



LEVEL UP ACADEMY

Personalized Learning for All

**2024-25 School Year
Revised 10-30-2024**

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

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

Our Vision

All children have limitless joyful curiosity and capacity to reach 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.

Administration and Office Staff

| | | |
|--|------------------|--------------------------------|
| Director of Operations & Dean | Daniel Juhlke | juhlke@levelupacademy.org |
| Director of Mission and Vision | Amber Espinosa | espinosa@levelupacademy.org |
| Office Manager | Leslie Sieleni | sieleni@levelupacademy.org |
| Special Education Coordinator | Lisa Jaroslowski | jaroslowski@levelupacademy.org |
| Office Assistant | Cassie Hernandez | hernandez@levelupacademy.org |
| In-House Coach and Curriculum Specialist | Jennifer Squires | squires@levelupacademy.org |

Teachers and Professional Support

| | | |
|---------------------------|-------------------|--------------------------------|
| K Teacher | Sophia Jensen | sjensen@levelupacademy.org |
| 1/2 Teacher | Meg Allen | allen@levelupacademy.org |
| 1/2 Teacher | Jill Knutson | knutson@levelupacademy.org |
| 3-4 Teacher | Nick West | west@levelupacademy.org |
| 3-4 Teacher | Emma Griffith | griffith@levelupacademy.org |
| 5/6 Teacher | Rick Swanson | swanson@levelupacademy.org |
| 5/6 Teacher | Luke Van Haitisma | vanhaitisma@levelupacademy.org |
| 7/8Teacher | Mary Wegleitner | wegleitner@levelupacademy.org |
| Arts Teacher | Sam Mathias | mathias@levelupacademy.org |
| STEAM Teacher | Clarie Kelling | kelling@levelupacademy.org |
| Special Education Teacher | Becky Sliva | sliva@levelupacademy.org |
| Special Education Teacher | Katy Skrypek | skrypek@levelupacademy.org |
| Special Education Teacher | Mia Toninato | toninato@levelupacademy.org |
| Special Education Teacher | Lindsey Jackson | jackson@levelupacademy.org |
| Behavior Specialist | Kyle Krueger | krueger@levelupacademy.org |

Staff List Continued...

Lunch Staff

| | |
|--------------------|--------------------|
| Kitchen Supervisor | Beth Wolkerstorfer |
| Kitchen Assistant | Kristen Lopez |

Support Staff

| | |
|-----------------------------|----------------|
| Information Technology | Justin Gehring |
| Level Up Club Supervisor AM | Rick Swanson |
| Level Up Club Supervisor PM | Nick West |

Outside Providers

| | |
|-----------------------------|---------------------|
| Occupational Therapy | Alaina Tolzmann |
| Speech and Language Therapy | Renee Bouchareb |
| Special Education Director | Carina Abate Wright |
| DHH Provider | Jenny Smith |

LUA Student Handbook 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 government 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.

