

# LAKEWOOD SCHOOL

TWIN LAKES

WISCONSIN



*Learning Today, Leading Tomorrow*

## 2018-2019 Student Handbook

### Mission Statement

*The Lakewood School community is dedicated to providing a supportive, educational community that inspires lifelong learning for every child, every day.*

*1218 Wilmot Avenue  
Twin Lakes, WI 53181  
262.877.2148*

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Lakewood School  
1218 Wilmot Avenue  
Twin Lakes, WI 53181  
262.877.2148, ext 211  
anderson@twinlakes.k12.wi.us

Dr. Christine Anderson, District Administrator

Dear Parents/Guardians,

On behalf of the Lakewood staff we want to welcome back our returning families and extend a friendly greeting to new families of Lakewood School! Our school consists of students in grades 4K through grade 8. At Lakewood, students receive a high-quality, research-based education with a strong emphasis on literacy and mathematics instruction using the workshop model approach to teaching and learning. During this instructional time, educators are focusing on individual student ability levels and targeting growth areas to ensure students are reaching their full potential.

Our staff and students collaborate to follow a positive behavior system, which consists of Lakewood Way expectations and procedures. Students and staff take pride in their school by leaving "no trace" and ensuring that all school community members are valued by practicing respect, accepting responsibility, and fostering a safe learning environment.

As an educator my goals are to assist students in being the "best they can be" by helping them develop critical thinking, social, and problem-solving skills. Staff development focuses on 21st century technology and academic skills to equip educators with necessary tools to prepare students for a brighter future. My philosophy is that any decision made in school should be based on what is best for children and their learning. Furthermore, I firmly believe that it takes all of us; parents, students, and staff members to build a strong educational foundation that fosters social and academic success in our students.

We invite you to become engaged in our school community by attending any PTO events, open house or conferences, and/or by volunteering in the school. Communication is vital and we encourage you to visit our website to view any upcoming activities or for a calendar of events, talk with teachers to understand expectations, and read any communication sent home.

I look forward to working with you and developing a relationship where you feel comfortable reaching out to me with any questions, concerns, or to inform me of what you enjoy about the Lakewood community.

Best regards,

*Dr. Christine Anderson*

District Administrator for Twin Lakes No 4 School District

**District Office**

- Dr. Christine Anderson, District Superintendent Extension: 211
- Mrs. Sara Markee, Director of Curriculum and Instruction Extension: 209
- Ms. Kelly Adtkins, Front Office Assistant/Health Aide Extension: 201
- Mrs. Carolyn Spangler, Administrative Assistant Extension: 210

**Business Office**

- Mr. Mike Fischer, Director of Business Services Extension: 122
- Mrs. Jodi Tamminga, Administrative Assistant Extension: 161

**Board of Education**

- Mrs. Amanda Hahn, School Board President
- Mr. Rhett Suhre, School Board Vice President
- Mrs. Kathy Ticha, School Board Clerk
- Mr. Nick Heckel, School Board Treasurer
- Mr. Steve Turner, School Board Member

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Dear Parents/Guardians,

As School Board President and Lakewood parent, I am extremely proud of what our school has to offer students and families of Twin Lakes. Lakewood has a dynamic staff consisting of caring and innovative teachers, supportive and encouraging administration and a community of involved parents.

As a Lakewood parent, you can count on our teachers to provide a solid foundation in learning and development while pushing the envelope with unique programs and new philosophies on learning! Small school values combined with 21<sup>st</sup> century technology allow Lakewood to remain at the forefront of education, often times serving as an example to surrounding schools. Knowing the names of each student in addition to the names of parents and siblings is one of the things that make Lakewood not only a phenomenal school, but a family.

Our School Board understands the importance of supporting our teachers and administration while maintaining fiscal responsibility for the betterment of Lakewood School and the Twin Lakes community. Thank you for allowing us to represent your interests as a community and the interests of Lakewood students!

Monthly Board meetings are a fantastic opportunity to learn more about what is happening at Lakewood and hear firsthand how we are moving forward!

We have an exciting year ahead of us, and we appreciate your continued support!

Sincerely,

Amanda Hahn  
Board President

## STUDENT HOURS:

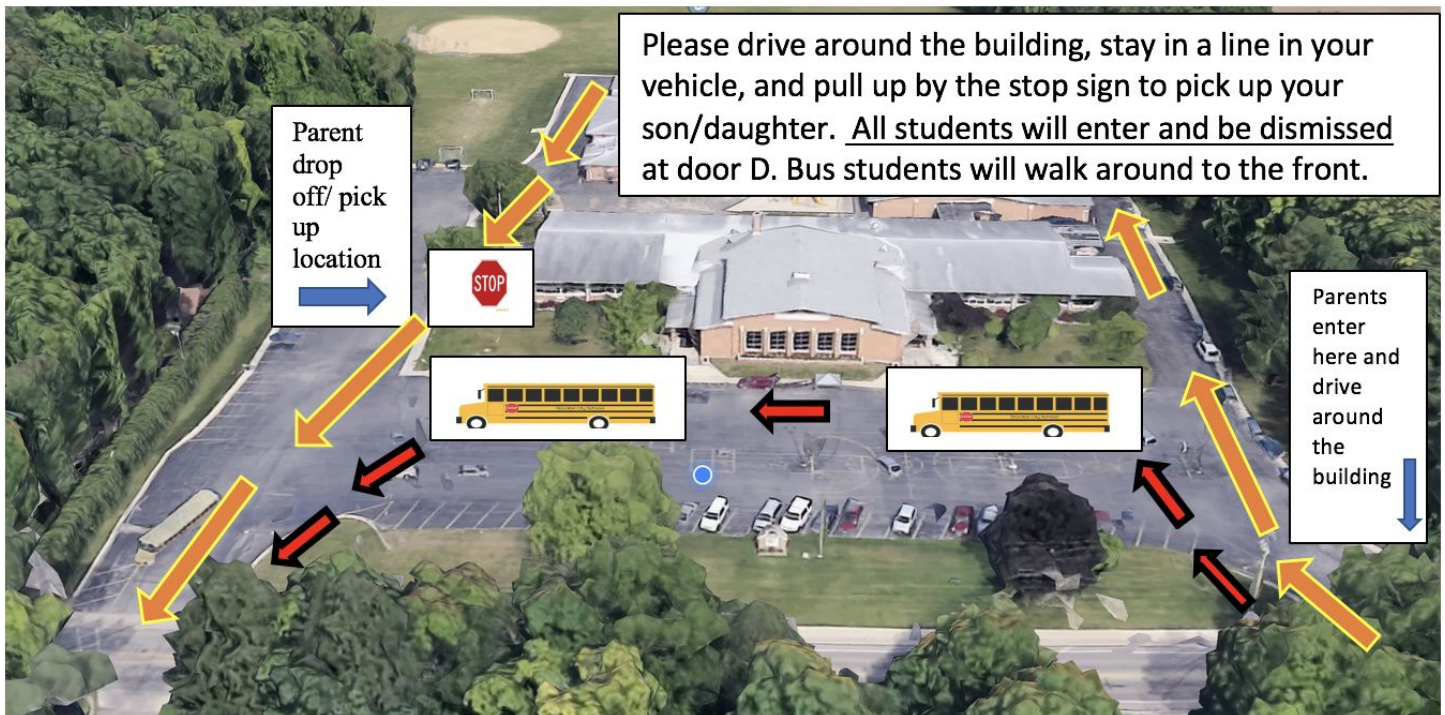
- Four-Year-Old Kindergarten (A.M.) 8:15 a.m. - 11:15 a.m.
- Four-Year-Old Kindergarten (P.M.) 12:30 p.m. - 3:30 p.m.
- Kindergarten through Grade 8 8:15 a.m. - 3:30 p.m.

