and the parent is called. The child can return to school when they have received an appropriate lice treatment product, and is free from lice. When cases of head lice occur, the Health Staff may check siblings. We follow Health Department protocols when handling of head lice.

Be sure to contact the Office and your family physician if you have any questions about your child's health or illness.

COVID

Please see Level Up Academy website for updates.

HEALTH RELATED EMERGENCY PROCEDURES

1. The school will attempt to contact families at home immediately in the event of an emergency, such as an illness or accident.
2. The parent or guardian will be called at their place of employment if no one is at home.
3. The name(s) designated on the emergency card will be called if we are unable to reach a parent or guardian.
4. The school will call for emergency service if it is impossible to reach someone in a reasonable length of time or if the accident/illness is severe enough to warrant such service immediately.

IMMUNIZATION LAW

Level Up Academy complies with the State of Minnesota Immunization Laws which requires the following immunizations for each grade level. Immunizations are required for measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, and Chickenpox vaccine or evidence of disease. Please plan to have your child properly immunized before they start school. Each student must supply written evidence (month, day and year) of the minimum required doses of immunizations or have properly signed/notarized medical or conscientious exemptions on file with the school.

MEDICATIONS TAKEN AT SCHOOL

Written statements and/or orders are required to be on file in the office for EACH new school year before any medications may be administered.

PRESCRIPTION MEDICATION requires the parent signature and a physician's/ licensed prescriber's written instructions on file before the medication can be administered at school. Prescription medications must be in a properly labeled pharmacy prepared container with the student's name and current dosing schedule. Most pharmacists will provide an extra container to be kept at school if requested.

Most medication (such as antibiotics that are to be given three times a day), may be given before school, after school, and at bedtime, and therefore need not be sent to school.

families of students with known food allergies that require an epi-pen and/or Benadryl must complete an allergy action plan and provide these medications.

"OVER-THE-COUNTER" medications require a signed parent permission form. "Over-the-counter" medications must be in the original manufacturer packaging. School personnel may administer over the counter medications which follow the manufacturer's dosing schedule, unless a physician's written order is on file and directs otherwise. **This includes cough drops and throat lozenges.**

The school will do everything possible to cooperate with families in implementing this policy. Families may call the school if they have any concerns. The appropriate permission forms need to be completed by the child's families/physician **before any** medication is to be administered at school. Medication Forms are available in the office.

If medications and/or dosages are discontinued or changed, the parent is responsible for notifying the office. If the school is not notified by the parent about a discontinuation or change in medication, the parent assumes liability for resulting consequences. Changes in doses and/or medications require new orders from the medical provider.

STOCK MEDICATION Please note: The school will not be providing any Ibuprofen, Tylenol or Tums. Families must provide those medications and specific permission must be given to the office (see over the counter above).

All medications require yearly written authorization form authorizing permission to administer these medications. **CHILDREN CANNOT BE IN POSSESSION OF ANY MEDICATION AT SCHOOL.** Medications will be kept under lock and key in the health office.

FAMILY NIGHTS

Family nights are FREE, FRIDAY night events for ALL LUA families. The purpose of family nights is simply, FUN and CONNECTION. We truly want our LUA families to feel like they belong here. Family nights are designed to foster LUA connections with other families, staff, and children. The dates for family nights are indicated in advance on the yearly school calendar. Communication about these events as the dates grow near will be on LUA's social media platforms, in the LEVEL UPdate, and through email correspondence. Please join us!

FIELD DAY

Field Day is an all-school outdoor event held at the end of the school year. Participation is a required part of our PE curriculum and, weather permitting, will take place outdoors. These activities are highly active and require appropriate gym shoes for participation. Students will be evaluated on their effort and weCODE expectations - Cooperation, Ownership, Do Your Best, and Everyone Matters - throughout this event.