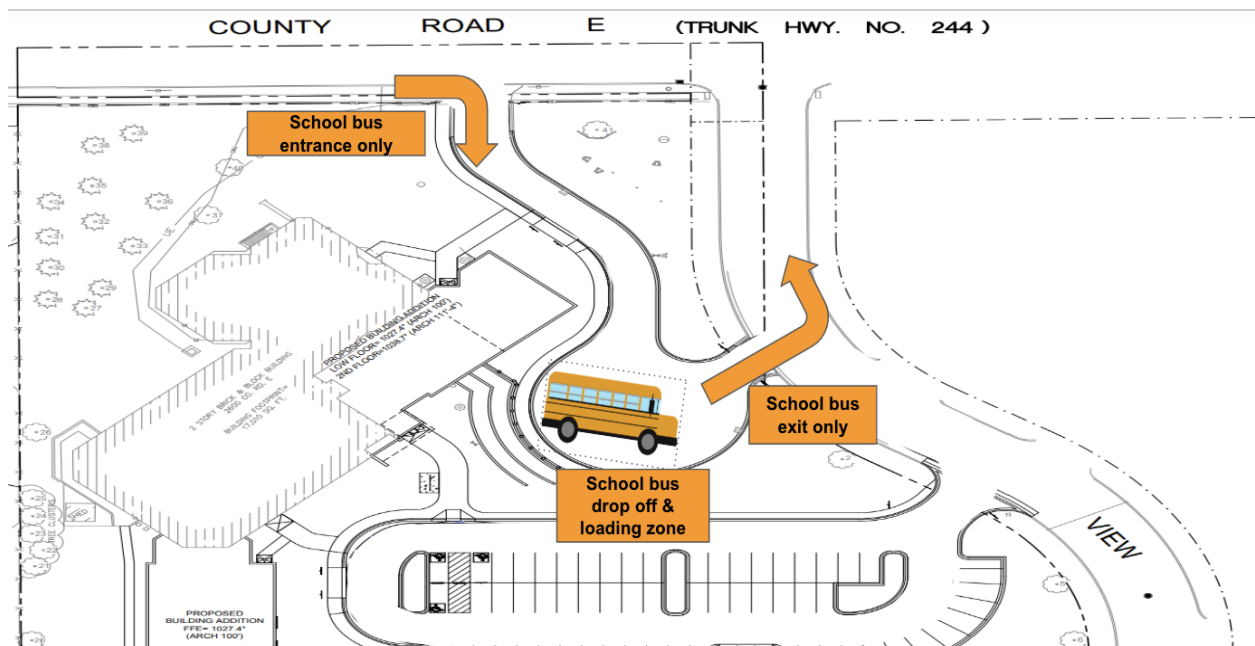
NO SCHOOL SUPERVISION is available before 8:15 a.m., unless the student is registered for Level Up Club. Therefore, for safety reasons, students **SHOULD NOT** be at school before this time. Students will not be allowed into the building until 8:15 a.m.

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 map below.



UPPER LOT (BUSSES ONLY)

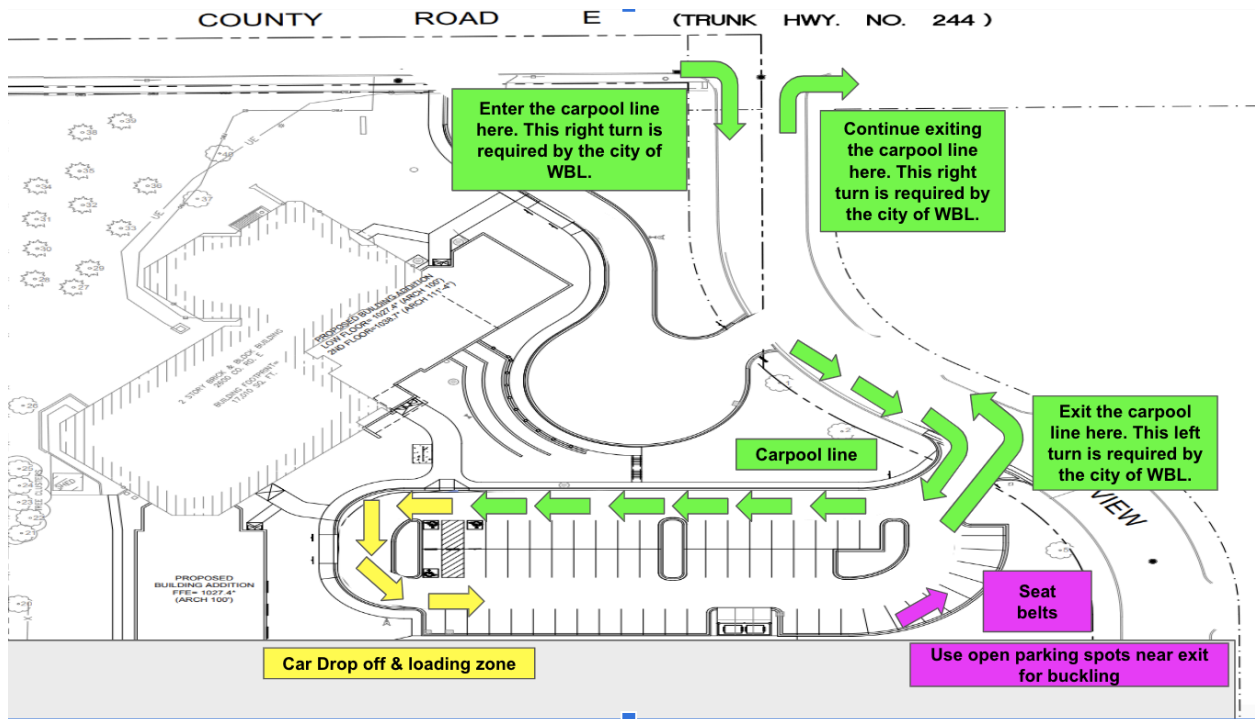
The Upper lot is used for school buses only to drop off students and pick up students.