**Due to no supervision before 7:50 a.m., parents are asked to not drop off their child before the paraprofessionals are on duty. For safety reasons, students will not be allowed to enter the building until staff are on duty at 7:50 a.m.**

To secure our building, all students will enter/exit door D. If a parent has business in the school, we ask that you please pull around to the front parking lot, enter the front doors, and sign in the office to receive a visitor's badge. However, students will enter/exit door D on a daily basis. Please do not have your child enter/exit any other door. Thank you.

## DROP OFF/PICK UP PROCEDURES

At the end of the day, students riding the bus will be dismissed at 3:30. Students being picked up or walking home will be dismissed at 3:35. If you are picking up your child, please stay in your vehicle and drive around the building per diagram listed on this page. The buses will be picking up students in front of the building. Please do not have your child go out the front door. All students being picked up will exit the side of the building by the "parent drop off/pick up location". Students getting picked up will wait on the sidewalk for their parent to pull up to the curb. Parents will have a number to place on their mirror. Students will have the correlating number located on their backpack. Numbers will be given out to parents at open house.



## **Drop Off**

- School hours are from 8:15-3:30. **All paraprofessionals will be off the playground and crosswalks at 8:15 to be in classrooms with students. Please make sure your child arrives on time for school.**
- Students may arrive **no earlier** than 7:50 a.m.
- Students will all meet in the cafeteria in the morning. Each grade level will be assigned a table section.
- Students who choose to eat breakfast will do so as soon as they arrive at school.
- Please pull around the building, stay in a line with your vehicle, pull over to the side of the curb, and have your child exit the vehicle. To keep traffic flowing, please stay in your vehicle and do not walk your child up to the door. **If you have business in the office, please park in the parking lot and enter through the front doors.**
- If your child arrives after 8:15, **you will need to come to the office and sign them in** so that they are not marked absent for the day. Truancy procedures are followed in our school district.

## **Pick Up**

- Please pick up your child **promptly at 3:35** as we have regular meetings after school to attend.
- Please do not park in front of the building because buses will be in the front of the school.
- Please be mindful of our paraprofessionals who are assisting students to cross safely.
- Driving slow, staying in a line and not passing other cars along the building, and being patient is important. Have your child cross only at a crosswalk. Please pull over to the curb to allow your child to safely enter/exit your vehicle.
- If you are walking to pick up your child, please wait outside by door D to alleviate a distraction to the learning environment.

## **Midday Pick Up/Drop Off for 4K Students**

- Parents picking up their child at 11:15 should park in the front parking lot and wait outside the front doors on the sidewalk for their child. The teacher will bring students out as soon as they are dismissed. If the weather is bad you could also wait in your vehicle until you see the teacher walking out with the bus students.
- Parents dropping off their child at 12:30 should wait outside on the sidewalk by the front doors. The teacher will come out to get the students.
- Please be mindful of the buses pulling up in front of the building so that you are not parked in the bus loading zone.
- Due to safety concerns, we ask that you do wait outside the building for your child's classroom teacher. In addition, please say "goodbye" to your child by the doors so we don't have people walking around the building.
- Parents dropping off their 4K student at 8:15 should follow the morning procedures for all students. Parents picking up their child at 3:35 should also follow the afternoon procedures for all students.

**The first week of school will be hectic until everyone gets used to the procedures. Please be patient. Thank you.**



## VISITORS

**All visitors must report to the main office:** Visitors will be asked to sign in and will be issued a visitor's badge.

**Parents & Students Bringing in Items:** Parents bringing in forgotten items should leave those items with the office. Staff will contact the student to pick up the item in the office.

**Treats:** Treats for special occasions are always fun for students. However, due to allergies, please do not send in homemade treats. When treats are sent to school, please provide packaging details. Please drop off the item in the office and a staff member will bring it to the classroom.

We ask that parents and students do not bring in large items such as balloons/flowers for celebrations such as birthdays, Sweetest Day, etc. These items can be a distraction to the academic setting and an interruption to the day for students. We thank you for following this request and ask that you celebrate these days with your child at home.

## GENERAL INFORMATION, PROCEDURES, RULES, SAFETY, AND SECURITY

**Drills:** Students/staff will be expected to participate in safety drills throughout the year.

- Fire drill
- Safety lockdown drills
- Tornado drills
- Evacuation drill

**Cell Phones/ Electronic Devices:** Cell phones/electronic devices are **not allowed** in the classroom. There is a phone in the office the students can use with a pass from a teacher. Students should keep their phones in their locker. Students are not allowed to use their cell phones/electronic devices for phone calls, texting, picture taking, taking videos, or for using any apps for the purpose of communicating with people on or off campus. School officials reserve the right to ban cell phone use for violations or potential interruptions in the education process.

### **Guidelines:**

- Students may use the device until 8:15 a.m. and again at 3:35 p.m.
- All devices need to be turned off and kept in lockers
- Minor instances of unauthorized use will be handled as follows:
- First offence: Teacher takes phone and keeps it until the end of the day
- Second offence: Teacher takes phone to the office where it will stay until parent/guardian is able to pick it up

### **Students who call home when ill must do so from the health office.**

**Device Pictures and/or video:** Students may not at any time take pictures or video on any device. An office referral will be served for any violation.

