

**Parent and Student**

**Handbook & Calendars**

**Mountain View Academy Charter School**

45 S. Moss Street

Lowell, Oregon 97452

**Phone:** (541) 735 – 1709

**Office Hours:**

Monday – Thursday 7:30a.m. – 3:30p.m.

**Website**:

www.mtviewacademy.com

**SCHOOL MISSION:**

Providing a quality learning environment through small class sizes, family involvement, and enriching the community.  Classes will be capped at 16 students, parents are expected to volunteer, character training is part of our core curriculum, and students are grouped in classes based on knowledge and ability instead of age.

**ABOUT THE SCHOOL:**

Like most public charter schools in Oregon, MVA receives only 80% of the state funding provided to regular public schools. Despite this shortfall, we deliver an unparalleled educational experience to our students by retaining the best teachers, creatively operating our facilities, and managing our budget. We also count on the families within our program to operate successfully and provide an exceptional learning environment.

Mountain View Academy is a charter school that focuses on character education and is academically driven. We are unique in that we offer small class sizes and operate on a 4-day school week, with one Friday per month being reserved for field trips. To bridge the financial gap, between charter schools and state funding, we need families to volunteer on a consistent basis.

The school is a non-profit corporation, sponsored by the Lowell School District. Mountain View Academy has its own board of directors, who are responsible for upholding the mission and vision of the school as well as providing stewardship to the school in the areas of finance, management, legal and contractual requirements. The MVA Board of Directors meets monthly at 7:00 p.m., usually on the 4th Tuesday of each month. Exact meeting times and dates are posted on the school’s website calendar. All board meetings are open to the public and time for public comment is provided at the beginning of every meeting.

**Sponsoring School District**

Lowell School District #71

65 S. Pioneer Street

Lowell, OR 97452

(541) 937-2105

*Mountain View Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and*

*activities generally accorded or made available to students of the school.  It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.*

**Table of Contents:**

**General Information:**

Sponsoring School District……………………………………………. 2

Staff Directory …..………………………………………………………. 4

MVA Board of Directors……………………………………………….. 4

**Mountain View Academy Charter:**

Activity Fee Procedure…………………………………………………. 5

Admission & Enrollment Procedure……………………………….. 5-6

Attendance.….………………………………..…………………………. 7-8

Background Check.……………….……………………….…………… 8

Back to School Orientation …………………………………………… 8

Behavior Protocol ………………………………………………….… 9-10

Bus Behavior Expectations …………………………………………. 10

Cell Phone Protocol …………………………………………………… 11

Chaperone Guidelines ……………………………………………….. 12

Character Education …………………………………………………. 12

Communication.……………………………………………………….. 13

Complaint Procedure………………………………………………….. 13-14

Dress Code ……………………………………………………………… 14

Field Trips ………………………………………………………………. 15

Homework ……………………………………………………………… 15-16

Illness ……………………………………………………………………. 16

Inclement Weather …………………………………………………... 17

Lost & Found ………………………………………………………….. 17

Medication Administration …………………………………………. 17

Safety Procedures …………………………………………………….. 17-18

\*Re-unification plan\* ………………………………………………. 18

Volunteers …………………………………………………………….. 18-19

Volunteer Code of Conduct …………………………………………. 20

Volunteer Confidentiality Agreement …………………………….. 21

Washington D.C. information ……………………………………... 22

Pre-Kindergarten program information ………………….…….… 22-23

Year at a glance calendar ………………………………………….…. 24

Monthly calendars …………………………………………………..… 25-36

**Mountain View Academy – Directors**

Director Jessica Cardwell  jessica@mtviewacademy.org

Director Laurie Cardwell laurie@mtviewacademy.org

**Mountain View Academy Staff**

Kindergarten Kayla Devereaux   kaylad@mtviewacademy.org

First Grade Shantele Lewellen [shantele@mtviewacdemy.org](mailto:shantele@mtviewacdemy.org)

First Grade sub Jessica Bahen [jessicab@mtviewacademy.org](mailto:jessicab@mtviewacademy.org)

Second Grade Emily Roper emily@mtviewacademy.org

Third Grade Nikki Bevans nikki@mtviewacademy.org

Fourth Grade Carmen Trimble carmen@mtviewacademy.org

Fifth Grade Sarah Friedel sarah@mtviewacadmy.org

Sixth Grade Taylor Smith taylor@mtviewacademy.org

Seventh Grade Rob Miles rob@mtviewacademy.org

Eighth Grade Rachel Walker rachel@mtviewacademy.org

Executive Asst. Kelly Harris           kelly@mtviewacademy.org

Educational Asst. Dana Smith [dana@mtviewacademy.org](mailto:dana@mtviewacademy.org)

Educational Asst. Amanda Corwin [amanda@mtviewacademy.org](mailto:amanda@mtviewacademy.org)

Educational Asst. Tiana Biancalana [tiana@mtviewacademy.org](mailto:tiana@mtviewacademy.org)

Educational Asst. Mercedes Cooper mercedes@mtviewacademy.org

**Timberwolves Academy:**

PreK Teacher Jessica McCart [jessicagm@mtviewacademy.org](mailto:jessicagm@mtviewacademy.org)

PreK Teacher Bronte Erlei bronte@mtviewacademy.org

**Board of Directors**

Board President Julie Valencia juliev@mtviewacademy.org

Vice President Beau Garner beaug@mtviewacademy.org

Board Member Stephanie Johnson stephaniej@mtviewacademy.org

Board Member Stacey Kelso staceyk@mtviewacaademy.org

Board Member Rita Fischer ritaf@mtviewacademy.org

**Activity Fee Procedures:**

1. The activity fee is $250.00 per student, per school year, in grades Pre-K through 8th. $50 of the activity fee is due with the student’s registration in February and is nonrefundable unless the applicant is placed on the waiting list.
2. The remaining activity fee – for PreK through 8th grade - is due by the first day of school. The activity fee can be paid in full before the first day of school or the applicant may elect to sign up for electronic payments to be made on the 1st or 15th of each month, starting in March. The minimum payment each month is $50, unless extenuating circumstances warrant prior approval by the Board of Directors.

a. Families with multiple students can have an extended payment plan, not to exceed December 31st.