1. The buses will approach the school facing East on County Road E so that they will make a right hand turn into the Upper Parking Lot Driveway. *Please do not use the Upper Lot for picking up students.
2. Buses will pull up in front of the main entrance and drop off or pick up students.

3. Buses will pull out onto Rolling View Drive after drop off or pick up.

LOWER LOT (CARPOOL ONLY)

The Lower Lot is used for the LUA Families CarPool Line only. This is for both to drop off students and pick up students. Please see directions 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 (South) onto Rolling View Drive. Do not approach from the East.*
2. Make a right turn into the Lower Lot and proceed to the Drop Off Zone near the lower level main entrances.
3. **Please stay in your car.** If you need to come into the school, please park your car, and walk to the front office door.
4. After dropping your student(s) off, please proceed to loop around the parking spaces (follow the traffic arrows) to the exit onto Rolling View Drive.
5. The exit from our parking lot onto Rolling View Drive is a left turn only (unless you reside in that neighborhood).*
6. 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 (South) onto Rolling View Drive. Do not approach from the East.*
2. Make a right turn into the Lower Lot and proceed to the Pick Up Zone near the lower level main entrances.
3. Follow the cones and prompts of dismissal staff making sure your orange carpool sign is visible in your window or dash board.
4. Refrain from cell phone use during dismissal. Keep our students safe.
5. **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.
6. If you need to come into the school, please park your car and walk to the front office door.

7. After picking your child(ren) up, please proceed with caution.
8. The exit from our parking lot onto Rolling View Drive is a left turn only.* (unless you reside in the neighborhood.)
9. 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 2:00pm. each day.** After 2:00, phones and emails will not be checked due to necessary supervision of the dismissal process.

ASSEMBLIES

We will be holding all-school assemblies throughout the year. Times may vary, please ask your child's teacher about activities that involve your child.

ATTENDANCE POLICIES and PROCEDURES

We know that student attendance and engagement are very important factors in student achievement in school. We follow the following attendance policies in accordance with Minnesota State Law, which requires compulsory school attendance. See also [Policy 516](#).

COMMUNICATING ABSENCES

If your child will be absent, for any reason, parents **must** contact the school. 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.

LUA LIVE PROGRAM ATTENDANCE PROCEDURES

- 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.
- If your child is absent for any reason, parents **must** contact the school.
- Students are considered tardy if they arrive at school after 8:30 a.m.
Parents/Guardian/Adult **must** check students in at the office when they arrive late.
- If you will be picking up a child before 3:00 p.m., please inform both the classroom teacher and front office.
- Students should stay home due to an illness (i.e., vomiting, diarrhea, fever > 100 degrees, etc.), until symptom free and fever free for a full 24 hours without the aid of medication.

LUA FUSION PROGRAM ATTENDANCE PROCEDURES

Fusion students learn at home and at school.