**Video Surveillance:** Cameras are used throughout the building and on school grounds for your safety. They are monitored throughout the school day.

**Bullying and Harassment:** All students have a right to work and learn in a positive and safe school environment. Therefore, the school will not tolerate any behavior that interferes with a student's or staff member's school performance or creates an intimidating, hostile, or offensive school environment. This includes but is not limited to: verbal abuse or name calling, written or graphic references or gestures that threaten or "put down" others, sexual harassment, gang-related activity, threats, and/or actual physical assault.

Students' home and personal Internet use can have an impact on the school and other students. If a student's personal electronic expression – such as a threatening message to another student or a violent Website – creates a likelihood of disruption of the school's operations, students may face school discipline and criminal penalties. Concerns regarding bullying and harassing behaviors should be reported to a counselor or administrator as soon as possible.

A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength  
(<http://www.violencepreventionworks.org/public/index.page>).

Bullying is considered a major behavior and will be handled by office staff. For more information on bullying, please see Board Policy [#411.1](#).

For more information on classroom conduct, please see Board Policy [#443](#).

**Fighting and Physical Horseplay:** Pushing, shoving, hitting, kicking or any other act of physical aggression is strictly prohibited. Planning to or threatening to harm another will also result in disciplinary action and could also result in a referral to the police.

**Plagiarism/Cheating:** Plagiarism and cheating are against Lakewood Way rules/procedures. If a student has plagiarized or cheated on an assignment/test, possible consequences may be given to the student.

- Redoing an assignment
- Not receiving credit
- Parent contact
- Detention
- Suspension (in or out of school)

Issues with plagiarism and cheating may be handled at the classroom level and/or at the administrative level.

**Illegal Substances:** Possession and/or use of illegal drugs or drug paraphernalia is strictly prohibited by school rules and state law. Possession of or use of alcohol is also prohibited. Failure to abide by the law will result in school consequences and police involvement.



**Tobacco/Cigarette/E-Cigarette:** Use of tobacco products anywhere on school property is subject to a citation. Anyone under 18 in possession of tobacco is subject to a citation. E-cigarettes, vape pens, etc. are not allowed on school grounds at any time. Students found in possession or use will result in disciplinary action and could include police involvement.

**False Alarms or Bomb Threats:** Students will not set off false fire alarms, make false bomb threats, or false 911 calls. Students doing so will result in disciplinary action and could include police involvement.

For more information code of classroom conduct, please see Board Policy [#443.5](#).

**Lockers:** Students are responsible for the condition of their locker. It is important for middle school students not to share their locker combination with anyone. They must keep lockers locked at all times and may not share a locker with another student unless a partner has been assigned by the office personnel. Lakewood is not responsible for the security of a student's locker or its contents. **Therefore, please do not bring valuables to school.**

**Searches of Personal Property:** In the interest of health, safety, and security of all, Lakewood School officials reserve the right to search any personal property, including, but not limited to lockers, persons, bags, and other personal belongings brought on to school district property.

For more information on student search activities, please see Board Policy [#446](#).

**School Closures:** In the event of inclement weather and the students cannot be transported to school safely the school will close for the day. Families will be notified through “Skyward's Alert Now” system, it will also be announced on major television and radio stations.

In the event of school closing early, due to an emergency situation, after the school day has begun students will be sent home as usual; walkers will walk and bus riders will go home on the same routes.

**Student ID Cards:** Students will be given ID cards at the beginning of the school year. Middle school students will be required to show their card for admission to activities, such as school dances at other schools, throughout the year. Students who lose their ID card must pay a \$1.00 replacement fee.

**Bus Stops and Routes:** Busing is an option for all students within the Lakewood boundaries.

- Students will be picked up and dropped off at designated bus stops only.
- Children may be allowed to get off at another bus stop on their regular bus route if they bring a signed note requesting the change from their parent/guardian.
- Students may only ride the bus they are assigned to. In circumstances concerning before or after school care a note must be provided. The office should be contacted for any busing changes.
- Bus riders and drivers are asked to report any misconduct to administration. Students will be warned orally. If the misbehavior is of a serious nature parents will be contacted. Continual infractions of these rules could result in suspension of riding privileges.

For more information on student conduct on school buses, please see Board Policy [#443.2](#).

**Field Trips:** Permissions slips signed by a parent/guardian are required before a student leaves on a field trip. A student exhibiting inconsistent behavior may be excluded, or a chaperone may be mandatory, per administration.

All students must ride the bus to the locations, but may ride home with a family member. All family members that would like to chaperone must have a background check done through the school. Chaperones will not bring siblings along on field trips because their responsibility lies solely with the students in their care.

**Directory Information:** Information about students cannot be released unless schools have parent's consent. However, information defined as directory information may be given to a newspaper reporter covering a school event.

Parents can refuse to let any of this information be designated as directory information. Directory information includes:

- The student's name and age
- Participation in activities
- Awards received

If you object to the release of any of the items listed, please notify the front office in writing. Your letter will be attached to your student's records and will prevent any release of information about your child. This must be done within 14 days following registration of the student and annually thereafter.

**Rights of Divorced Parents:** Occasionally we get requests from a non custodial parent to provide copies of child's progress. In addition, non-custodial parents also come to pick up their children. If your divorce decree does not allow visitation rights or rights to information about your child, please notify school administration in writing with copies of the appropriate court documents specifying the restrictions imposed on the non-custodial parent.

**Library:** The library contains many forms of print and non-print material and provides a variety of services to students and faculty. Students are welcome to use library materials for assigned work, browsing or leisure reading. Materials may be used in the library and/or checked out for classroom or home use.

Students are expected to treat the library materials in the proper manner. All materials must be checked out at the circulation desk. If materials are damaged or not returned a fee will incur. If the book is found and returned within the same school year, the student will receive a full refund.

**Asbestos Notification:** As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and develop a plan of management for all asbestos containing building materials. Lakewood has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of law. As a matter of policy, Lakewood shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation all building (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling asbestos located within its buildings safely and responsibly. Furthermore, Lakewood has completed its 3-year re-inspection required by AHERA. Lakewood conducted the following with respect to its asbestos containing building materials: continued our Operations and Maintenance Program.