FRIENDS OF LEVEL UP ACADEMY

Friends of Level Up Academy (FoLUA) is our parent and community group. It has been slow to grow in our first few years, but is on the rise with participation this year! Please join our FoLUA group! The purpose of the group is creating fun opportunities for families and students, fundraising, and supporting our LUA students and staff! If you are interested in being a part of this group, please contact our front office and you will be connected with our FoLUA parent leader. All are welcome. There are no fees to join!

FALL FLANNEL FEST

Fall Flannel Fest is a LUA annual celebration held in the beginning of November. It's a time when teachers and students wear flannel (pj bottoms, shirts, hats, etc.) to school and participate in fall related activities. We serve apple cider at lunch and have games throughout the day. The purpose of this day is community building, connection, and fun!

HOMEWORK GUIDELINES

At Level Up Academy we support our families and their after-school activities. In addition, we know that purposeful homework can lead to academic growth and curiosity. Because of this, if homework is assigned, it will be intentional.

All staff at Level Up Academy support the research that suggests students who read daily will become better readers. This is why all teachers will encourage daily at-home reading after school. If you feel like homework is overwhelming for your student, please be sure to communicate with your child's teacher.

Homework will not be given in advance for students going on vacation, etc. All homework missed will be provided upon student's return.

INSURANCE

All injuries should be reported to the office immediately. The school does not carry insurance to cover student injuries while at school. Any injuries that happen on school property should go through the parents' insurance.

INTERNET USE

Use of the school's computer systems and the internet is for legitimate educational and business needs only. All other uses are strictly prohibited. Use must be in compliance with school policies. The school is not liable for use in violation of school policies. Any financial obligation incurred by a student through the internet is the sole responsibility of the student and/or the student's family. Users have no expectation of privacy when using school computer systems. While the school may use technical means to limit student internet access, these limits do not provide a fool-proof means for enforcing the provisions of this acceptable use policy.

Electronic communications are governed by Policy 524, Internet Use Policy and Policy 527 Protection and Privacy of Pupil Records. Hardcopies of these policies are located in the office. Should the user violate the school's acceptable use policy, the user's privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. All provisions of the acceptable use policy are subordinate to local, state, and federal laws.

LEVEL UP CLUB

Level Up Club is our before and after care program that provides care outside of normal school hours.

To participate, families must pre-register and pay the registration fee prior to participating in the program. Please contact the office at 651-408-5559, for more information.

LOST AND FOUND

A Lost and Found area is located in the front office. Your child should check this area for lost items. Be sure to check for lost items throughout the year including at conference times and at the end of the school year. Any items that are found should be turned in to the front office.

To help avoid losses, put **names** on all clothing, shoes, lunch boxes, and school supplies. Unclaimed items are donated to the LUA Clothing closet or Goodwill at the end of the school year.

LUNCH PROGRAM AND SNACKS

We partner with White Bear Lake Nutrition Services.

Students may choose to order hot lunch through White Bear Lake Food Services in advance or they may bring their own lunches from home. You can find monthly menus online at <https://isd624.nutrislice.com/>.

Ala cart options, like a single milk purchase, are not available at this time.

Level Up Academy is not an allergen-free school although our lunch provider does guarantee that their hot lunches are pork and peanut free.

If a student forgets their lunch, we will provide a lunch and the parent will be charged. Due to the sheer number of students who forget their lunch on a given day, we do not allow students to call home from the office. **We do not allow energy drinks or soda.**

If you would like to have lunch with your student, we ask that you communicate this with your child's teacher ahead of time and check-in at the office upon arrival. LUA does not offer the option to purchase adult lunches.

FREE OR REDUCED LUNCH

Free or reduced lunches are available for those families who are eligible according to the Federal guidelines published each fall. Each family has access to an online application through the WBL Nutrition Service website. Applications will be approved or denied by WBL Nutrition Services according to Federal guidelines and families/guardians will be notified of eligibility. To request an application be mailed to you, please call 651-407-7523.

Even though free meals are available to all for the 2021-2022 school year, it is still very important that families who may qualify for free or reduced-price meals complete the meal application as soon as possible.