Monday-at school

Tuesday - at home

Wednesday - at school

Thursday - at home

Friday - at school

FUSION ATTENDANCE PROCEDURES FOR LEARNING AT SCHOOL

- Students are expected to come to school on time.
- Students are also expected to stay until the end of the school day.
- Students are considered tardy if they arrive at school after 8:30 a.m. Parents/Guardian/Adult **must** check students in at the office when they arrive late to school.
- If you will be picking up a child before 3:00 p.m., please inform both the classroom teacher and front office.
- Students should stay home due to an illness (i.e., vomiting, diarrhea, fever > 100 degrees, etc.), until symptom free and fever free for a full 24 hours without the aid of medication.

FUSION ATTENDANCE PROCEDURES FOR LEARNING AT HOME

- Students are expected to attend mandatory Zoom sessions on time.
- Students are also expected to stay until the end of each mandatory Zoom session.
- Students are expected to spend 30-60 minutes working on assignments for each course daily, as needed to complete assigned work.
- Students are considered tardy if they arrive at a mandatory Zoom session more than 5 minutes late.
- Students are marked absent if they do not attend mandatory Zoom sessions.
- If your child must miss school or a Zoom session or does not complete the daily assignments, parents **must** contact the school.
- If your child leaves a mandatory Zoom session early, it will be recorded as an early departure.

EXCUSED and UNEXCUSED ABSENCES

Families of students who have unexcused absences or tardies, exceeding those of your resident county regulations, will be contacted by the Director of Operations to put an attendance plan in place as per Level Up Academy [School Board Policy 516](#).

EXCUSED ABSENCES:

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.

Students who miss school for a doctor, dentist, or orthodontic appointment must provide a doctor's note upon their return in order to excuse the absence.

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.

UNEXCUSED ABSENCES:

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.

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 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.

If the student has documented unexcused absences, the school will implement consequences and interventions to improve 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 of Operation about MN attendance laws and the rules governing mandatory withdrawals.

MAKE-UP WORK:

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.

BIRTHDAYS

If you choose to celebrate your child's birthday, please follow the following protocol. 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 or game to be donated to the classroom. In an effort to be sensitive to health concerns and food allergies, books or games provide an alternate way to celebrate. 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.

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.

Bus communication -

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 Director of Operations for bus issues concerning student behavior or safety concerns.

CELL PHONES/ELECTRONICS

Personal electronic devices, including phones and smart devices, **are not allowed to be used 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 or in a designated school phone locker. When expectations aren't followed, staff members will take the following actions:

- 1st Occurance: Device is taken away and placed in the school phone locker and
- 2nd Occurance: Device is taken away and placed in the school phone locker, and parents are informed.
- 3rd Occurance: Device is taken away and placed in the school phone locker, and parents are required to pick up the phone from school.

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

CELEBRATIONS

At Level Up Academy, we align our celebrations with our #weCODE value, "Everyone Matters." We know that our students come from a variety of cultural backgrounds, and that not all children would be able to participate if we celebrated holidays like Valentine's Day and Halloween, which were traditionally celebrated at school in Minnesota. We don't ever want a child to be left out of a classroom celebration or for a child to have to make the difficult choice between honoring their family values and joining their classmates for a celebration or accepting a treat or a gift from a friend.

Instead, all celebrations at Level Up Academy are designed to include all students and to show our #weCODE value, "Everyone Matters." We celebrate with special events and family nights like Strengths Celebration and Flannel Fest. When students earn PBIS points, we have classroom and whole school celebrations. We celebrate in ways that are inclusive to all students.

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 school materials, 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.
- It is the expectation that students are able to walk to class independently. When students are dropped off, parents do not accompany them to the classroom.

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 Director of Operations 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 of Vision and Mission 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 above.

1. 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.

- d. **Powerschool** - Our student information system is Powerschool 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. Powerschool will be used for all office email communication and for recorded messages via phone throughout the year.
- e. **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.
- f. **Weekly Highlight** is a brief weekly update highlighting important programs and events.
- g. **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. Many of our classroom teachers use social media as well! Ask them which classroom platforms you should connect with!
- h. **Powerschool Parent Portal**- This is the parent portal where families can sign up for Level Up Club, sign up for lunches, register for after school clubs, and see student grades.

