

**Redwood Coast Montessori Board of Directors**  
1611 Peninsula Drive, Arcata, CA 95521 (Building A)

**Zoom Meeting Link:**

(<https://us06web.zoom.us/j/84756401822?pwd=R0FiN253V3pMOEpXZ01uYmNYT21UQT09>)

**REGULAR MEETING**

April 19, 2023 6:30 p.m.

**AGENDA**

A. CALL TO ORDER OF OPEN SESSION

B. OPEN SESSION: 6:30 P.M. LOCATION: REDWOOD COAST MONTESSORI, 1611 Peninsula Drive, Arcata, CA 95521

C. PUBLIC COMMENT

The public is invited to make announcements or comment on information to the Board that is relevant to the scope of authority of Redwood Coast Montessori. The Board may uniformly impose a time limit of 3 minutes to individual presentations to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.

D. GENERAL FUNCTION-CONSENT ITEMS– Approval w/ Single Motion:

**Action**

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items.

1. Approval of Draft Minutes of March 8, 2023 Regular Meeting

E. BUSINESS AND FINANCE

1. None

F. SCHOOL FUNCTIONS

1. Equity and Diversity Update
2. Adopt Attendance Policy
3. Modify Independent Study Policy
4. 2023-24 Calendar Adoption

**Information**

**Action**

**Action**

**Action**

G. Staff and Directors Reports

1. Staff Report
2. Director Reports

**Information**

**Information**

H. FUTURE AGENDA ITEMS

I. ADJOURNMENT OF OPEN SESSION

**Action**

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, OR 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Redwood Coast Montessori School 1611 Peninsula Drive, Arcata, CA 95521. In compliance with Government Code section 54954.2(a) Redwood Coast Montessori will, on request make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Redwood Coast Montessori at 707-832-4194.

## **Redwood Coast Montessori Board of Directors**

1611 Peninsula Drive, Arcata, CA 95521 (Building A)

### **REGULAR MEETING**

March 8, 2023 6:30 p.m.

### **MINUTES**

A. CALL TO ORDER OF OPEN SESSION by Terry Weeks at 6:30 p.m.

- a. Present: Susann Goodman, Libbi Miller, Gabriel Ferreira, Kim Bonine (arrived late)

B. PUBLIC COMMENT –No public comment.

D. GENERAL FUNCTION

1. Approval of general consent items: M/S by Ferreira/Goodman to approve the General Function-Consent Items. Board: ayes 3, noes 0. Motion carried.

E. BUSINESS AND FINANCE

Certification of second interim budget: M/S by Bonine/Ferreira to certify the second interim RCM budget. Board: ayes 4, noes 0. Motion carried.

F. SCHOOL FUNCTIONS

1. Equity and Diversity Update: Bryan provided an update regarding the two most recent sessions of the equity audit that RCM staff are engaged in with Mo Harper-Desir. The Board discussed ideas about increasing diversity within the school community.
2. Leadership and PAC Update: Bryan provided the board with an update about the goals for both the Leadership Committee and the Parent Advisory Committee. The board discussed possible ways to increase participation including the scheduling of the meetings.
3. H&W Insurance Update: Bryan informed the board that the SISC program was not able to match the cost to employee insurance benefits provided by the schools current JPA insurance group. This is primarily because of the tiered options provided by our current JPA and the option for staff to receive cash-in-lieu payments based on the insurance plan they select.

G. STAFF AND DIRECTOR REPORTS

1. Staff: Bryan presented information regarding events and status of each campus.
2. Directors: No reports.

H. FUTURE AGENDA ITEMS

1. None

ADJOURNMENT OF OPEN SESSION

M/S by Ferreira/Goodman to adjourn meeting. Board ayes 4, noes 0. Motion carried at 7:30 p.m.

# RCM School Board



Agenda Item: F1  
Equity and Diversity Update

Department/Program:  
School functions

Background Information:  
Updated information following RCM's Micro-aggression and  
Implicit Bias workshop.

Recommendation:  
No action required.

Fiscal Implications:  
None.

Contact Person:  
Michelle Leonard

# RCM School Board



Agenda Item: F2  
Adopt Attendance Policy

Department/Program:  
School functions

## Background Information:

Attendance reporting is a significant factor that determines school funding. In recent years, annual audits have become increasingly detailed in the need for documentation. The attendance policy defines excused vs. unexcused absences, methods of verification and steps to be taken to reduce truancy.