NUTRITION BREAK

Classroom teachers usually provide a nutrition break during the day. Snacks need to be healthy. We do not allow candy, desserts, or sugary snacks. Students may have a water bottle in the classroom, but no pop, juice, or drink mixes.

Teachers will communicate their individual classroom snack procedures to families. These procedures may vary due to student allergies and dietary restrictions. At times teachers may have activities that involve food. Dietary needs will be considered.

MUSIC CONCERTS

Music Concerts are held in the spring and fall of each school year and are directed by our music teacher. This is a required part of our music curriculum. There is mandatory participation for K-3 students as they present their learning from the past semester. Any student who does not attend required concerts may be given a take-home assignment as a final assessment. 4th - 8th grade participation is for those students who elect to participate in choir and music clubs throughout the year.

OVERNIGHT FIELD TRIPS

Part of our overnight field trip curriculum includes community-building, advocacy, and problem solving in addition to the science covered through student interaction with the natural outdoors. Because this is a part of our required curriculum, any student not attending may receive comparable homework to be completed during the days of the trip and turned in the day after the field trip is complete.

PARKING

Level Up Academy assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Cars may be towed if parking procedures are not followed.

PAYMENTS AND DEADLINES

All deadlines are firm. Please take the time to return all payments in a timely manner. We set the deadlines due to staffing needs, staff schedules, and vendor contracts. We ask that forms and payments are turned in to the office during business hours (8:00 am-4:00 pm). If you have a concern about sending payment in via your student, please bring it to the office yourself.

If your family is facing financial hardships, payment plans will be personalized to family needs. Please contact us to set up a payment plan.

RECESS

Students have daily recess except in extreme weather conditions such as rain or severe cold/wind chill. Our cold weather policy is:

- Temperature 0 degrees F or below, the students will not go outside for recess.
- Wind chill colder than 0 degrees F, the students will not go outside for recess.
- Excessive rain, the students will not go outside for recess.

Please consider these factors related to weather as you and your child make your daily decisions on outerwear. Hats, boots, snow pants and mittens or gloves are necessary. Most playground games are played in the snow. If students do not have boots on they are restricted to play on the blacktop area. Also, as the snow melts, the grassy areas of the playground can become muddy or soggy.

Students are not permitted to stay indoors during recess time without a written request from a physician, or at a teacher's discretion.

REPORT CARDS

Level Up Academy focuses on personalized learning. We report formally on learning three times per year using our Standards Based Report Card. The report card will tell you what grade level your child is working on for each subject.

PLAYGROUND

Student safety is a priority at LUA. In order for all students to stay safe, keep others safe, and have fun while playing outdoors, the following playground expectations apply to all LUA students:

- Listen to the supervising adults while outdoors and in the playground area.
- Share the playground equipment with all students.
- Use the equipment for its intended purpose - standing or sitting on top of the equipment is not permitted.
- All rocks, sticks, and other natural objects found outside need to stay on the ground.
- Snow can be used to build different objects outside (snowmen, forts/houses, ramps) but not to throw at people or objects.