2. Teacher Communications with families -

- i. Our teachers know that families depend on up-to-date and regular communication.
- j. Each teacher has a communication hub on Powerschool,, giving families 24/7 access to information.
- k. 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.
- l. Teachers will always use telephone, email, and text messaging for 1:1 connections with families.

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 and LEARNING CELEBRATIONS

At Level Up Academy, we partner with families through student-centered conferences and learning celebrations to support and celebrate learning throughout the year.

Conferences at Level Up Academy are student-centered. During student-centered conferences, students, teachers and parents meet to celebrate learning and growth, to set personalized goals and to make plans for providing each student with the right support.

Students of all ages are involved in their conferences and as they get older, students take a bigger role in directing their learning and leading the conference, progressing toward being fully student-led at the middle school level.

Because conferences are student-centered, if teachers and parents have concerns that need to be addressed without the student present, they should schedule a meeting separate from the conference time.

Teachers will communicate regularly with families and at the end of each semester families will receive a progress report for each student. Student-centered conferences are scheduled for all families in November. In April, teachers and families will have the opportunity to schedule another conference.

At Learning Celebrations, students share their work with fellow students, families, and community members.

DISCIPLINE

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.

Appropriate Attire:

- Wear clothes that can be easily played in.
- Wear shoes that are comfortable and weather appropriate.
- Wear athletic shoes for PE classes. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education and other activities where unique conditions or hazards exist.
- Shirts and dresses must have fabric in the front and on the sides (under the arms), and fabric to cover the midsection of the torso.
- Clothing must cover undergarments.
- Clothing should provide coverage from armpit to armpit and down to thigh. The student should be able to hold their arms straight down their side with a clenched fist. The bottom of the shorts or skirt should be below (longer than) the extended arm with a clenched fist.

Inappropriate Attire

- Shoes with wheels.
- Accessories that distract others.
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.

Dress Code Implementation

- LUA staff will address any concerns regarding appropriateness of clothing respectfully and as privately as possible.
- Students who are wearing clothing that does not follow the dress code will have the following options:

- Cover inappropriate clothing with a jacket or sweatshirt or another article of clothing.
- Wear an LUA t-shirt.
- Contact a family member to bring clothing from home. Students will wait in an office or nurse's room until the clothing arrives.

E-LEARNING VS. FLEX LEARNING DAYS

Level Up Academy may use E-Learning Days during the 2024-2025 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 2024-2025 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 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.

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 canceled. If such a closing should occur families will be notified in the following way:

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

There are times when LUA will be closed and White Bear Lake isn't. We have many more families commuting from long distances to get to school. We will always make decisions based on what is best for our LUA families and staff.

FIELD TRIPS

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 and should stay home. 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 of Vision and Mission.

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.

OVERNIGHT FIELD TRIPS

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.

HEALTH INFORMATION

FAMILY RESOURCES FOR MENTAL AND PHYSICAL HEALTH & HEALTH INSURANCE

ILLNESS

Students are **NOT** to come to school ill. Students **WILL** be sent home at the discretion of school personnel if they have the following symptoms:

- Temperature of 100 degrees or higher
- Vomiting
- Diarrhea
- Multiple flu or COVID symptoms

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 without the aid of medication.

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 asked to submit a doctor's note.

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 is 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 parent is called. It is recommended the child 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 head lice. To minimize the spread of lice, please follow teacher instructions with regards to blankets, stuffed animals, etc.

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

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 students 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 EVENTS

Family events are FREE 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!

FRIENDS OF LEVEL UP ACADEMY

Similar to a PTA (Parent Teacher Association), the purpose of the group is creating fun opportunities for families and students, fundraising, and supporting our LUA students and staff! All are welcome. There are no fees to join! If you are interested in being a part of this group, you may sign up at any time throughout the year. Please call the school office for questions or support.

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 that take place on campus should be reported to the office immediately. All injuries requiring medical attention should go through the guardian's provider and 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 year.