### **LAKWOOD SCHOOL TECHNOLOGY USAGE**

Whether using their own technology or school technology, students are expected to adhere by the expectations of the school and district policies for technology use. **Audio, picture, and video recordings are not permitted on school grounds or on buses. Students in violation of this policy will receive appropriate consequences.**

#### **Statement of Purpose:**

Lakewood teachers and students use technology and Internet-based tools (e.g. Google apps for Education, Online Books, Online Multimedia, etc.) in their classrooms on a regular basis to meet the district's standards and prepare students to live and work in the digital age. These technologies are tools students will use to collaborate with members of the school community and extend learning beyond the classroom. Student access to technology will require responsible, courteous, and legal use. Our goal in providing access to these resources is to enhance the education of our students. It is important that students and parents recognize that information posted on the internet is public and permanent and needs to be appropriate.

**I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored. I understand if I violate this agreement, the district's policies and procedures, or student handbook, I may not be able to use technology or may experience other appropriate consequences. I acknowledge that my communications while using district technology is neither private nor confidential.**

#### **Terms of Agreement:**

- I agree to follow teacher/building/district instructions when using technology
- I agree to using technology carefully, productively, appropriately and primarily for school-related purposes.
- I agree to be polite, considerate, and to use appropriate language.
- I agree never to use technology to bully, abuse, harm or frighten others
- I agree to tell an adult if I read, see, access something inappropriate or I witness inappropriate use of technology
- I agree not to interfere or circumvent any filter or security measure.
- I agree to use technology responsibly and to conserve district resources, such as server space, bandwidth, and printing capacity
- I agree not to share my passwords, except with my teacher or parent/guardian
- I agree that I will not post personal information belonging to myself or another person
- I agree to adhere to copyright laws and license and terms of use arguments.

#### **Violations of Acceptable Use Policy may result in:**

- Notification to parents

- Charge for damage, such as broken keys, screens, charger cords, etc., due to misuse
- Suspension of computer privileges
- Detention, suspension, expulsion from school and/or school-related activities
- Legal action and/or prosecution

For more information on acceptable, safe, and responsible use of technology resources, please see Board Policy [#363.2](#).

## ATTENDANCE

**Guidelines:** Attending school is a state law. When a student has unexcused absences exceeding five in a school semester or has ten excused absences in a school year, he or she is subject to the habitual truancy process under state statute 118.15 and 118.16. Per law, a student/parent conference will be conducted to complete the necessary paperwork and said paperwork will be submitted to the Department of Human Services.

For more information on student attendance, please see Board Policy [#431](#).

- An unexcused absence for any part of the day may count as one full day missed in relation to truancy laws.
- A parent may excuse a child up to 10 days in a school year.

**Truancy Citations:** A truancy or habitual truancy ticket may be issued to a student and/or a parent for failure to attend school and violations of truancy laws.

**Excused Absences:** An excused absence is defined as the following examples listed below.

- A physical or mental condition that prohibits the student from attending school. The school attendance officer may request a written statement from a licensed medical professional in Wisconsin as sufficient proof of the physical or mental condition of the child.
- Pre-arranged parental excused absence. A parent may only excuse their child for up to 10 days in a school year.
- Emergency (Students may be excused because of an emergency or other family responsibility as deemed appropriate by the school's attendance officer.)
- Obtaining religious instruction or religious holiday.
- Suspensions, expulsions, or school board approved programming.
- If a student is absent, a parent or guardian should contact the school office at 262.877.2148 and notify the school that their student will not be attending that day. An excuse can be given over the phone at this time. If calling before 7:00 a.m., a voicemail can be left with the student's name, reason for absence, and duration of the absence.
- If the office is not contacted about the student absence by 8:15 a.m., a Skyward alert message will be sent to contact a parent/guardian to confirm the student's absence. Once you receive this message, please contact the school office or your child will be marked unexcused for the day.
- Absences not excused within 24 hours from the date of the absence will remain unexcused unless approved by an administrator.

**Unexcused Absences:** Students are unexcused if they meet the following criteria below.

- A parent or guardian has not contacted the school office regarding the absence within 24 hours.
- A student leaves the building for part or all of the day without prior approval from the office.
- A parent or guardian must contact the school office **before** the student is given permission to leave the building.
- Students who are feeling ill must report to the health office to call home before being granted permission to leave school. A staff member must talk to a parent or guardian before granting a student permission to leave due to illness. Students cannot use their cell phone to call home if feeling ill.

**Tardiness or Late Arrival:** A student arriving late to school must report to the office. Late arrivals can only be excused with a note from a licensed medical professional for reasons such as a medical appointment. Chronic tardiness may be considered as habitual truancy.

**Leaving Campus:** Students may not leave school grounds without first signing out in the front office. A note from home or a verbal authorization from a parent, nurse, or administrator must be provided to leave during the school day. A parent must come into the office and sign a student out.

**Prolonged Illness:** When a student is absent for more than 3 days, parents can call and request make-up work to be sent to the office for pick up. Please allow 24 hours for your request to be processed.

**Makeup Work:** Absences do not excuse students from work missed in class. Upon returning to school, students are responsible for making up work.

## **HEALTH**

**School Nurse:** The school nurse is a key person for keeping students safe and well. No appointments or special permissions are needed for the students to see the nurse, other than a pass from their teacher. The hours of the school nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The school must have a way to reach you in an emergency. Please tell the front office immediately about any changes in your work or home addresses/phone numbers. Due to the possibility of illness, or emergencies, and emergency contact is required at registration. A relative, friend, and/or neighbor can serve as the contact. In the event of an emergency and a parent/emergency contact is not available, the school may need to contact 911 for assistance/transportation.

**Screening:** If your child didn't attend 4K they will be screened in Kindergarten. You may request a screening with the nurse.

**Meningococcal Disease:** Meningococcal disease is an acute bacterial infection that can cause death within hours if not recognized and treated in time. The incidence is highest among young children and individuals with defects of their immune system. The disease is spread through contact with infected person's saliva or other respiratory secretions (coughing, sucking on toys). One of the reasons this disease is hard to identify is that it can appear in several different forms. There can be meningitis or septicemia, or a combination of both. Symptoms may appear 2 days after exposure.

**Meningitis Symptoms:** severe headache/backache, stiff or painful neck, sensitivity to light, twitching, and/or convulsions.

**Health Room:** The health room is available to students who are not feeling well or for students that need to take medication during the day. Students need to get a pass from their teacher to go to the health room if they are not feeling well. Any accident or injury should be reported to a teacher or staff member and the health aide.

**Medication:** All medication, prescription and non-prescription needs to be kept in the health room. With proper permission, only inhalers and injectable epinephrine (EPI pens) can be kept with a student. Students who need to take medication at school must follow the guidelines listed below.