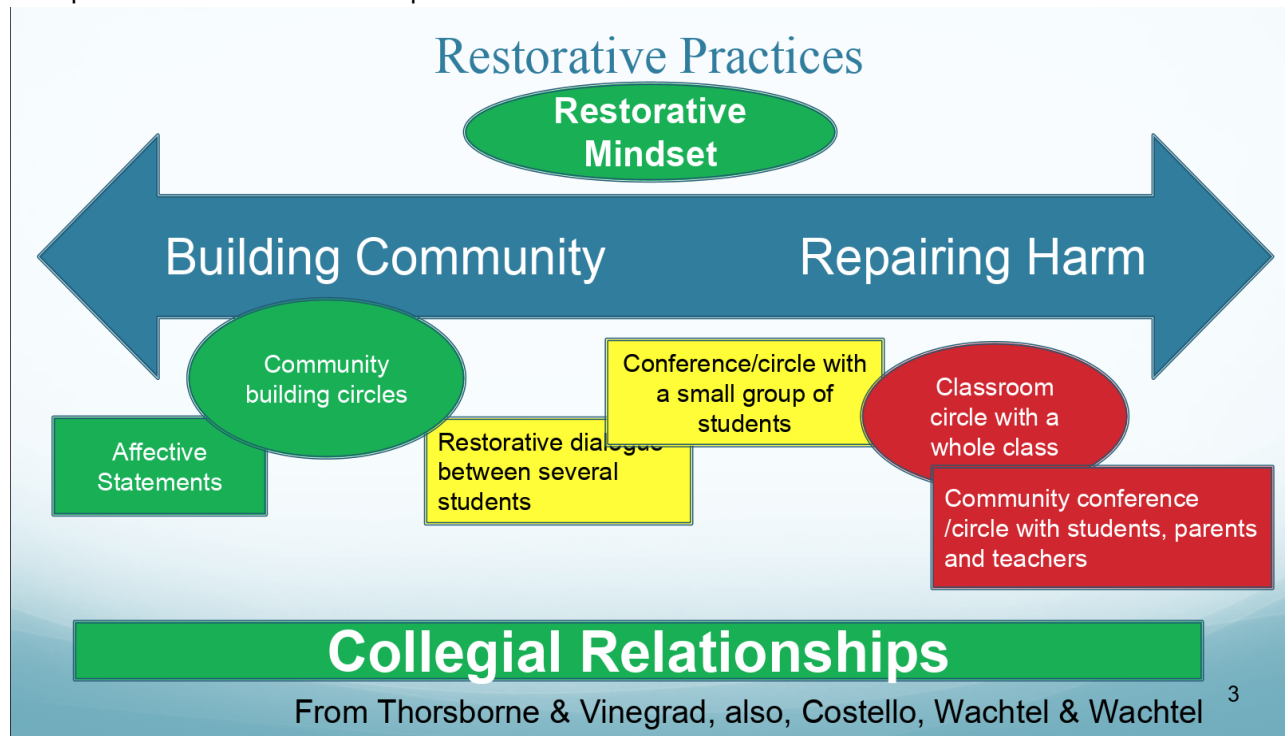
PBIS

Positive Behavior Intervention and Supports

Level Up Academy teachers and support staff believe in creating a positive school culture for everyone who attends our school. PBIS is a research based system for behavior and expectations. We believe expectations for behavior should be consistent and positive with an emphasis on teaching lifelong behavioral skills. Our positive expectations are #weCODE - Cooperation, Ownership, Do your Best, Everyone Matters.

RESTORATIVE PRACTICES

Restorative Practices are a highly intentional approach utilizing various practices within the continuum of building community, sustaining community, or repairing community when harm is done. Below is a visual to help understand the restorative practice continuum.



Below is a list of questions the school uses to address/repair harm. Using these questions at home may be beneficial to your child as it creates a common language when processing behaviors.

To Those Who Were Harmed:

1. **Story Telling** - What happened? Anything else?
 2. **Exploring The Impact**- Who has been affected by what has happened? How?
 - a. What did it feel like when this happened?
 - b. How have you been affected by what happened?
 - c. What is the most difficult thing about what happened?
 3. **Acknowledgement & Repair**- What do you think needs to happen to make things right?
 - a. What do you need in order to move forward?
 - b. How will you take ownership or responsibility?
 4. **Agreement** - What can be done to make sure this does not happen again in the future?
 - a. In what situation or environment will you see each other? What will that encounter look like?
-

To Those Who Did The Harm:

1. **Story Telling** - What happened? Anything else?
2. **Exploring The Impact**- Who has been affected by what has happened? How?
 - a. What were you thinking or feeling when you did that?
 - b. Who has been affected/impacted by what happened? In what way?
 - c. How has this affected the larger community? In what way?