LUNCH PROGRAM AND SNACKS

Students may choose to order hot lunch in advance or they may bring their own lunches from home. The menu is found in the family section of the school website.

Ala cart options, like a single milk purchase and sides, 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 on a day that they did not order a school lunch, we will contact the parent to bring a lunch.

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 breakfasts and lunches are available for all families.

We encourage ALL families to fill out the application for free/reduced lunch - even if they are doubtful they will qualify. As a charter school, our population of free/reduced students determines access to beneficial services like Title 1 interventions, grants, and other beneficial opportunities. This is how charter schools receive extra funding, because we do not benefit from property tax. Please fill out this form each year to ensure we are getting all of the funding we qualify for.

NUTRITION BREAK

Classroom teachers may provide a nutrition break during the day. To support your child's learning, please send a healthy snack. We do not allow candy. 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.

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 outdoor recess daily. In the event of extreme weather conditions such as rain or severe cold/wind chill, students will have recess indoors. Our cold weather policy is:

- Temperature 0 degrees F or below, the students will have indoor recess.
- Wind chill is colder than 0 degrees F, the students will have indoor recess.
- Excessive rain, the students will have indoor recess.
- Air quality alert (see information below)

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. 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.

In the event of an air quality alert, Level Up Academy [Minnesota Outdoor Air Quality Guidance for Schools and Child Care](#).

- In the event of an Unhealthy for Sensitive Groups* (101-150) alert, the school will limit activities to light intensity. Take breaks every 20 minutes. Make indoor space and activities available for sensitive children.
- In the event of an Unhealthy (151-200) Very Unhealthy (201-300) Hazardous (301-500) alert, the school will cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light.

Minnesota Outdoor Air Quality Guidance for Schools and Child Care

The following recommendations will help schools and child care staff determine when and how to adjust outdoor activities when air quality starts to reach unhealthy levels. Adjust activities accordingly to help children stay active while protecting their health.



OUTDOOR ACTIVITY DURATION

| Air Quality Index | 15 minutes to 1 hour | 1 to 4 hours | 4-plus hours |
|--|---|--|---|
| Good (0-50) | Good day to be outside! | Good day to be outside! | Good day to be outside! |
| Moderate (51-100) | No limitations for most children. For students with health conditions, consider alternatives or modified participation. | Be aware and monitor students with health conditions for changes in their health. Limit activities to light intensity. | Consider moving students inside or to an area with better air quality. Limit to less intense activities and/or limit duration of activity. |
| Unhealthy for Sensitive Groups* (101-150) | Limit activities to light intensity. Take breaks every 20 minutes. Make indoor space and activities available for sensitive children. | Limit activities to light intensity. Take breaks every 20 minutes. Activities with moderate to heavy exercise intensity should be canceled, rescheduled, or moved indoors. | Limit activities to light intensity and less than four hours in duration. Take breaks every 20 minutes. Activities with moderate to heavy exercise intensity should be canceled, rescheduled, or moved indoors. |
| Unhealthy (151-200) | Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light. | Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light. | Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light. |
| Very Unhealthy (201-300) | | | |
| Hazardous (301-500) | | | |

*Unhealthy for Sensitive Groups: People with health conditions, or their caregivers, should manage conditions medically. Watch for symptoms, and for worsening symptoms, and have medications handy. Take action with a health care provider as needed.

Information adapted from the [Washington Children and Youth Activities Guide for Air Quality \(https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/334-332.pdf\)](https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/334-332.pdf), Washington State Department of Health. DOH 334-332 July 2023.

m DEPARTMENT OF HEALTH

REPORT CARDS

Because Level Up Academy personalizes learning for each student, teachers will regularly update student progress in the Powerschool Parent Portal. At the end of the year, families will receive a printed report card summarizing the child's progress for the school year.

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.
- 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.