## Recommendation:

Approve of the Attendance Policy as written.

## Fiscal Implications:

No specific fiscal implication other there better documentation for attendance reporting.

## Contact Person:

Bryan Little

## RCM ATTENDANCE POLICY

### Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Students absent for the reasons deemed "excused" shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory

completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

### Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification
  - a. When excusing students for confidential medical services or verifying such appointments, School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

Students in grades K-6 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-12 should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointments.

## Unexcused Absences/Truancy for Classroom Based Attendance

The Director, or designee, shall implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at School may be referred to the appropriate law enforcement agency.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation. Further, the School attendance review board or probation officer may request a juvenile court petition on behalf of the student.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Director or designee.

The parent/guardian of a student classified as a truant shall be notified of the following:

- a. The student is truant;
  - b. The parent/guardian is obligated to compel the student to attend school;
  - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
  - d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
  - e. Alternative educational programs are available through the School;
  - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code section 48264 if found away from home and absent from school without a valid excuse;
  - g. The student may be subject to suspension, restriction or delay of his/her driving privilege; and
  - h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
2. Upon his/her first truancy, a student and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the pupil's attendance.
  3. Upon his/her second truancy within the same school year, a student may be given a written warning by a peach officer. A record of the written warning may be kept at the school for not less than two years or until the pupil graduates or transfers from the school. If the student transfers from that school, the record may be forwarded to the school



receiving the student's school records. The student may also be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #4 below.

4. Upon his/her third truancy within the same school year, the student will be classified as a habitual truant and may be referred to, and required to attend, an attendance review board or a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Director or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #5 below.
5. Upon his/her fourth truancy within the same school year, the student may be within the jurisdiction of the juvenile court that may adjudge the pupil to be a ward of the court. If the student is adjudged a ward of the court, the student shall be required to do one of the following:
  - a. Performance at court-approved community services sponsored by either a public or private nonprofit agency for not less than 20 hours but not more than 40 hours over a period not to exceed 90 days, during a time other than the student's hours of school attendance or employment. The probation officer shall report to the court the failure of the student to comply with this paragraph.
  - b. Payment of a fine by the student of not more than fifty dollars (\$50) for which a parent or legal guardian of the student may be jointly liable.
  - c. Attendance of a court-approved truancy prevention program.
  - d. Suspension or revocation of driving privileges. This subdivision shall apply only to a student who has attended a school attendance review board program, a program operated by a probation department acting as a school attendance review board, or a truancy mediation program pursuant to subdivision (c).

### Reports

The Director, or designee, shall gather and transmit to the Board the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court.

# RCM School Board



Agenda Item: F3

Modify Independent Study Policy

Department/Program:

School functions

Background Information:

RCM currently supports long-term independent study for up to one school year based on the needs of the student and their successful progress with academic work. This modified policy will change the maximum length of long-term independent study from one year to one consecutive month. This change is needed, as longer-term independent study arrangements have not proven to be successful for any RCM students and place an unreasonable burden on the teaching staff.

Recommendation:

Approve the modified independent study policy.

Fiscal Implications:

None.

Contact Person:

Bryan Little

# **Redwood Coast Montessori Independent Study Policy**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Director of the school or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a school employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

## **General Independent Study Requirements and Limitations**

For the ~~2022-23~~ 2023-24 school year and thereafter, the Director or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the school's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

**Because extended independent study is not sustainable by RCM staff in a manner that is in the best interest of the student, no “long-term” independent study will be approved by the Director or designee for more than one consecutive month at a time.**

## **Independent Study**

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Director or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher
5. The Director or designee shall retain a physical or electronic copy of all documentation of findings for at least three years from the date of evaluation.

The Director or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards that is substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

The Director or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

### **Tiered Re-engagement**

The Director or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of RCM's approved instructional calendar, students found not participatory in synchronous instructional offerings for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable to grade span, or students who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. These procedures shall include local programs intended to address chronic absenteeism as applicable, with at least, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Director or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously and in no case later than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Director or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Before signing a written agreement the parent or guardian of a student may request that the school conduct a telephone, videoconference, or in-person student-parent-educator conference or other school meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options of learning. (Education Code 51747)

### **Master Agreement**

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one ~~school year~~ **calendar month**
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such

as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. For a student participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed before the commencement of independent study, by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study. The the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Director or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

### **Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

### **Records for Audit Purposes**

The Director or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades

9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a school employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The school shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day for purposes of pupil participation reporting and tiered reengagement pursuant to Education Code 51747. (Education Code 51747.5)

The Director or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

### **Program Evaluation**

The Director or designee shall annually report to the Board the number of school students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Director shall determine areas for program improvement as needed.