1. A reimbursement of activity fee money must be requested and presented to the Board of Directors for approval.  Reimbursements will only be granted at a 50% reimbursement rate. No reimbursements will be granted after January 1st.
2. Students will be excluded from activities if these fees are not paid in full by the first day of school in September, unless prior arrangements were made and approved by the Board of Directors.
3. Mid-year activity and enrollment fees- When a student joins mid-year, no matter what time of year you join, there is a $50 fee assessed and then $25 per month fee, up to $250 total.

**Supplies:**

Each year the school assesses an activity fee for each student. These fees are used to help cover local field trip expenses, supplies for students, consumable supplies, supplies for art, music, P.E., science, math classes, and some classroom projects. Fees do not cover non-consumables such as pencil sharpeners, staplers, scissors, calculators, timers, some classroom projects, and some field trips.

“YOUR FAIR SHARE” per student is $250. Fees are due by the first day of school. The fees will be used for budgeted items that the law allows ORS 339.147; ORS 339.155(4) (5). Please note these fees are non-refundable after January 1. Prior to January 1, fees may be refunded at 50% upon written request to the MVA school board. As mentioned above, these fees are an important part of our school budget. We depend on them, not only for basic supplies that benefit our students on a daily basis, but they also directly contribute to enhancements that enrich our program. Please contact our Executive Assistant if you desire a payment plan. Any extension past the due date, must be approved by our board.

**Admission & Enrollment Procedure:**

* Mountain View Academy Charter School is open to all students who apply and complete all admission and registration requirements. The Charter School is operated by the Mountain View Academy School Board and does not discriminate on the basis of religion, race, gender, national or ethnic origin, income level, disability, proficiency in the English language or athletic ability. Mountain View Academy awards all students the rights, privileges, programs, and activities generally accorded to or made available to students enrolled in our Charter School.

* Admission means that the student has been enrolled through the registration process; successfully completed the lottery process; has completed placement testing; and has been formally accepted as a student by Mountain View Academy Charter School. Parents/guardians must accept the offer of enrollment and are given 24 hours to accept/decline.  Enrollment preference shall be given to:

(1) Currently enrolled students – Pre-Kindergarten through 7th grade.

(2) Siblings of currently enrolled students and staff children.

(3) New applicants.

**Twin Policy:**

Families applying for enrollment of twins for the same class must complete two, separate applications. Each application will be entered in the lottery process as individual students but with the indication that the student has a twin also applying for the same class.

* + 1. During the lottery process, if one of the twins is chosen, the second twin will be placed on the lottery list immediately after the first twin’s name.
    2. If one twin is chosen as the 16th student in the class, the Board of Director’s has the ability to open up a 17th spot in the class for the second twin.
    3. In the event that a set of twins is placed on the waitlist and a spot becomes available in a PreK – 8th grade class, both students will be enrolled, increasing the cap to 17.

These preferences apply only during the enrollment window.

* Should the Charter School receive fewer applications than the maximum number of students allowed, the Charter School will allow parents to apply on a first come first serve basis.  Students may be placed on a waiting list in order received.

**Registration and admission procedures for new students:**

1. Applications & registration packets must be completed and turned in during the enrollment window of February 1-15th to have their name placed into the lottery process. The $50.00 registration fee must be included with the packet to be eligible for the lottery.
2. Parents of newly enrolled students will be contacted, student tested, and placed accordingly.

Taking into consideration the unique program at our school, the child’s past educational background, and the results of the tests administered, the administrator will make a determination for the grade placement of the child (kindergarten to be the exception).  The parents have the choice to accept the placement as offered or consider another school to meet their child’s educational needs*.*

**Registration and admission procedures for returning students:**

1. Returning students must complete and turn in a registration packet each year during the enrollment window of February 1-15th to have their child re-enrolled. The $50.00 registration fee must be included with the packet to secure their enrollment.  If returning students fail to enroll within the designated time frame at the school office, they will forfeit their continual enrollment position.

**Filling vacancies during the school year:**

1. Vacancies are filled according to the wait list.  Wait lists are determined first by the lottery process, then additional names are added to the bottom of the wait list as new applications are received throughout the school year.
2. In the event there is not an applicant available on the current year’s wait list, we will draw from the next school year wait list to fill the vacancy. This could only occur after February 16th.  Otherwise, the position will remain open.

**Attendance**

Regular school attendance is required by law and is a critical factor for academic success. Consistent school attendance and school work completion lead to academic success. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis. Students are expected to take an active role in ensuring that they arrive punctually to school each day.  Doors open at 7:50 a.m.  Students are expected to be in their seats and ready to learn by 8:00 a.m.  Our first class begins at 8:05. Students arriving to school after 8:05am will need to check in at the office. School adjourns at 2:55 p.m.  No student is permitted to leave school grounds at any time during the school day without written permission from the parent or guardian, with the exception of those who attend band class at the high school.  Teachers may also take students to the high school for play practice. On most Fridays, MVA is not in session UNLESS it is a field trip day.

**Unexcused Absences:**

An *unexcused absence* is when children miss school for reasons not accepted by the school. Some reasons for unexcused absences are:

* Staying home to take care of or visit with family members
* Missing the school bus
* Working at a job
* Sleeping too late

**Excused Absence:**

We know children have valid reasons to be absent. This is called an *excused absence*. Parents must tell the school when their child is going to be absent. This makes it an excused absence. Some reasons for an excused absence are:

* Child’s illness or injury
* Family emergency
* Death of a family member
* Doctor or dental appointment that cannot be schedule before or after school or on a Friday.
* Religious holidays

**Student is LATE**:

1 – parent is requested to sign student in at the office with a reason given.

2 – Student’s lunch choice will be taken by the office.

**Student is ABSENT**:

If **calling**:

1 – Contact the office phone at (541) 735-1709 (voicemail is available 24 hours/day)

2 – Give your name, telephone number, student name, grade, and reason for absence.

3 – Confirm whether or not you have notified the teacher as well.

If **emailing**:

1 – Contact the teacher (email addresses are listed on the 4th page & on the school website.)

2 – Put “ATTENDANCE” in the subject line. Give student name, grade, and reason for absence.

3 – CC the secretary at [Kelly@mtviewacademy.org](mailto:Kelly@mtviewacademy.org).