- d. What do you think it's been like for _____?
 - e. Has this affected the relationship with _____? In what way?
3. **Acknowledgement & Repair- What do you think needs to happen to make things right?**
 - a. What do you need in order to move forward?
 - b. What do you need to take ownership or responsibility for?
 - c. How has this affected the larger community? How can you make things right for the larger community?
 4. **Agreement - What can be done to make sure this does not happen again in the future?**
 - a. What can you commit to doing differently to make sure this does not happen again?
 - b. In what situation or environment will you see each other? What will that encounter look like?

SCHOOL BOARD

Families interested in having input on school matters can do so at board *committee* meetings. This is where the discussion of ideas and policy takes place – much more so than at board meetings which is a summary of the committee meetings. Through the committee process the school board better understands the needs of the Level Up Academy community in order to make decisions. For more information about board committees and leadership, please contact our board chair, Dennis Hastings - hastings@levelupacademy.org.

SCHOOL BOARD ELECTIONS

School board elections are held annually at the end of each school year. Level Up Academy's school board consists of teachers, parents, and community members. We rely on your participation and partnership by either running for the school board or voting for school board members during annual elections.

SOCIAL MEDIA

Level Up Academy uses social media platforms to tell our school story. We encourage you to follow us on social media. Sharing our posts is a great way to spread the word about LUA. When using social media, please keep your stories positive and student information private.

SPECIAL EDUCATION

As a public school, Level Up Academy is required to provide services for students who meet defined criteria. The special education team at LUA consists of:

- | | |
|---------------------------------|---------------------------------------|
| • Special Education Coordinator | • Licensed special education teachers |
| • Special Education Director | • Paraprofessionals |
| • School Director | • Outside service providers |
| • Dean of Students | |

SUBSTANCE USE

Substance use includes tobacco, e-cigs, drugs or alcohol. Being in the possession or under the influence of these items on school property or at any school related function, will have serious consequences. This also includes the possession of related paraphernalia.

Tobacco, e-cigs, drugs and alcohol are not allowed on school property. This includes field trips and all school related activities. Please refer to school board policy 403 - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL.

Any adult who has information about student use of tobacco, e-cigs, alcohol, or drugs should inform the Director.

TECHNOLOGY

Level Up Academy utilizes technology as a tool for personalizing learning. LUA views technology as a privilege for student learning, not a right. If students misuse or abuse the school owned technology, it can be confiscated until reparations have been made. If students break technology owned by the school they, the parents, will be expected to pay for the replacement/repair of the technology.

Pricing chart for lost or damaged technology:

iPad New/refurbished	\$399.00
Laptop New/refurbished	\$350.00
Hourly Rate for Tech repair	\$45.00

TWO HOUSEHOLD FAMILIES

We cannot deny a parent educational rights unless there are Court documents that prohibit this right.

The parent requesting or arranging for optional, fee-based services at Level Up Academy (e.g. hot lunch, Level Up Care, etc.) will be responsible for payment of the services provided to their child. Any arrangements beyond that are between the student's families/guardians. Our staff will not get involved or mediate to determine who is financially responsible. If payment is not made, your child may be removed from the optional program(s). If Court documents exist that we need to be aware of, please contact the office. We will otherwise assume the situation to be a family matter.

VISITOR CODE OF CONDUCT

We expect all visitors to follow our weCODE expectations.

- When visiting at the school, families should observe all rules of the school, including checking in at the office.
- If a visitor feels that actions of another child have infringed upon the rights of their child, please address these concerns with staff only.
- If a visitor has questions or issues relating to the classroom or a class they should first be addressed directly to the staff member in question.
- Visitors are expected to resolve issues through calm respectful dialogue between the parties directly involved while respecting the dignity of others. If foul language ensues, communication will cease.
- We cannot interrupt class time to discuss evening plans, birthday parties, play dates, etc. Please make sure these conversations take place at home prior to coming to school.
- LUA families shall uphold Level Up Academy in all conversations in the community. If there are concerns about an issue, we ask they are brought to Level Up Academy's attention so we can cooperatively resolve them.