- Parents must provide a written request and instructions signed by the child's doctor before prescription medication can be administered at school. This form is available in the front office.
- A written request from parents is required before non-prescription medication, or any dietary supplement, can be administered at school.
- Parents must deliver the medication to the front office. Students may not bring in their own medication.
- Medication must be in the original prescription container.
- Please access Medication Authorization Form [Here](#)

For more information on medication administration procedures, please see Board Policy [#453.4](#).

**Medically Excused from Classes:** Students who need to be excused from classes (i.e. physical education) for medical reasons must have a physician's note on file.

Protect our students who have food allergies with some healthy snack options:  
<https://snacksafely.com/safe-snack-guide/>

**Before and After School Programs:** If your child is enrolled in a before or after school program and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from a parent and/or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in this program.

**Contagious Conditions:** To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chickenpox or pertussis (whooping cough).
- Do not send your child to school with a rash, fever over 100 degrees, diarrhea or vomiting, and keep home 24 hours after fever subsides.

**Head Lice in The School Setting:** All procedures coincide with recommendations from the American Academy of Pediatrics and the National Association of School Nurses.

- A student may be screened for head lice per request by school staff and/or parent.



- Entire classroom screening is no longer performed or allowed due to HIPAA/FERPA regulations, which are federal privacy laws. In addition, notes are not sent home to all children when lice have been found in the classroom for the same reason.
- A parent will need to pick up a student if live lice is found in their hair. Please make sure you have emergency contacts on file.
- Students need to return to school within 24 hours.
- Any student who was found with live lice needs to report to the health office upon return to school with a parent/guardian to ensure they do not have live lice. If lice are found, the student will need to go back home to be treated. This step will be followed until no live lice are found on the scalp.
- A student with only nits (lice eggs) found in the hair, will not be sent home. The parent will be contacted and head lice treatment information will be sent home with student.
- Students who have been determined to have nits, are required to report to the health office upon return to school. The purpose of this visit to ensure that the nits are being removed. The family will be encouraged to continue to remove nits from the child's hair.
- Information will be sent out to families throughout the year as a reminder to check periodically for lice.
- Awareness of social implications that spread head lice is critical for parents to consider. "Selfies" have quickly become one of the number one way that head lice are spread. In addition, sleep-overs, sharing personal items and business places with cloth lounging chairs are generally the ways head lice are spread.
- To provide for your child's special medical or mental health needs it is important to promptly tell the school and school nurse about any new and changing health problems that can cause learning or safety problems at school, if your child is undergoing treatments that affect their immune system, and/or when your child has a health condition need that requires specialized care at school.

### **STUDENT CODE OF CONDUCT**

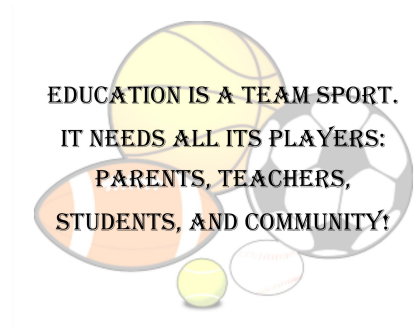
The following information are guidelines for students to use daily. They are not all-inclusive but cover a majority of expectations. These have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, hallways, on school grounds, and at all school functions. All expectations will be publicized, explained, and equitably enforced. Disciplinary actions will be based on severity and frequency of the misbehavior.

**The Lakewood Way:** Guides our behavior and expectations. These core concepts are asked of our students to be safe, respectful, and responsible citizens in the school community.

#### **Character Traits Focused Throughout the Year:**

- Respect - being considerate of others and school property
- Responsibility - taking the initiative to do the right things based on rules/procedures in the student handbook
- Empathy - being kind and compassionate towards others
- Growth Mindset - having a positive attitude
- Conflict Resolution - persevering

**Character Theme:** This year we will focus on a sports theme. Activities/assemblies will relate to developing/fostering good sportsmanship and teamwork.



**Common Language Used with Students:**

- Leave no trace – clean up after yourself
- Body basics – sitting calmly, hands to yourself, eyes tracking the teacher, listening, 0 level voice
- Line basics – students walk on the right side of the hallway, use walking feet, face forward, hands to their side, 0-1 level voice, and be mindful of personal space
- Voice levels – being aware of your voice level in different areas of the building
- Learning zone – respecting the learning occurring throughout the building. When students walk past a classroom they will be reminded of their voice level as to not bother other students while they are working

**Advisory Program:** Students in kindergarten through grade 8 will meet once a month with their cross-grade level advisory group. Children learn best when they feel connected to and valued by the teacher and the school. The advisory program seeks to connect each student to a small, safe group of students and to a caring adult advisor at the purposes of meeting these social and emotional needs.

The mission of the Lakewood Way Advisory Program is to ensure that every student is a member of a small advisement group that is headed by a caring and concerned advisor who becomes the child’s mentor and advocate who leads him/her through a consistent system of guidance.

**Goals of the Advisory Program:**

- To build relationships with students
- Foster strong relationships between faculty/students
- Opportunities for character/team building
- Community resource involvement
- Self-advocacy and independence to prepare for high school
- Improve school environment
- More student ownership of the school, themselves, and our community
- Promote positive behaviors
- Promote appropriate social interaction with students and staff
- Monitor social, emotional, and academic growth

**Learning Environment:** The Lakewood School staff and administration recognize the unique needs of students and strive to create a school climate that is positive, supportive, disciplined, and secure.

**Goals of the Lakewood School Learning Environment:** Following the four C's of 21<sup>st</sup> Century Learning as listed below.

1. COMMUNICATION skills where students have opportunities to share their thoughts, questions, ideas, and solutions.
2. COLLABORATION skills to work together to achieve goals by utilizing areas of expertise.
3. CRITICAL THINKING skills to analyze problems and make connections across disciplines.
4. CREATIVITY skills to take risks through innovative ways.

## LAKWOOD SCHOOL BEHAVIOR INTERVENTION SUPPORT SYSTEM

- Step 1: Discussion with student before referral process
- Step 2: Minor referral(s) - Teacher intervention processing through behavior reflection form (i.e. Think Sheet), parent phone call, documentation through Skyward.
- Step 3: If behavior continues, staff may ask for a student/parent/teacher conference with district administrator and/or school counselor
- **Office Referral:** A major behavior that could result in a detention, suspension, expulsion, and/or contact with police officials. These offenses are documented through Skyward and parents are notified.