**Procedure:**

If your student will be absent due to a planned event (i.e. going out of town, doctor’s appointment etc.) you must:

1 – Fill out the Pre-Arranged Absence Form (available in the office or on the parent information wall)

2 – Turn the form into the secretary. Our secretary will make a copy of the form for the teacher.

**Truancy:**

Oregon public schools are required to report student absences and abide by Oregon laws with regards to referring students for non-attendance (truancy). The Lowell School District and Mountain View Academy Charter School contract with Lane ESD to comply with this law. Any student who accumulates eight (8) half days or four (4) full days of absences in any four (4) week period is in violation of Oregon compulsory attendance laws.

**First Letter** – A non-attendance (truancy) letter will be sent out if a student has unexcused absences totaling four (4) full days or eight (8) half days in a four (4) week period.

**Second Letter** – A second, non-attendance (truancy) letter will be sent out after a student has unexcused absences totaling four (4) full days or eight (8) half days in a four (4) week period.

**Third Letter**– A third, non-attendance (truancy) letter will be sent out after a student has unexcused absences totaling four (4) full days or eight (8) half days in a four (4) week period. The letter is delivered by a Lane County Sheriff and fines will follow if the student misses any more days.

**Background Checks**

Mountain View Academy Charter School requires all volunteers to pass a background check to help ensure the safety of all students. Any person wishing to volunteer at MVA must have passed our background check. If another family member – other than parent or guardian - is going to volunteer on campus, they will need to have a completed background check a month prior to volunteering.

**Back to School Orientation**

The Back to School Orientation is held the last week in August, each year. Families will be notified via email (information will be posted on Facebook & our school website too) and we encourage you to join us for this event.  The Back to School Orientation is a way for families to meet teachers, staff, fill out paperwork, and get acquainted with other families within our school community. Families will have the opportunity to meet their child’s teacher, meet with the directors, and find out pertinent information for the school year.

**Behavior Protocol:**

At Mountain View Academy, we believe that every student has the right to a safe and positive environment in which to grow and learn. These guidelines reflect that belief:

**When students are enriching the learning environment they are recognized through one or more of the following avenues:**

**In Class:**

Students are praised/rewarded within their class through clip ups, a “star student”, verbal praise, a special task, an email or phone call home, or sent to the Director’s office to celebrate! Each class has a reward system set up to highlight positive behaviors.

**School Wide:**

All staff members hand out “Star Student” coupons when they see acts of kindness, good decision making, and excellent role modeling. Classroom teachers give “Star students” to students who are not in their own class when they see exemplary behavior.  These are entered into a drawing for prizes.

**Red tickets** are handed out to students who demonstrate the character trait we are learning that month and these are entered into a school wide drawing once a month. This drawing happens at our morning meeting.

**Student of the Month:**

Each classroom teacher also submits a student of the month nomination.  This is a student who best reflects the character trait of the month or has been demonstrating great character all month. The Student of the Month is honored monthly at our morning meeting assembly and on Facebook.

**Mountain View Academy takes pride in teaching and implementing character education with Character First curriculum from Strata Leadership and positive behavior reinforcement.  In the event that a student needs to be reprimanded, students can expect the following:**

**Minor behavior infraction** – clipping down, loss of recess minutes and/or a meeting with the teacher. These may include: Noise making, littering, off task, misusing or wasting materials, losing control of their body, speaking out, not following directions, or not turning in work.

\***Major behavior infraction** – write up, meeting with the Director and a phone call home. For a major infraction, a teacher will work with the parent to assign a logical consequence. Major infractions may include: yelling, slamming, kicking, throwing, inappropriate language, defiance (arguing/uncooperative behavior), teasing, vandalism, repeated minor infractions, endangering other students, plagiarism, cheating, lying, stealing, bullying, etc. *If a student receives a write up – they are no longer eligible to attend the Overnight Field Trip/Outdoor School experience.*

If the student continues to act out and the classroom environment is being negatively impacted, the student is removed from the classroom. The Director will assign an appropriate consequence and contact the parent.

* **Before 2:00**: student sent home; parents will be expected to meet with the Director upon pick-up.
* **After 2:00:** student waits in the office until end of the day; parents will be expected to meet with the Director upon pick-up.

Student behaviors that are above and beyond a major infraction will result in suspension or expulsion. Mountain View Academy Charter School follows the Lowell School District policy for suspension or expulsion.

Fines will be assigned to parents for vandalism and theft, lost, stolen or damaged school property. Students will also be required to be involved in restitution.

**Student Conflicts**:

Our goal is to provide students with the tools necessary to navigate conflict. When disagreements, arguments, etc. occur during the school day, our staff works with the students to talk through the conflict, think about alternative ways to handle it, and walk them through the steps of an apology (if necessary). While there are consequences for actions, we use these conflicts/disagreements as teachable moments.

**A meaningful apology in 4 steps:** (1) Apologize. (2) Take responsibility. (3) Make amends and let the other person know how you will make it right or do it differently. (4) Ask for forgiveness.

**Bus Behavior Protocol:**

Mountain View Academy students are allowed to use the Lowell School District transportation (buses). This is a privilege and a convenience, and we expect our students to uphold our behavior expectations while on the Lowell School District bus. If they do not, the privilege will be lost.

We expect our students to display the utmost respect when interacting with other students on the bus and the bus driver. We expect our parents to be punctual to pick up and drop off. If a student is not picked up on time from their stop, they will be returned to the school and will be placed in after school care at the rate of $15/hour.

We are a no technology school. However, Lowell School District is not. Students are allowed to use cell phones and gaming devices on the buses to and from school. Inappropriate use of technology will get students written up or removed from the bus.

**Bus expectations**: students will sit in their seat (assigned or otherwise), facing forward. They will not stand, kneel, change seats during the route, climb over the seat, or engage in name calling or teasing. Students will not be in the aisle, touch the belongings of other students, and will keep their voices at a low level. If students choose to disobey the expectations set by the bus drivers, they will be written up and will receive a bus referral.

**1st Bus referral**: Suspended from the bus for 1 week.

**2nd Bus referral**: Suspended from the bus for 2 weeks.

**3rd Bus referral**: Off the bus for the remainder of year.

*Bus referrals are considered write ups at MVA and may carry further consequences.*

**Cell phone & Electronics Protocol:**

Mountain View Academy Charter School is not responsible for lost, stolen, or damaged items including cell phones and other electronic devices. Valuables such as iPods, iPads, MP3 players, handheld electronic games, or other expensive items should NOT be brought to school without express permission of teachers or administration.

