



MWCS Main Office

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Updated: August, 2025

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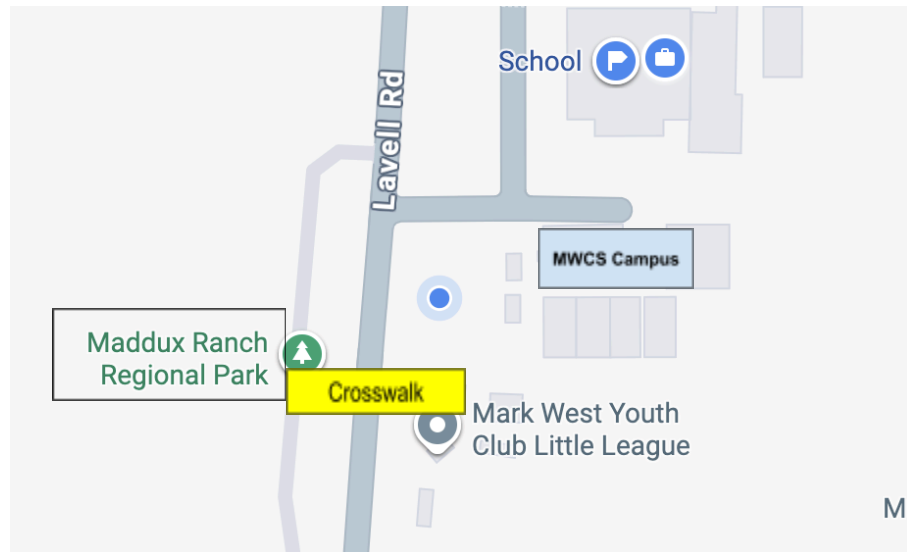
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OUR VISION

At Mark West Charter School, we uphold high expectations for every student, fostering an environment where academic excellence, personal growth, and community engagement are the foundation of success. We inspire students to think critically, communicate effectively, and approach challenges with creativity and confidence. Through collaboration among students, staff, and families, we cultivate leadership and prepare students to take accountability for their learning and contribute meaningfully to a dynamic, ever-changing world. We inspire students to give back to their communities through self-guided service projects, fostering empathy and a sense of responsibility. By regularly measuring student progress, we ensure that each learner receives the support they need to achieve their goals and grow into confident, capable leaders of tomorrow.

STUDENT PICK-UP & DROP-OFF

Drop-off and Pick-up for Charter is across the street at Maddox Park on Lavell Road, across from Mark West Charter School. There will be a crossing guard on duty in the morning before school from 7:40-8:00 am and in the afternoon from 2:35 - 2:50 pm (M, Tu, Th & F) and 1:05 - 1:20 pm (Weds). There is no student supervision before/after the crossing guard time ends. **Please, DO NOT drop students off/pick-up in front of the school office, we share a parking lot and we are trying to help spread out traffic.**



STUDENT ATTENDANCE

Regular attendance is essential to your child's academic success, as the best learning happens when students arrive on time and are fully engaged in class each day. Absences not only impact student progress but also affect school funding. We understand that students may need to stay home due to illness; however, vacations during the school year are highly discouraged as they can hinder academic growth. **If a student will be absent for 3 or more days due to a vacation**, we ask that families complete an independent study request so the student can keep up with their learning.

- Independent Study requests should be submitted as early as possible, with the school office notified at least one week in advance, to allow teachers time to prepare assignments. Please contact the office to start the process.
 - To receive attendance credit, Independent Study work must be completed and returned the school day following the end of the Independent Study. Without this, the school will lose state and federal funding for those days. Assignment grades will be determined at the discretion of the teacher(s).
 - Consistent attendance is essential—we have your teen for only 180 days each year, and just two short years to prepare them for high school.
- **Parents must notify the school when their child is absent.** Calls can be made at any time, day or night. To report an absence, **please call 524-2741**; if it's outside office hours, an answering machine will record your message.
 - When you report an absence please state your child's name, the reason for the absence, and the date of the absence. Absences not reported will be marked unexcused. Help us know your teen is safe by calling promptly if they will not be at school. If the school office does not receive a call by 9 am, we will be reaching out to you.

- Students must be in attendance for at least half the school day to participate in any after school activities.
 - Students that go home sick will not be permitted to participate in afterschool activities.
- Perfect attendance is acknowledged each quarter and at the end of the year with a Perfect Attendance Award.