VOICE LEVELS



0 - Silent



**1 - Spy Voice/
Whisper**



**2 - Partner/
Table talk**



3 - Presenter



4 - Outside

0 = Silence, listening or working independently, no one is talking

1 = Spy Voice/Whisper, only one person can hear you

2 = Partner/Table talk, only my group should be able to hear me

3 = Presenter, everyone can hear you

4 = Outside, playground voice, never used inside

VOLUNTEER GUIDELINES

- We welcome volunteers at Level Up Academy. Prior to volunteering, a background check application must be submitted and the Student Privacy and Volunteer Confidentiality Agreement must be signed.
- Please check-in with the front office and wear your visitor badge when you are in the building.
- Be positive with the students.
- Feel free to help or guide a student, but please do not do the work for the student.
- Respect the confidentiality and data privacy of each student. Discussing students outside of LUA is not allowed. If you have a concern, please bring it to the attention of the classroom teacher.
- Please follow the teacher's lead if you are at school during an emergency.
- Please be on time. If you are unable to come at your scheduled time, please call the office. We depend on you.
- Be professional. We are always role models for students.
- Please refrain from cell phone use while helping students.
- Please make alternative arrangements for younger siblings.
- Thank you for volunteering!

WEAPONS

No kind of weapon (real or pretend) is allowed at Level Up Academy. It is a felony to possess, store or keep a weapon on school property. The definition of a weapon includes:

1. Firearm, regardless if it is loaded or not, or in a working or non-working condition.
2. Any item that looks like a firearm.
3. A knife/sword.
4. Explosives bombs, fireworks or any item that looks like an explosive, bomb or firework.
5. Any item which is utilized in such a manner so as to threaten, intimidate, or produce bodily harm or the fear of such harm.

Students who find a weapon at school, or see another student with a weapon, must tell an adult immediately. Please refer to Policy 501.

#weCODE

#weCODE provides foundational expectations for our community. It is an acronym for our positive expectations and code of conduct - Cooperation, Ownership, Do your Best, Everyone Matters. We know, when adults consistently model, explain and expect positive expectations, our students and staff participate in creating a positive and welcoming environment.

We teach the definitions of these #weCODE expectations during all-school assemblies. This way, all students and staff use the same language and understand our code of conduct. Here are the LUA definitions that we use at school -

Cooperation - Working together toward a common goal.

Ownership - Do what is right. Take control of your words, actions, and your work.

Do Your Best - Give your greatest effort.

Everyone Matters - Treat others the way you want to be treated.

#weCODE TICKETS

When adults in the building see students who are following our weCODE expectations, they may acknowledge the student with a weCODE ticket. The student puts the ticket in their classroom bucket. Each week, students can earn as many weCODE tickets as they are able. On Fridays all classrooms draw two names from the bucket. The students whose names are drawn come to the office and shop at our coupon store. Coupons are opportunities for experiences and center around positive relationship building. Some coupon examples are: Use Ms. Dandeleit's chair for the day, purchase extra recess for your class, and build with a buddy.

If a student's name isn't drawn, their ticket efforts still count. All tickets go into our ticket tank and count toward earning 2000 tickets school-wide. Each time our students earn 2000 tickets we have an all-school celebration! Examples of past all-school celebrations are: silly string a teacher, extra recess, and popcorn parties with our traveling theater popcorn machine!

THANK YOU!

Thank you for your careful review of the Student/Parent Handbook. Please do not hesitate to contact your child's teacher if you have any questions. Additional policy information is posted in the *Our Support* section on our website.

Acknowledgment and Receipt

The Student Handbook describes important information about Level Up Academy, and I understand that I should consult the Director regarding any questions not answered in the handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it regardless if I sign and/or agree to this acknowledgement or not.

Student's Name (Print)

Parent's Signature

Parent's Name (Print)

Date