<b>Problem Behaviors</b>	<b>Examples of Minor Behaviors</b>	<b>Examples of Major Behaviors</b>
Dishonesty	-Lying to a staff member -Minor theft	-Falsely reporting serious issues (abuse, threats, etc) -Major theft
Cheating/Plagiarism/Forgery	-Copying from a text or another student -Forging parent signature	
Defiance/Insubordination/Disrespect	-Refusal to follow expectations -Talking back	-Leaving the school building
Disruption	-Talking loudly, disrupting class -Purposely making noise with materials	
Property Damage	-Writing on tables, desks, or other property -Misusing classroom supplies	-Vandalism: deliberately causing permanent damage to materials or structure
Inappropriate Language/Gestures	-Disrespectful words or negative comments	-Profanity towards others -Racial slurs and discriminatory words
Fighting or Physical Aggression	-Throwing items -Physical contact not resulting in injury (i.e. spitting)	-Actions with intent to harm others
Bullying/Harassment-Physical, Verbal, Sexual	-Non-verbal/verbal sexual gestures among friends	-Non-verbal/verbal, unwanted sexual gestures -Non-verbal/verbal threat
Weapons/Drugs		-Possession of any weapon -Possession of prohibited substances or paraphernalia
Dress Code/Electronics/Cell Phone/Technology	See handbook	See handbook

**Student Misconduct:** Consequences strive to be consistent, reasonable, age appropriate, fair and based on the severity of the misbehavior.

Consequences that are paired with interventions, re-teaching and guidance offer students an opportunity to connect their misconduct with new learning, and are more likely to result in getting the student re-engaged in the learning process.

At Lakewood, inappropriate behavior is categorized in two ways:

- Minor behavior, which is managed by staff
- Major behavior, which is managed by administration

**Documentation:** All minor and major behaviors are documented in the Skyward system. Families will receive notification via email of such behavior. There may be further communication from the school as well. If you have any questions, please don't hesitate to reach out to your child's teacher.

**General Expectations:**

- Students are expected to be ready and prepared for class.
- Respect others and their property by keeping your hands and feet to yourself.
- Behaviors that prevent others from learning are not permitted.
- Running or spitting on sidewalks and through the school is not allowed.
- Don't litter – Be proud of YOUR school and help keep it neat and clean.
- **Gum** is at the discretion of the teacher and **MUST** be consumed in the classroom. The rest of the school is a "gum free" zone.
- Energy, soda, or coffee drinks (Drinks that are high in caffeine and/or sugar) are not allowed in school. Students may bring a water bottle but only in a plastic container -- no glass please.
- Students should not eat or drink in the hallway.
- No dangerous play, rock, ice or snowball throwing is allowed on school grounds. Playground equipment should be used in a safe and proper manner.
- Quiet and orderly conduct should be used when moving around the school.
- Students are not to leave school grounds during the day for any reason unless a parent signs them out in the office.
- Offensive language or gestures are prohibited.
- Assemblies, cafeteria, hallways, extra curricular activities, and buses have their own set of rules and regulations. Students are expected to follow them.
- Please quietly walk in hallways to respect the learning zones.

**Expectations for Appropriate Dress:** An individual's dress should reflect sensitivity and respect for themselves and others. In order to provide an environment that is safe, healthy and free of disruption, hostility, and distraction the following guidelines have been developed.

- Footwear must be worn. Shoes that damage flooring will not be allowed. The wearing or carrying of outerwear garments (including headwear) will not be permitted in the school. The district administrator may make exceptions to this rule due to a special event/celebration.
- Students will wear safety or special purpose equipment whenever it is required. Any clothing or jewelry that could constitute a safety problem in any class will be prohibited by that instructor.

Clothing, jewelry or other items promoting alcohol, tobacco, or other illegal substances will not be permitted.

- Any clothing or jewelry which is normally identified with a gang or gang related activity (inclusive of gang-related colors if for purposes of gang identification) will not be permitted. Clothing displaying print that is offensive in nature will not be permitted. Offensive print would include words, statements, or graphics referencing sexual activity, profanity, obscenity, violence, or racial/ethnic slurs.
- Net shirts, halter-tops, torn or see-through clothing, and half shirts are not appropriate for a school setting.
- Students are expected to wear clothing which covers their torso.
- Chains or other items that could be used as weapons are not allowed.
- Coats will be stored in student lockers or designated area in the classroom and not worn during the school day.
- Students may not wear pajamas or any type of sleepwear, including bedroom slippers unless it is a school function.
- Shorts and skirts must be longer than the fingertips when arms are extended at sides in a standing position.

***If in the judgment of administration the appearance of a student is distracting, offensive, or disruptive to the educational process or constitutes a health or safety hazard, that student will be asked to correct the problem.***

For more information on student dress, please see Board Policy [#443.1](#).

**Expectations for Assemblies and other Special Events:** The students will be respectful to the presenter(s) and others by demonstrating safe and responsible choices.

- No food or drinks.
- Sit in your classroom/designated area.
- Use the aisles on the bleachers.
- Enter/leave quietly.
- Arrive promptly.
- Keeping hands/feet to self.
- When the MC asks for attention, all movement and talking will stop immediately.
- Show respect to all guests, performers, and fellow students.
- There will be no whistling, yelling, etc. during a program.
- No one is to leave during an assembly without teacher permission.
- Students will be dismissed by an adult in charge at the conclusion of an assembly.

Not following these expectations could result in a staff member asking you to move, be removed from the assembly, be prohibited from attending further assemblies for the year, and/or may receive a more severe discipline if necessary.

**Expectations for Riding the Bus:** Bus rides should be safe and a pleasant experience for everyone. Remember that bus riding is a privilege. Surveillance cameras are used on the buses to monitor student behavior.



- Students will use caution at the bus stop and stay well clear of the bus until it comes to a complete stop.
- Students will get on the bus in an orderly manner and will go directly to a seat. They will remain in their seat while the bus is moving.
- Students will respect the bus and the property of others while riding.
- Students will not eat, drink or smoke on the bus.
- Students will use appropriate, polite, and kind words to the driver and all passengers.
- Students will keep all objects and myself completely inside the bus at all times.
- Students will only open windows if permitted by the bus driver.
- Students will follow any and all requests made by the bus driver.
- Students will assist others, including the driver, whenever there is a need for help.
- Students will do their part to keep noise at reasonable levels, so as not to distract the driver.
- Students will be completely silent at railroad crossings.
- Students will only bring those items on the buses that are required for school activity. Any unusual item will need written permission by the district administrator.
- Students will follow all the bus riding rules and notify the driver/staff member of any unsafe conditions that occur.