Tardy Policy: When a student arrives late to school, they must report to the office for a Late Slip before going to class. Teachers will not allow students into the beginning of class without a Late Slip.

Students who arrive late to school may be excused as tardy by the attendance office for the following:

1. Doctor/Dental appointment (**Must present a Doctor's/Dental note upon arrival**)
2. Verified court, police or legal issue

Regrettably, traffic congestion, transportation problems, etc. are not valid excuses. Please plan your morning accordingly to ensure that your child arrives at school on time. Late arrivals interrupt instruction and disrupt the entire class.

Students who arrive late to class during the school day must report to the office to obtain a Late Slip. Frequent tardiness may result in detention.

LEAVING SCHOOL EARLY

Students are not to leave campus during the school day unless permission is obtained from the parent/guardian and charter school office. Students should **NOT** call a parent from their cell phone (and parents, please, do not call students on their cell phones during the school day). **Please refer to our phone policy below for consequences regarding phone use on campus. ** Students who are not feeling well during the school day must go to the school office to call home. We are in the office to help students and will be sure parents are contacted, if necessary. Parents or legal guardians who pick up the students, other than at dismissal time, must sign them out at the charter school office. Full day attendance is important! If a student must leave early, please check for the best possible time within the student's schedule. As noted above, to attend school activities, students must attend at least half the school day and not go home sick. **To pick up a student the adult must be listed on the emergency card for that student.** If you need to make any changes to your student's emergency contact list, please complete this through your AERIES portal.

ACADEMIC SUCCESS GUIDELINES

Students at Mark West Charter School are expected to **complete all assignments on time** and do their work to the best of their ability. If a student is absent they will be given one day for each day absent to make up work upon their return to school. Late work received after that, or any work turned in late when not absent will receive only partial credit. On major projects or reports late work will receive partial credit at the teacher's discretion. **Time management and work completion are important life skills.** We ask that parents work with us as partners to ensure teens consistently develop good habits. We **strongly** encourage scheduling appointments outside school hours.

Students are expected to **follow all guidelines for projects** and they need to realize that all projects must achieve a passing grade to be considered completed. Unsatisfactory grades on tests or major projects/reports can be improved as described in teacher syllabi or based on teacher expectations set at the beginning of class. Please email the teacher to clarify.

For students who are academically successful we have the following end of quarter/year awards/activities:

- Awards Assembly
- Honor Roll Field Trip
- Young Writer Award
- Presidential Awards at Promotion (if available)
- Top 8th grade students in each core are honored at promotion.
- Intrinsic reward of a job well done!

This is not an exhaustive list, and we are always looking for ways to motivate students!

ACADEMIC INTEGRITY

Academic integrity and honesty are essential for the assessment of student learning and the evaluation of teaching practices. As teachers we need to know what a particular student has learned and the extent to which our curriculum and instruction is sound. Academic dishonesty is an obstacle to this intent. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not their own and/or is the one providing the work to others.

The two most common forms of academic dishonesty that we encounter in the classroom are cheating and plagiarism (peer and AI related).

1. Definitions of Cheating and Plagiarism:

A. Cheating

Cheating is the act of attempting to obtain credit for academic work by using dishonest means. Cheating includes but is not limited to:

1. Copying, in part or whole, from another's exam (test), paper (including homework assignments), internet, projects or the like.
2. Submitting as one's own work an exam, paper, project, or the like which has been purchased, borrowed, copied, or stolen.
3. Using notes, or materials not specifically authorized by the instructor during a quiz or exam (test).

B. Plagiarism

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another (including use of AI) as one's own without the necessary and appropriate acknowledgement. This can be from fellow students, the internet, or other sources. Specifically, plagiarism is:

1. Using the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgement and representing the product as one's own work.

2. Consequences for the above violations:

One or more consequences may be imposed for cheating or plagiarism. Consequences include, but are not limited to:

- Student is to rework the assignment entirely (potentially without the use of tech) .
- Student goes to homework club at lunch until assignment is resubmitted.
- Student receives zero credit for the assignment.
- Student serves lunch detention.