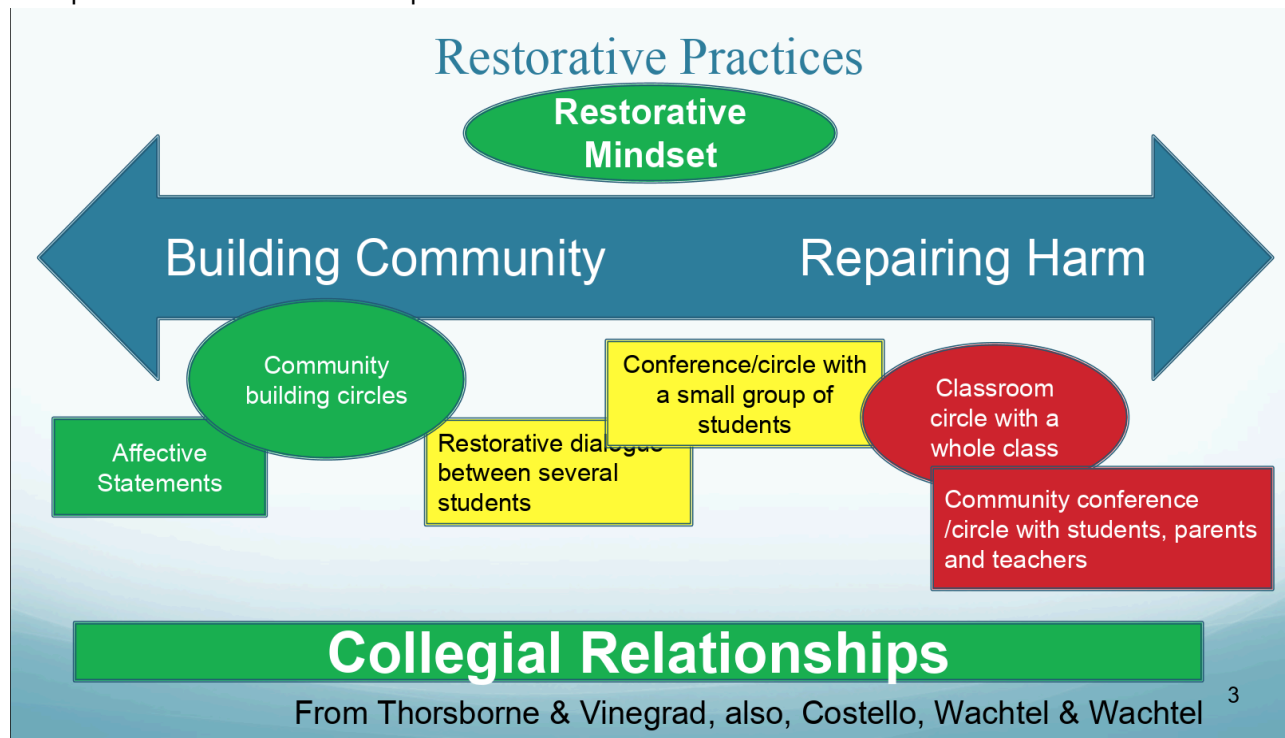
PLEDGE OF ALLEGIANCE

Classrooms will recite the Pledge of Allegiance at least once a week. Teachers will explain the symbolism of the flag, the pledge, and the traditional practices. When the pledge is recited, students may stand and recite the pledge with their hands over their hearts or opt out by standing or sitting quietly. Parents may notify their child's teacher if they would like their child to opt out of the Pledge of Allegiance for religious or personal reasons.

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.

Restorative Practice Questions

1. **Story Telling** - What happened? Anything else?
2. **Exploring The Impact**- Who has been affected by what has happened? How?
3. **Acknowledgement & Repair**- What do you think needs to happen to make things right?
4. **Agreement** - What can be done to make sure this does not happen again in the future?

SAFETY AND SECURITY

Safety is our #1 priority. All staff at Level Up Academy take school safety very seriously.