Bus riding is a privilege that can be lost through serious or repeated failure to follow the rules. Penalties can include: meeting with the district administrator, conference with the district administrator and notification to parents, assigned seating, loss of riding privileges for three days or more, or permanent loss of riding privileges.

**Expectations for the Cafeteria:**

- Leave no trace by cleaning up your space.
- Follow line basics.
- Food is to be eaten, not thrown.
- Students are expected to stay seated at their table until excused by the supervisor.
- Students should use appropriate, polite, and kind words in a quiet voice.
- No food or drink should be taken from the cafeteria, unless approved by the supervisor. Refrigerated items will not be allowed to be taken out of the cafeteria.

**Expectations for Recess and the Playground:**

- Use appropriate, polite, and kind words.
- Students must remain in designated areas.
- Take turns.
- Respect personal space.
- Leave no trace by returning all equipment.
- Follow outside rules.
- Report any incidents immediately.
- Students will not throw inappropriate objects (i.e. rocks and/or snow).
- There will be no tackling or pushing games allowed.
- Students are expected to use the equipment in the manner for which it was made.
- After recess, students will return to their classroom by following the designated route.
- Students should dress appropriately for the weather.

### **Expectations for the Hallways:**

- Use appropriate, polite, and kind words.
- Leave no trace.
- Keep your lockers or classroom designated area clean.
- Line basics.
- Respectful voice level.
- Students will not run in the hallways.
- Keep to the right and keep your hands and feet to yourself.
- Proceed directly to your destination.

### **ACADEMIC INFORMATION**

***Communication:*** Communication is key to the success of your child. Please make sure you reach out to connect with his/her classroom teacher. To assist, we will be communicating with families in the following ways listed below.

- Phone calls
- Email
- Smores Newsletter (please make sure this is not found in your spam/junk folder)
- Facebook
- Conferences/parent meetings
- Report cards/progress reports
- Student planners

### **Grading Scale:**

- **3 - Meets Grade Level Standard:** The student is proficient in understanding and application of skills.
- **2 - Progressing Toward Grade Level Standard:** The student understands foundational material, but is still working to apply the skills.
- **1 - Not Yet Meeting Grade Level Standard:** The student is working toward understanding the foundational material with support.
- **NE - No Evidence:** The student has not participated enough to show evidence of understanding or application.

Please note that some standards are assessed throughout different trimesters. The report reflects the most recent assessment.

***Classroom Citizenship:*** In addition to your child's academic success we will be providing insight into their citizenship qualities each trimester. These include contributions to the learning environment, listening skills, time management, & responsibility for self and others.

***Student Academic Standards:*** Lakewood curriculum utilizes the Wisconsin Academic Standards.

**School Performance Report:** The school district performance report, based on the Wisconsin Forward Exam is available on the district website.

**Equal Education Opportunity:** No person shall, on the basis of age, disability, marital status, national origin, race, or sex, be subjected to discrimination under an education program or activity administered or authorized by the Board of Education.

For more information on equal educational opportunities, please see Board Policy [#411](#).

**Title I:** Title I is the largest federal aid program for elementary, middle, and high schools. The main benefit of being a Title I School is that the school receives additional funding in order to provide extra educational services for its students. The purpose of Title I is to ensure all children have a fair and significant opportunity to obtain a high quality education.

Title I is based on three important ideas:

1. All students should work toward the same high standards.
2. Local districts, schools, and parents know best what their students need to succeed.
3. Parents are partners in helping all students achieve.

For more information on Title I programming, please see Board Policy [#342.5](#).

**English Language Learners:** Educational and support services will be provided to help English Language Learners acquire language skills that **will** enable them to function successfully in an all-English classroom, and help them meet established academic standards. The degree of curricular and instructional modification or accommodation, the type of support services, and the duration shall be determined individually based on student need.

For more information on services for English language learners, please see Board Policy [#342.7](#).

**Human Growth and Development:** Lakewood has adopted a comprehensive program of health education, which includes topics related to human growth and development. The program may include instruction in physical development, self-esteem, self-concept, interpersonal relationships and decision making. Instruction will be appropriate to each grade level and the maturity of the students. No student shall be required to participate in human growth and development instruction if a parent/guardian submits a written request to the school asking that the student be exempt.

For more information human growth and development instruction, please see Board Policy [#341.31](#).

**State Student Assessment:** Students in grade levels 3-8 participate in the Wisconsin Forward Exam each spring. Parents have a right to opt their children out of state-mandated testing. Please contact the school psychologist to learn more.

For more information on student assessment, please see Board Policy [#346](#).

**Religious Accommodations:** The district provides for the reasonable accommodation of a student's sincerely held religious beliefs. State law permits children to be released from school for religious instruction under the following conditions listed below.

- The student must have written permission from a parent/guardian.
- Students will not miss more than one hour per day and three hours per week of instructional time.

**Special Education Services:** Special education services are available to students with disabilities, including children with disabilities attending private school, regardless of severity of their disabilities. Also available to qualified students **with** identified disabilities under section 504 of the Rehabilitation Act of 1973 are reasonable accommodations. If you suspect your child may be eligible as a child with a disability under either special education or Section 504, please contact the school psychologist.

For more information on programs for students with disabilities, please see Board Policy [#342.1](#). For Section 504, please see Board Policy [#342.8](#).

**Child Nutrition Program:**

Lakewood participates in the USDA child nutrition program for breakfast, lunch and milk programs. Applications and information on eligibility requirements for free or reduced meals are sent home to all families in the mail, provided at registration or by contacting the school office.

For more information on wellness guidelines, please see Board Policy [#458](#).

**Health Services:** To support students' health, safety and academic success Lakewood provides school health services with a part-time nurse, and mental health services in partnership with PSG (Professional Services Group).

**ACTIVITIES AND ATHLETICS**

**Activities:** Lakewood is proud to offer CAFE (Child and Family Enrichment), our before and after-school program. With this program we are able to offer many engaging opportunities for students. An after-school snack is provided and a bus is available to take students to their regular stops.

**Athletics:** Lakewood is committed to providing students with the opportunity to participate in quality athletic programs. To help maintain the quality program that is expected, the coaching staff wants the parents/guardians to know the expectations we have for each player.

Please look over the following rules and ask a coach if you, or your student, have questions about any of these expectations.

**Participation/Tryouts:** In order to participate in a sport at Lakewood, students must have strong attendance {minimum 80% attendance rate), completed assignments and a good behavior record (no more than three minor/major discipline referrals per season).