Students may not use cell phones during the school day or during field trips. If a student chooses to bring a cell phone to school, it is expected to be turned off and stored for safekeeping in their backpack. If a cell phone rings during the school day, the staff member will ask the student to gather their phone & turn it off. This will result in a warning (dependent on number of offenses). If parents need to contact their student at any time during the day, we ask that they call the office 541-735-1709 and we will connect them with their student during a break or passing period. Additionally, students are not to take their phone with them to band. While cell phone use is accepted at the high school, our rules & expectations still apply for all MVA students.

**Mountain View Academy is technology free on field trips!** Digital cameras may be used on field trips with prior permission of teacher & administration.

**Technology disciplinary flowchart:**

**1st offense** – Warning. Student is notified of the warning and puts phone/device away.

**2nd offense** – 2nd Warning. Student picks up phone/device from their teacher at the end of the day.

**3rd offense** – Plan of action. Phone taken and given to the office. Parent contacted and plan of action made, which may include phone being checked in at the office daily or phone/electronic no longer allowed on school grounds or at school events.

*\*In the event that inappropriate use of a cell phone occurs on school grounds, on the bus, or at a school sponsored event, a student may move directly to a plan of action.*

**Chaperone & Non-Chaperone Guidelines:**

We have a few expectations of parents and families that attend field trips with us. Please make sure to read the field trip guidelines for parents attending field trips, either as a chaperone or simply as a parent wanting to be a part of your child’s educational experience.

**Chaperone:**

A chaperone is a parent that has been asked by their child’s teacher or administration to attend a field trip. If you have been asked to be one of our designated chaperones, we are counting on you to be a part of our team while on this trip. Here are a few of our expectations:

* + It is important that you monitor **ALL** of the students in your group.  It is tempting to focus on your own child, but we need you to supervise all of the students that have been assigned to you. Some teachers may elect to split the group into smaller groups (4 or 5 students) and some will choose to stay together as a whole group. Each field trip location has different expectations for us. Get direction from the teacher prior to arriving on location.
  + Stay with the group. Do not wander away from the class and the teacher, unless you have been instructed to do so.
  + Encourage the educational experience. A field trip has the potential to extend classroom learning. Ask the students questions and interact with them.
  + Be a great role model for the students by encouraging attentiveness and direction following.

Chaperones are able to use the field trip as their monthly volunteer hours but only when asked to be a chaperone by the teacher or administration. If a field trip is longer than 3 hours, those hours are not rolled over to the following month. If a field trip is shorter than three hours, your hours are still fulfilled simply by attending the field trip. We do have a few exceptions: our overnight field trip & our end of the year field trip are exceptionally long trips. The overnight field trip fulfills the volunteer hours for the entire year. The end of the year field trip (usually happening in May) fulfills the required hours for May and June.

**Non-chaperone attendance guidelines:**

A parent that is a non-chaperone is someone who was not asked to be the designated chaperone for the field trip but would still like to attend to be a part of their child’s educational experience. You will need to provide your own transportation & will be responsible to pay for entry. Below are expectations we have for non-chaperones attending field trips.

1. Please be aware that your student is part of a group and needs to stay with that group and with their designated chaperone at all times.

2. Please do not ask your child to go with you to look at exhibits.

3. You should follow along with the group and encourage your child to stay with and engage with the group.  You may not be able to stand or sit next to your child during the field trip; sometimes you will need to observe from the perimeter.

4. Please do not bring siblings.

5. Please remember that this field trip is a designated learning experience for MVA students.  It is part of our curriculum.  The teachers need to have the students’ attention and cooperation.

**Parent with sibling(s) attendance guidelines:**

While we absolutely encourage family time, attending a field trip with your family or siblings is not always an option. We will have a few family friendly field trips throughout the year and we will make sure to communicate that in our newsletters or on the field trip form. If you decide you would like to attend a field trip with your student BUT have another sibling or siblings with you, we ask that you refrain from being with the group while on the field trip.

-**If you plan to transport your student home from the field trip**, please let the teacher know via the field trip permission slip. If you miss pick up time at the field trip, you will need to meet the bus back at the school to pick up your child. If you plan to transport another child from the class, the parent of that child will need to send a note/email letting us know that it is okay for that to happen.

**Character Education:**

Our goal is to teach and instill character in each of our students. We use the *Character First* curriculum from Strata Leadership and add activities, lessons from history, community projects, etc. to enrich the curriculum and demonstrate what character looks like in action.

Each month we study a different character trait. At the end of the month, each student will have the opportunity to recite the definition of the character trait and the five, “I wills”. When a student recites all nine, character traits for the school year, they earn a t-shirt!

**At home connection:**

At the beginning of the month, we send home a character sheet. It has the definition and “I wills” on it, as well as various at home connection activities and discussion starters. Our hope is that this sheet would take up a prime spot on your refrigerator and that families would discuss the trait together, highlight people in their lives who demonstrate it, and make connections throughout the month (and hopefully further).

**Communication**

Mountain View Academy believes in open communication.  All parents are welcome to contact the Director and faculty to ask questions and/or make suggestions.  Staff may be reached through the school office, via email or class BLOOMZ.  The school office is open from 7:30 a.m. until 3:30 p.m., Monday- Thursday, for messages.  Any difficulty involving a child with a particular teacher should always be discussed with the teacher first.  Please refer to our complaint policy below.

**Classroom Newsletters** – Each teacher sends home a monthly newsletter. In this newsletter parents can find information on what is being taught, birthdays, the character trait, field trip information, etc.

**Quarterly Newsletters** – the Directors send home a newsletter with each report card. This newsletter includes school-wide information, upcoming events, and celebrates student achievement.

**BLOOMZ** – is the communication app we use at MVA. This is a great way to reach teachers and receive reminders and notifications.

**Complaint Policy:**

The Board of Directors believes that complaints are most effectively resolved when they are handled as close to their origin as possible. Although no community member will be denied the right to petition the Board for redress of a grievance, complaints should go through the proper channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

**Step One: Initiating a Complaint**

Any member of the public who wishes to express a complaint should discuss the matter with the school employee responsible. It is the intent of the school to solve problems and address all complaints as close as possible to their origination.