# RCM School Board



Agenda Item: F4  
2023-24 RCM School Calendar

Department/Program:  
School functions

Background Information:  
Each year, RCM establishes a school calendar for the coming year that is largely aligned with Humboldt County Office and Ed and the Arcata School District. RCM staff is provided with the opportunity to review the calendar and provide feedback and suggestions.

Recommendation:  
Approve the 2023-24 school calendar as presented.

Fiscal Implications:  
None.

Contact Person:  
Bryan Little



## Redwood Coast Montessori 2023 - 2024 Calendar (DRAFT)

School Months	Mon	Tues	Wed	Thurs	Fri	Days Taught	Notes
August 21 to September 15	21	22	23	24	25	17	Duty Days (8/21-8/22) / First Day of School (8/23)  Labor Day (9/4)
	28	29	30	31	1		
	4	5	6	7	8		
	11	12	13	14	15		
September 18 to October 13	18	19	20	21	22	20	Student/Parent Conferences 10/9 - 10/13
	25	26	27	28	29		
	2	3	4	5	6		
	9	10	11	12	13		
October 16 to November 10	16	17	18	19	20	18	Staff Duty Day (11/1) End of Trimester (11/9) / Veterans Day (11/10)
	23	24	25	26	27		
	30	31	1	2	3		
	6	7	8	9	10		
November 13 to December 8	13	14	15	16	17	15	Thanksgiving Break 11/20 - 11/24
	20	21	22	23	24		
	27	28	29	30	1		
	4	5	6	7	8		
December 11 to January 19	11	12	13	14	15	18	Winter Break (12/22 - 1/5)  MLK Holiday (1/15) / End of Semester (1/19)
	18	19	20	21	22		
	25	26	27	28	29		
	1	2	3	4	5		
	8	9	10	11	12		
January 22 to February 16	15	16	17	18	19	20	
	22	23	24	25	26		
	29	30	31	1	2		
	5	6	7	8	9		
February 19 to March 15	12	13	14	15	16	14	President's Break (2/19 - 2/23)  Staff Duty Day (3/4) / End of Trimester (3/8) Student/Parent Conferences (3/11 - 3/15)
	19	20	21	22	23		
	26	27	28	29	1		
	4	5	6	7	8		
March 18 to April 12	11	12	13	14	15	20	
	18	19	20	21	22		
	25	26	27	28	29		
	1	2	3	4	5		
April 15 to May 10	8	9	10	11	12	15	Spring Break (4/15 - 4/19)
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	1	2	3		
May 13 to June 7	6	7	8	9	10	19	Memorial Day (5/27)
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
June 10 to June 14	3	4	5	6	7	4	Last Day of School (6/13) / H.S. Graduation (6/14) (early dismissal on 6/13)
	10	11	12	13	14		
						180	Total Student Days
	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: inline-block; margin-right: 5px;"></div> Staff Duty Days (No School) <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin-right: 5px;"></div> Holiday						

<b>Manila Campus</b>	Regular School hours: 8:30 a.m. - 2:30 p.m. (TK-3rd grade) & 8:30 a.m. - 3:00 p.m. (4th - 8th grade)
<u>Minimum Days</u>	Every Monday (12:30 p.m. dismissal)
<u>Parent Conferences</u>	October 9th - 13th (12:30 p.m. dismissal) March 11th - 15th (12:30 p.m. dismissal)
<u>Last Day of School</u>	June 13th - Moving Up Ceremony (11:30 p.m. dismissal)

<b>Arcata Campus</b>	Regular School hours: 9:00 a.m. - 3:30 p.m. (6th - 12th grade) (Early start for 9-12 at 8:30 a.m.)
<u>Minimum Days</u>	Last Monday of the month (1:00 p.m. dismissal)
<u>Parent Conferences</u>	October 9th - 13th (Regular schedule) March 11th - 15th (Regular schedule)
<u>Last Day of School</u>	June 13th - Moving Up Ceremony (11:30 p.m. dismissal)
<u>High School Graduation</u>	June 14th (10 a.m.)