There are several layers to school safety and security:

- **Dedicated Staff & Support**
 - The Director Of Operations oversees safety and security at LUA.
 - LUA Crisis Team handles emergency medical needs and injuries at LUA until first responders arrive.
 - MACS (MN Association of Charter Schools) provides support to all charter schools during times of crisis - ex. social workers, grief counselors, mental health support services
- **Clear, Consistent Communication**
 - We work with families to provide transparent information on a regular basis. Keeping families informed is a foundation to all safety procedures.
- **Secure Building**
 - 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 to the building. (see visitor procedures below)
 - Classrooms have interior locking doors and access to multiple exits.

- Our new gymnasium is our storm shelter.
- Our building has updated security systems to alert first responders to emergencies.
- **Trainings & Drills**
 - All staff and students are trained in developmentally appropriate ways to handle emergencies.
 - We follow state recommended drill schedules for fire, tornado, and lockdowns.
 - We notify families before drills take place and urge you to talk with your children about these drills at home.
 - Students will be told the reason for a lockdown is that a person is in the school who did not check in at the office and we need to be safe.
 - Lockdown drills are conducted both with and without students on site.
 - If you are in the building during a drill, you will be expected to participate.
- **Security Systems & Procedures**
 - Crisis Go is our Hub for emergency practices, protocol, and communication for adults during an emergency or crisis.
 - All staff are trained in using Crisis Go throughout the year.
 - When an emergency alert is made through Crisis Go it alerts staff and first responders at the same time, saving valuable time.
 - All adults in our building have permission to signal a call using the Crisis Go system.
 - First responders have our security plans and access to our building.

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. Enter the vestibule at Door A.
2. Wait for the welcome center attendant.
3. Enter the welcome center when the interior doors release.
4. 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 welcome center to check out.

SCHOOL BOARD

The Level Up Academy School Board plays a critical role in our school's success. According to Minnesota law, "the care, management, and control of independent districts shall be vested in a board of directors, to be known as the school board." In partnership with teachers and staff, our school board determines school governance and policy, oversees our finances and monitors student success.

School Board meetings are held monthly. The public is encouraged to attend in person or to observe meetings via Zoom. The public is also invited to address the school board during the Public Comment section of each meeting. Public comment must be submitted in writing prior to the board meeting and follow the public comment guidelines

Meeting dates, times, links and all related school board materials are posted on the [Level Up Academy Website](#).

Parents, community members, and teachers can serve on the school board and serve on committees. If you are interested in learning more about our school board, please contact the Director of Vision and Mission or the Board Chair.

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.

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
- Special Education Director
- School Directors
- Licensed special education teachers
- Paraprofessionals
- Outside service providers

SUBSTANCE USE

Substance use includes tobacco, e-cigs, drugs, cannabis or alcohol and all illegal drugs. Being in the possession or under the influence of these items on school property or while participating in school related functions, 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 Replacement | \$329.00 |
| Laptop Replacement | \$260.00 |
| Power Adapter Replacement (Ipad or Chromebook) | \$20.00 |
| 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., Level Up Care, after school clubs, 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

Our entire LUA community shares the same weCODE values: Cooperation, Ownership, Do Your Best and Everyone Matters. Our weCODE expectations are posted throughout the building. Visitors are expected to follow these expectations.

VOLUNTEER GUIDELINES

We welcome volunteers at Level Up Academy. Prior to volunteering, a Volunteer Agreement, Confidentiality Agreement, and Background Check Agreement must be signed. 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:

- Firearms
- Knives/Swords
- Explosives
- Any item which is utilized in such a manner so as to threaten, intimidate, or produce bodily harm or fear.

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

Our entire LUA community shares the same weCODE values: Cooperation, Ownership, Do Your Best and Everyone Matters. Our weCODE expectations are posted throughout the building. We know, when adults consistently model, explain and expect positive expectations, our students and staff participate in creating a positive and welcoming environment.

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 on PBIS Rewards. Students may use ticket points to purchase experiences from our school stores on PBIS Rewards.

All tickets count toward earning 2000 tickets school-wide. Each time our students earn 2000 tickets we have an all-school celebration!

Acknowledgment and Receipt

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

If you have further questions, please contact the school office and they will direct you to the appropriate resource.