**Step Two: The Administrator**

If unable to resolve a problem or concern at Step One, then the complainant should work with the administrator to resolve the complaint or concern. The administrator shall investigate the complaint, confer with the complainant and the parties involved. If the discussion with the administrator does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he or she wishes to appeal the decision to the Board, shall file a signed, written complaint with the administrator clearly stating the nature of the complaint and a suggested remedy which initiates Step Three. If a complaint is filed with the Board, the administrator will prepare a written report of his/her findings and conclusion.

**Step Three: The Board**

The written complaint and the administrator’s findings and conclusions shall be submitted to the Board. The Board shall hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and to take such other evidence, as it deems appropriate. Generally, all parties involved, including the school administrator, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statues.

The administrator, before consideration and action by the Board, will investigate any complaint about school personnel. The Board will investigate any complaint about the school administrator. The Board will not hear charges against employees in open session.

While speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system in public session. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

If the complaint alleges violation of the Standards for Oregon Public Schools the Board shall, at the conclusion of the complaint review process, provide the complainant with written notice of the process for directing an appeal to the State Superintendent of Public Instruction. Such an appeal can only be filed after the local complaint procedures have been exhausted or after 45 days of filing the written complaint with the district, whichever first occurs.

**Dress Code**

At Mountain View Academy, we expect our character training to be reflected in the clothing our students wear.  We understand that clothing is a way for students to express individuality, and we encourage this! However, our commitment is to provide a focused, learning environment. Students may wear clothing their parents approve of with the following constraints:

* No plunging necklines or see through tops.
* Hats and hoods can be worn but need to be removed during morning meetings & class periods. During certain field trips, students may be asked to remove hats and hoods, as a sign of respect.
* Spaghetti straps and strapless clothes are not allowed. All tank tops need to have a 1” wide strap.
* All shirts must cover the stomach and lower back.
* Shorts, skirts, and dresses must reach the student’s fingertips (all the way around).
* Holes in pants/shorts must also pass the fingertip test.
* Spandex shorts or cotton legging may not be worn alone as pants.
* Clothing must not expose undergarments
* Shoes/sandals must be worn at all times.
* Clothing must be free of inappropriate words or images.
* Facial coverings must be free of words or images.
* Jewelry must not distract either the wearer or their classmates.

*As an academic institution, our goal is to educate students. Clothing or behaviors that detract or distract from that goal will be adjusted so our students have a quality learning environment.*

**Field Trips**

Once a month (generally on Fridays), Mountain View Academy will go on a field trip. Field trips are counted towards our state mandated, yearly hours. It is important that families make these trips a priority because they are counted as a school day for MVA and the field trips allow us to keep our 4-day school week.

Due to our size, it is rare to send our whole school to the same location. We do try to schedule field trips at similar times to make drop off/pick up more convenient for families but please understand that this is a difficult process and cannot always happen.

Field trip information will be in the monthly newsletter sent home or posted online by each teacher. The week prior to the field trip, we will send home a **Field Trip Fact** sheet. It has all the final details for the field trip and on the bottom, will be the permission slip to be signed and returned by the parent.

For most field trips, teachers will ask for a parent chaperone. The Directors will determine the number of chaperones needed based on the location and requirements set by the field trip location. Chaperones will need to ride the bus with the students and cannot bring siblings. The chaperone will be responsible for a small group of students during the field trip. Please see chaperone guidelines to familiarize yourself with our expectations.

Field trips are a way for parents to meet the monthly, volunteer hours. However, only the chaperone – asked by the teacher or administration – is eligible to receive volunteer hours for a field trip. If you attend as a non-chaperone parent, you are simply joining the educational experience of your student but will not receive volunteer hours. *See Chaperone Guidelines for more information.*

Mountain View Academy field trips are technology free! With the amount of technology students have access to, we feel that we cannot appropriately monitor each and every screen. We want to encourage our students to bring activities, games, books, and to communicate and play with one another. Activities will need to follow bus safety rules and expectations. **All Mountain View Academy field trips are closed to non-MVA students.**

**Homework**

Homework is a fundamental part of our academic program and helps us maintain our 4-day school week.  At Mountain View Academy, homework is not considered “busy work”.   It reinforces the concepts learned in the classroom and is often unfinished work from the class period.  Completing homework on time prepares students for high school and college. It prepares students for entry into the working world, while helping develop strong ethics and personal organizational skills.  Homework is work that should be done independently with minimal assistance from parents, although parents should supervise homework time and check homework for completeness, neatness, and accuracy.  Homework is expected to be completed and turned in to the teacher each day.

**Late work:** In our Kindergarten – 5th grade program, incomplete work may result in student consequences: staying in to finish during recess or other non-educational times & possibly attending Homework Club on Thursday afternoon. Homework Club is an extra support offered from 1:30 – 2:30pm every Thursday and students are provided with a quiet room & educational assistance to complete their work in lieu of electives. **In 5th grade**, the teacher will gradually begin moving them toward our middle school expectations.

**In middle school**, late assignments lose 10% daily (6th grade), 25% daily (7th grade), and 50% daily (8th grade). Assignments are due within the first 5 minutes of the class period to be considered “on time”. Our goal is for students to understand deadlines and manage their time well; this will lead to success in their adult lives. We use organizational planners to teach time management skills and to ensure that there are no “surprise” assignments.

**Excessive Incomplete Work:**

Excessive, incomplete work will result in disciplinary action and a meeting with parents. This may result in loss of privileges and Friday school. Friday school is an educational support offered while MVA is on their monthly field trip.

**Illness:**

Children who are ill must be kept home until they are no longer contagious to other students and staff. Please use the “24-hour rule” when deciding if your student is okay to return to school.

**A student is clear to return to school when:**

1. If your child has a communicable disease, please notify the office immediately, and keep your child home until they are no longer contagious (on antibiotics) for 24 hours. (For strep throat or mono, students need to be symptom free.) For more information on communicable diseases, please see our Comprehensive Communicable Disease Management plan located at https://mtviewacademy.com/wp-content/uploads/2020/07/MVA-Communicable-disease-plan.pdf
2. Students need to be fever-free for 24 hours.  This means having an oral temperature of less than 100.4 degrees *without using medication to lower their temperature*.
3. They must be free of diarrhea and vomiting for 24 hours before returning to school.
4. Students must be free of head lice and nits.  Students will need to be checked by office staff prior to being released to class. If you notice your child has head-lice, please notify the school immediately so we can take necessary precaution within our classrooms.