**Attendance:** A student must attend school for the entire school day in order to participate in a contest, practice or any team-related activity. The only exception to this is a prearranged absence for a medical appointment.

- Players are expected to participate in all practices unless pre-arranged with coach before the end of the school day. If a player is absent from school {excused}, it will not count as a missed practice.
- Players who miss a practice (unexcused} will miss part of the next game. A 2nd unexcused absence would equal more lost playing time. A 3rd missed practice would result in an entire game missed (attendance at game still required}, and a 4th may result in dismissal from the team. Commitment is part of any successful organization. Chronic absenteeism may result in removal from a team.

**Transportation:** Please note that there is **no transportation provided from school** after practices or games. Parents are responsible for picking their students up from games and practices in a timely fashion.

Student athletes must ride the team bus to athletic events at another school and must return to Lakewood on the bus, unless parents sign them out with the coach.

**Behavior:** Players are expected to follow all school rules. Players represent Lakewood at ALL times and their behavior should reflect school and team expectations for behavior, attitude and sportsmanship.

<b>Offense Type</b>	<b>Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
School Disruptions (suspension/detention)	Conference	Loss of game time/Behavior contract	Dismissal
Team Disruptions	Conference	Loss of game time/Behavior contract	Dismissal

Eligibility will be checked on a weekly basis. Students must maintain up to date academic work at all times. Students ineligible for more than two weeks will be removed from the extracurricular activity for the remainder of the season.

Students are required to have a physical prior to participation in any school sponsored practice or contest. The purpose of the physical is to determine the child's fitness for the rigorous exercise imposed by participation in athletics. The physical will be valid for a two-year duration. In addition, the student must return a signed concussion and head injury information sheet. No student will be allowed to participate in any school sponsored practice or contest without the physical signed by the examining physician and the concussion form.

**After School Programs:** Lakewood sponsors after school athletic events and evening programs on a regular basis.

- Students in grades 5-8 may attend basketball games without adult supervision if they return a permission slip for **EACH** game by 12:00 p.m. on game day and are picked up by 6:30 p.m. Slips can be picked up at school or printed from the website.
- Any child 9 years of age and under must stay with an accompanying adult at all times.
- Students whose behavior is considered unacceptable by the chaperones at any event will not be allowed, as a spectator, to attend any future athletic event in which Lakewood is a participant for a time to be determined.

- Students who are not in attendance during the school day are not permitted to attend after school programs.
- **Please Access the Athletic Forms Packet [Here](#)**

For more information on extracurricular activities including athletics, please see Board Policy [#370](#).

### **Non-Discrimination Statement**

The Twin Lakes No 4 School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the District.



*Thank you for taking the time to review this handbook. The staff at Lakewood is looking forward to an inspiring year!*

2018-2019  
**LAKESWOOD SCHOOL CALENDAR**  
 Twin Lakes School Dist. #4



**LEGEND**

4K	4K No School
First/Last Day of School	
NS	No School
P/T	Parent/Teacher Conferences
R	Registration Day
ER	Early Release
TE	Trimester Ends
TIS	Teacher In-Service Day

**AUGUST**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
TIS	TIS	TIS	TIS/OH	31

**SEPTEMBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	4K
17	18	19	20	21
24	25	26	27	TIS

**OCTOBER**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	4K
15	16	17	18	19
22	23	24	TIS	NS
29	30	31		

**NOVEMBER**

M	T	W	T	F
			1	2
5	6	7	8	4K
12	13	14	15	16
P/T	P/T	NS	NS	NS
TIS	27	28	29	30

**DECEMBER**

M	T	W	T	F
3	4	5	6	4K
10	11	12	13	14
17	18	19	20	4K
NS	NS	NS	NS	NS
NS				

**JANUARY**

M	T	W	T	F
	NS	2	3	4
7	8	9	10	4K
14	15	16	17	18
21	22	23	24	TIS
28	29	30	31	

**FEBRUARY**

M	T	W	T	F
				1
4	5	6	7	4K
11	12	13	14	15
TIS	19	20	21	4K
25	26	27	28	

**MARCH**

M	T	W	T	F
				1
4	5	6	7	4K
11	12	13	14	15
18	19	P/T	P/T	TIS
NS	NS	NS	NS	NS

**APRIL**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	4K
15	16	17	ER	NS
NS	23	24	25	26
29	30			

**MAY**

M	T	W	T	F
		1	2	4K
TIS	7	8	9	10
13	14	15	16	4K
20	21	22	23	24
NS	28	29	30	31

**JUNE**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

- July 30- Summer School
- Aug 17 Summer School
- Aug 9 New Student Registration 1 - 7 pm
- Aug 30 Open House 6-7 pm
- Sept 4 First Day of School
- Sept 14 NO 4K
- Sept 28 NO SCHOOL - Teacher In-Service
- Oct 12 NO 4K
- Oct 25 NO SCHOOL - Teacher In-Service
- Oct 26 NO SCHOOL
- Nov 9 NO 4K
- Nov 19 Parent Teacher Conferences 4:30 - 8:00 pm
- Nov 20 Parent Teacher Conferences 4:30 - 8:00 pm
- Nov 21 NO SCHOOL - Thanksgiving Break
- Nov 22 NO SCHOOL - Thanksgiving Break
- Nov 23 NO SCHOOL - Thanksgiving Break
- Nov 26 NO SCHOOL - Teacher In-Service
- Nov 30 First Trimester Ends
- Dec 7 NO 4K
- Dec 21 NO 4K
- Dec 24 Winter Break Begins
- Jan 2 School Resumes
- Jan 11 NO 4K
- Jan 25 NO SCHOOL - Teacher In-Service
- Feb 8 NO 4K
- Feb 18 NO SCHOOL - Teacher In-Service
- Feb 22 NO 4K
- Mar 1 Second Trimester Ends
- Mar 8 NO 4K
- Mar 20 Parent Teacher Conferences 4:30 - 8:00 pm
- Mar 21 Parent Teacher Conferences 4:30 - 8:00 pm
- Mar 22 NO SCHOOL - Teacher In-Service
- Mar 25 Spring Break Begins
- Apr 1 School Resumes
- Apr 12 NO 4K
- Apr 18 Early Release (11:30 am) / Grandparents Day
- Apr 19 NO SCHOOL
- Apr 22 NO SCHOOL
- May 3 NO 4K
- May 6 NO SCHOOL - Teacher In-Service
- May 17 NO 4K
- May 27 NO SCHOOL - Memorial Day
- June 7 Early Release (11:30 am) / NO 4K