Students with a runny nose and cough can attend school.  If the cough is unexplained and persistent, we ask that the cough is resolved before returning to school.

All prescription medications must be given to the school secretary in the original packaging, (including instructions) with the student name labeled on the outside.  Prescription medication will be handled by a certified member of our staff.  Please do not send medication with the student but drop it off in the office.

**Homework and illness:** A student who is sick and misses a school day, has an additional day to return the completed work. For example, if a student misses school Tuesday, they have until Thursday to return the homework. If a student misses two days, they will have two days to return their work. If a student misses a Thursday, our hope would be that the student would catch up over the weekend and return to school Monday with all work completed.

We always encourage families to arrange to pick up student work, if their child is sick. Due to our 4-day week, we try to accomplish a lot within our school day, and we do not want students to get behind. The teacher can be contacted directly OR the office can be contacted to arrange for this to happen.

**Inclement Weather**

Mountain View Academy is a part of the Lowell School District.  If the Lowell School District is announced on the news, as delayed or closed, Mountain View Academy is a part of that delay or closure. Administration from all schools assess the roads before conferring to make the delay or cancellation decision at or around 6:15am. While we would like to make the announcement earlier, we must ensure all roads are safe since our students travel from multiple, surrounding cities, and this takes time. Parents will be notified via automated call, our Facebook page, and on local news and radio.

**Lost and Found**

Lost and found is located in an MVA office or in the Lundy office. To avoid having items in the lost and found, we encourage parents to label clothing and lunch boxes. Quarterly, all items in lost and found are placed in the hallway, in a final attempt to find their owner. At the end of each quarter, all items in the lost and found are donated to a local charity. Please make it a regular habit to visit the lost and found to make sure nothing belongs to your student.

**Medication administration at school:**

1.The school does not supply any medication, including aspirin or Tylenol.

2. Band-Aids and ice are always available in the office for injuries.

3. All prescription medications must be stored in the office and dispensed & documented by certified- personnel. Prescriptions must be in their original containers and marked properly with the student’s name, type of medication, and dosage.

**Safety Procedures:**

There are several drills that our staff & students will participate in during the year.  Our staff makes sure to explain the drill, reasons for it, and answer questions that students may have. When we practice a live drill, we expect our students to demonstrate exceptional listening skills and follow the procedures that have been put in place for their safety.

Below are the drills students and staff participate in throughout the year:

-Fire drills (monthly)

-Lock down (randomly throughout the year)

-Evacuation drills (yearly)

- ALICE TRAINING: Our staff receives ALICE Training (Alert, Lockdown, Inform, Counter, Evacuate). Each year, our district participates in ALICE training with the Lane County Sheriff Department, surrounding police departments and first responders.

**Evacuation plan:**

In the event of an emergency evacuation, parents can meet their student at Bridgeway Contracting. Parents will be contacted to pick up their child from 100 North Moss Street (across from Bridgetown Market). In the event that you cannot immediately pick up your student, they will be kept safe with MVA staff until arrangements can be made.

**Communication during an Evacuation**: *Please remember that a lockdown may happen for a variety of reasons and it is a first step - safety procedure. If a traffic stop is made within the Lowell City Limits, a dangerous animal is sighted near the school, or if something is happening at any of the area schools or business within 10 miles, we will go into lockdown.*

In the event of a lockdown or evacuation, we understand that your first priority is to know exactly what is going on & to get to your student. Know that our focus is the safety of our students and staff and a timely reunification. In the event of a lockdown or evacuation (non-drill), we will provide information to families via an automated message. Our 1st point of contact will be to notify you of a lockdown; we will continue to provide information until there has been a safe resolution. From there, we will provide information on reunification, if applicable.

**Our reunification point is Bridgeway Contracting at 100 N. Moss Street**. If, for some reason our unification point changes, we will notify you with the change of location via automated message and will ask that you meet us there.

**Volunteers:**

Volunteers​ ​are​ ​a​ ​wonderful​ ​asset​ ​to​ ​Mountain View Academy Charter School.​ ​Not​ ​only​ ​do​ ​they​ ​lend​ ​a​ ​helping​ ​hand​ ​in​ ​our​ ​classrooms​ ​and school​ ​building,​ ​they​ ​show​ ​students​ ​- through​ ​their​ ​participation​ ​at​ ​school​ - ​that​ ​they​ ​believe​ ​education​ ​is​ ​important.​ ​Mountain View Academy​ ​encourages​ ​every​ ​parent,​ ​guardian,​ ​grandparent,​ ​aunt,​ or ​uncle,​​ ​to​ ​take​ ​a​ ​special​ ​interest​ ​in​ ​the lives​ ​of​ ​MVA ​students.​ ​Volunteers​ ​can​ ​be​ ​mentors​ ​and​ ​tutors​ ​in​ ​the​ ​classroom, ​can​ ​assist​ ​with​ ​facilities​ ​and grounds,​ ​fundraisers,​ ​or​ ​special​ ​events. ​All​ ​persons​ ​volunteering​ ​at​ ​MVA​ ​must​ ​comply with​ ​the​ ​Volunteer​ ​Guidelines.​ ​All​ ​volunteers​ ​must​​ ​pass​ ​a​ ​background​ ​check​ ​and​ ​sign our Privacy​ ​Statement​ ​&​ ​Volunteer​ ​Confidentiality​ ​Agreement​ each time they volunteer on campus. ​

Mountain View Academy relies on day-to-day volunteers to bridge the financial gap. MVA only receives 80% of state funding provided to schools. Therefore, to operate at a successful level, we need volunteers to serve in many areas of our program. For​ ​the​ ​2019-20​ ​school​ ​year,​ ​there​ ​is​ ​an​ ​expectation​ ​that​ ​each​ ​family volunteers​ ​a​ **​minimum​ ​of​ ​ 2 hours per month**.​ ​​​Families​ ​who​ ​are not​ ​able​ ​to​ ​fulfill​ ​the​ ​minimum​ ​hours​ ​will​ ​be​ ​charged​ ​$15​ ​per​ ​unfulfilled​ ​hour, billed monthly.​ ​If​ ​you​ ​know​ ​your​ ​family​ ​will​ ​not​ ​be​ ​able​ ​to​ ​fulfill​ ​your​ ​hour requirements​ ​for​ ​the​ ​2019-20​ ​school​ ​year,​ ​you​ ​may​ ​elect​ ​to​ ​pay​ ​$300​ ​to​ ​cover​ ​your​ ​required​ ​hours​ ​by​ ​September​ ​30,​ ​2019.​ ​​​Other options​ ​include​ ​dividing​ ​the​ ​$300​ ​into​ ​two​ ​payments​ ​due​ ​payable in December & May.​ ​Please​ ​note​ ​that​ ​all​ ​unfulfilled hour​ ​fees​ ​will​ ​be​ ​due​ ​no​ ​later​ ​than​ ​June​ ​1.​ ​​

To​ ​reduce​ ​distractions​ ​and​ ​for​ ​the​ ​safety​ ​of​ ​all​ ​students​ ​at​ ​Mountain View Academy​ ​we​ ​ask​ ​that​ ​non-school​ ​age​ ​children not accompany the volunteer unless approval is given by the MVA office.

**VOLUNTEER​ GUIDELINES:**

* Be on time and reliable for fulfilling volunteer commitments.
* Sign in and out at the school office when volunteering at the school and wear a volunteer name tag at all times when volunteering at Mountain View Academy.
* Dress modestly and appropriately for our school environment. (See dress code)
* Follow the designated schedule for the day to help us accomplish the necessary tasks.
* Volunteers will keep their cell phones off or on silent while volunteering so as to minimize distractions.
* Respect and abide by the confidential nature of anything seen or heard while volunteering.
* Volunteers conduct themselves in a professional and fair manner, without partiality to individual students, including your own.
* Motivate students to work and help them succeed in school.
* Graciously accept direction and correction from staff members.
* Acknowledge the teacher as the authority in the classroom
* Discuss any questions or concerns with the teacher privately, regarding any issues related to a student or classroom.
* Be respectful of the classroom by not disrupting a teacher’s instructional time or student’s learning.
* Arrange for a replacement in the event the volunteer cannot meet their scheduled obligation.

Under​ ​**NO​ ​CIRCUMSTANCE**​ ​is​ ​it​ ​acceptable​ ​for​ ​a​ ​parent​ ​volunteer​ ​to​ ​confront​ ​a​ ​teacher​ ​about​ ​an​ ​issue​ ​in​ ​the​ ​classroom​ ​or​ ​any​ ​other part​ ​of​ ​school​ ​when​ ​students​ ​are​ ​present​.

**Privacy Statement and Volunteer Confidentiality Agreement:**

Under federal law, state law, Mountain View Academy Charter School protocol, **ALL** information about students maintained by Mountain View Academy Charter School is confidential with the exception of: student names, dates of attendance, degrees and awards and most recent school attended. ALL information about student families, school employees, school staff, school clients, and school volunteers is considered confidential with the exception of any information that is considered public under federal, state or local laws. Any information to be disclosed must be disclosed only by an authorized administrator of the school.

Students, student families, employees, staff, clients, and other volunteers in Mountain View Academy Charter School have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Education Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Mountain View Academy Charter School, which disseminates a student’s educational records without parental consent.

* Each student with whom you work has the right to expect that no information regarding any interaction with the student will be repeated to anyone other than authorized school employees, as designated by the administrator at our school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, administrator, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.
* You may use confidential student information only for the purpose authorized by the administrator. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.
* You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurse/physicians (a grave medical emergency, in which the student’s health or safety is in immediate risk and in which confidential information may be necessary for a student’s care, is the only exception).
* Parents, friends, or community members may, in good faith, ask you questions about a student. You must refer all such questions to the administration. You may not share information about a student even with members of your own family or the student’s family. When another parent asks you as a volunteer, about a student, refer those questions to the teacher or administrator.
* Any and all photos of students at school, on field trips, or at other events need to be sent to the teacher and may not be posted online by volunteers. We have many families that do NOT want pictures posted online, used in marketing, or publicized at all.
* Before you speak, always remember that violating a student’s confidentiality is **against the law!**

**Confidentiality Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a volunteer at Mountain View Academy Charter School, have read and understand the Privacy Statement and Volunteer Confidentiality Agreement, and do herby agree to preserve the confidence, all information concerning students, families, clients, employees, staff members or volunteers that may be disclosed during the course of performing the job I am assigned. I also agree to not share any information obtained while volunteering or performing other non-paid services with Mountain View Academy Charter School.

As a volunteer, I shall indemnify and hold harmless Mountain View Academy Charter School, its officials, employees, volunteers, and representatives, from, and shall defend at my sole expense, against all claims, demands, damages, suites of law or equity, liabilities, loss, judgements, liens, expenses, and cost arising out of or occasioned by the performance, act and/or omissions by me, my employees, agents, family, friends or representatives related to any activity and/or services performed by me in my capacity as a volunteer at Mountain View Academy Charter School.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Name (please print): Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature:

**Washington D.C. Trip:**

Every two years, we take a group of middle school students to Washington D.C. through World Strides. All 7th and 8th grade (MVA) students are eligible for this trip. We travel to Washington D.C. in years ending in an odd number, 2019, **~~2021~~**, 2023, 2025, 2027, etc. All students in our program are eligible for this trip, however, MVA & World Strides have behavior expectations that need to be met for students to attend. World Strides requires parents & students to sign a contract that if misbehavior occurs during the trip – students will be sent home – paid for by the parents. MVA has additional behavior requirements and students receiving a write up may not be eligible to attend.

**Why we opened a Pre-Kindergarten class:**

We have done a lot of research on Kindergarten readiness – analyzing data on which students are entering Kindergarten prepared for the rigor and expectations of MVA and what has led to their success in the classroom. We have always worked to be on the cutting edge of education. In 2014, we self-funded a full day Kindergarten - at that point, Kindergarten was only 1/2 day across the state and was not required.

Today, students are enrolled in full day Kindergartens across the state and we - at MVA - are looking for ways to increase student success in Kindergarten. We have seen a tremendous number of students come through our doors unprepared for MVA's expectations. Many of these students have gone to "preschool" for two years. What parents are not realizing is that many preschools have become synonymous with daycare because half day preschool is not convenient for families.

With this realization, we launched our first Pre-Kindergarten class - a blended 3 and 4-year old class - in the 2018 - 2019 school year. We hired an excellent educator to develop a program that focused on school readiness, socialization, behavior modification, and thoroughly teaching the skills necessary to succeed in our Kindergarten class. The MVA Pre-kindergarten class is half day and while we realize the inconvenience this causes; we are not interested in being a daycare. Our main focus is to provide an excellent foundation for the Mountain View Academy program.

Over the last few years, Mountain View Academy Pre-Kindergarten students tested in the 75th percentile (or higher) on the Kindergarten State Test. These national tests are given in the month of September and are early indicators for student success. Our students have demonstrated proficiency in the area of English language arts (letter names and sounds), math, social emotion development, and writing which has led to them being very successful in Kindergarten.

The 4-year old class (Pre-kindergarten) is an MVA program. These students get first priority into our Kindergarten class. As our priorities go: #1. current MVA students, #2. Siblings, and #3. all other students.

**Pre-kindergarten Program – 4 years old:**

All students entering the Pre-kindergarten class must be 4-years of age & potty trained prior to the first day of school. Each PreK student attends school Monday through Thursday, in the morning. There are 16 PreK spots available within our class. These 16 students will have first priority when moving on to the Mountain View Academy Kindergarten class.

**Pre-kindergarten tuition**: Tuition is $200/month and is paid to Mountain View Academy via cash, check, or card. Tuition payments are due by the 5th of each month. (A $5 late fee is assessed for payments being made after the 5th of the month.) Families pay tuition from September to May. The school year follows the Mountain View Academy school calendar – which goes into June – however no payment is required in June.

**Activity Fee:** The $200 activity fee covers all school supplies and field trips.

**Field Trips**: The PreK program will have quarterly field trips, on a Friday. A parent is required to transport & attend the field trip with their student.

**Volunteering:** We encourage parents to volunteer within our Pre-kindergarten class, as parent involvement is an important part of the Mountain View Academy program. However, our teacher will set expectations on what volunteering looks like and when it can begin. At this age, some students respond well to having a parent in the room and others do not. Our staff will communicate with each family and we ask that you are aware of how your child behaves with you in the room.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mountain View Academy** | | | | | | | | | |
| **2021 - 2022 School Calendar** | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **August ‘21** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | **8** | **9** | **10** | **11** | **12** | **13** | **14** | | **15** | **16** | **17** | **18** | **19** | **20** | **21** | | **22** | **23** | **24** | **25** | **(26)** | **27** | **28** | | **29** | **30** | **31** |  |  |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **September ‘21** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | **17** | **18** | | **19** | **20** | **21** | **22** | **23** | **24** | **25** | | **26** | **27** | **28** | **29** | **30** |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **October ‘21** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  |  |  | **1** | **2** | | **3** | **4** | **5** | **6** | **7** | **8** | **9** | | **10** | **11** | **12** | **13** | **14** | **15** | **16** | | **17** | **18** | **19** | **20** | **21** | **22** | **23** | | **24** | **25** | **26** | **27** | **28** | **29** | **30** | | **31** |  |  |  |  |  |  | | |
| 26 - Welcome Back to School orientation   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **November ‘21** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  | **1** | **2** | **3** | **4** | **5** | **6** | | **7** | **8** | **9** | **10** | **11** | **12** | **13** | | **14** | **15** | **16** | **17** | **18** | **19** | **20** | | **21** | **22** | **23** | **24** | **25** | **26** | **27** | | **28** | **29** | **30** |  |  |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **December ‘21** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | **17** | **18** | | **19** | **20** | **21** | **22** | **23** | **24** | **25** | | **26** | **27** | **28** | **29** | **30** | **31** |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **January ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  |  |  |  | **1** | | **2** | **3** | **4** | **5** | **6** | **7** | **8** | | **9** | **10** | **11** | **12** | **13** | **14** | **15** | | **16** | **17** | **18** | **19** | **20** | **21** | **22** | | **23** | **24** | **25** | **26** | **27** | **28** | **29** | | **30** | **31** |  |  |  |  |  | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **February ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  | **1** | **2** | **3** | **4** | **5** | | **6** | **7** | **8** | **9** | **10** | **11** | **12** | | **13** | **14** | **15** | **16** | **17** | **18** | **19** | | **20** | **21** | **22** | **23** | **24** | **25** | **26** | | **27** | **28** |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **March ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  | **1** | **2** | **3** | **4** | **5** | | **6** | **7** | **8** | **9** | **10** | **11** | **12** | | **13** | **14** | **15** | **16** | **17** | **18** | **19** | | **20** | **21** | **22** | **23** | **24** | **25** | **26** | | **27** | **28** | **29** | **30** | **31** |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **April ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  |  |  | **1** | **2** | | **3** | **4** | **5** | **6** | **7** | **8** | **9** | | **10** | **11** | **12** | **13** | **14** | **15** | **16** | | **17** | **18** | **19** | **20** | **21** | **22** | **23** | | **24** | **25** | **26** | **27** | **28** | **29** | **30** | |  |  |  |  |  |  |  | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **May ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | **8** | **9** | **10** | **11** | **12** | **13** | **14** | | **15** | **16** | **17** | **18** | **19** | **20** | **21** | | **22** | **23** | **24** | **25** | **26** | **27** | **28** | | **29** | **30** | **31** |  |  |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **June ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | **17** | **18** | | **19** | **20** | **21** | **22** | **23** | **24** | **25** | | **26** | **27** | **28** | **29** | **30** |  |  | |  |  |  |  |  |  |  | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **July ‘22** | | | | | | | | **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** | |  |  |  |  |  | **1** | **2** | | **3** | **4** | **5** | **6** | **7** | **8** | **9** | | **10** | **11** | **12** | **13** | **14** | **15** | **16** | | **17** | **18** | **19** | **20** | **21** | **22** | **23** | | **24** | **25** | **26** | **27** | **28** | **29** | **30** | | **31** |  |  |  |  |  |  | | |
|  |  | School Closed/ Holidays | |  |  | Field Trips | |
|  |  | In-Service days | |  |  | 1st day & Testing day | |
|  |  | End of Quarter | |  |  | Parent-Teacher Conferences | |