ACADEMIC PROBATION

Students who consistently fail to meet grade-level expectations will be placed on Academic Loss of Privilege (LOP). They may be assigned to Homework Club during lunch each day until passing grades are achieved. Additionally, the student will create an individualized academic plan to support progress toward grade-level expectations. This plan will be sent home for parent review and signature.

STUDENT SAFETY

Our primary concern is for student safety and learning. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns to a staff member immediately. Board Policies can be found at, <https://mwusd.org/our-district/board-policies/>.

In order to volunteer at Mark West Charter School, all volunteers and/or visitors must be processed for security. This is a measure to assure student safety at our school. **All volunteers must register at the Charter School office and obtain a volunteer lanyard.** Students may not invite a visiting relative or friend to spend time at school, or go to school activities as they are not covered by our insurance.

STUDENT BEHAVIOR / SCHOOL RULES

MWCS is a school with a rigorous, accelerated curriculum with high standards for positive behavior. **All students are expected to be kind, thoughtful, and respectful of fellow students, all staff members, student teachers, and parent volunteers.** Positive, appropriate behavior will be rewarded with the natural results of social success, strong academic achievement and our “Caught Ya” Being Good program.

“Caught Ya” Program: Students can earn “Caught Ya” coupons during the quarter for acts of kindness, being helpful, etc... . At the end of the quarter if they have 10 coupons they are invited to attend a movie on campus with snacks. Students with one detention will need to earn 15 coupons to attend. Students with two detentions will need to earn 20 coupons to attend. Students with three detentions will need to earn 25 coupons to attend. Students with more than 3 detentions are not able to attend.

Behavioral Expectations

Students are expected to take responsibility for doing their personal best in all areas—academic work, social interactions, and contributing to a positive school environment. Public displays of affection are considered to be a form of harassment and are not tolerated. Students should also help maintain a clean, orderly campus. The behavioral expectations listed below are designed to support students in developing the responsibility needed for both personal success and a thriving school community. These rules are based on the district’s adopted BEST program.

Office Rules

- Always check in with the office manager before you conduct any other office business.
- Students must have permission to leave the school grounds. You must check out through the school office before you leave. See “Leaving School Early” for more information.
- You need permission from your adult supervisor to go to the office.

Classroom Rules

Be Safe

- Walk into the classroom and sit in assigned seat before the tardy bell rings.
- Consume food and beverages during scheduled breaks. No gum. Bottled water OK.

Be Responsible

- Follow school/district dress code
- Have required class supplies and handbook
- Always give your best effort and be ready to learn
- Don't disrupt classes in session
- Do not leave class without permission

Be Respectful

- Always use appropriate language
- Respect the property of others and their right to learn
- Follow the rules set by the classroom teacher

Walkway Rules

Be Safe

- Walk to class on time
- Open doors carefully and watch for opening doors
- Keep hands and feet to yourself
- Stay off ramps and railings

Be Responsible

- Dispose of food or drink in a trash can at the end of the eating period (No gum allowed)
- Place trash, compost and recyclables in appropriate containers
- Don't disrupt classes in session

Be Respectful

- Be kind to others
- Always use appropriate language
- Proceed quietly

Gym Rules

Be Safe

- Walk quietly when entering and exiting the gym
- Sit with your class and wait for instructions
- No food, drink or gum. Bottled water OK.

Be Responsible

- Use equipment appropriately and only when instructed to do so
- Obtain permission before leaving class
- Report any unsafe conditions to the teacher immediately

Be Respectful

- Respect the property and rights of others
- Always use appropriate language
- Encourage others and use good sportsmanship

Playing Field / Yard Rules

Be Safe

- Play games appropriate for school
- Be visible to yard supervisors at all times
- Stop playing when someone is hurt and report any injury to the adult on duty
- No food, drinks or gum. Bottled water OK.

Be Responsible

- Use equipment appropriately and stay in approved areas
- Keep your personal belongings where you can see them
- Report any unsafe conditions to the adult on duty
- Return all equipment to the proper area. (If the equipment is not picked up it will be removed for the quarter.)

Be Respectful

- Respect the property and rights of others
- Always use appropriate language
- Encourage others and use good sportsmanship

Lunch Rules

Be Safe

- Wait your turn in line. No Cutting
- Keep your hands and feet to yourself
- Walk at all times

Be Responsible

- Take only your designated portion and eat only your own food
- Place trash and recyclables in appropriate containers
- Stay in your seat

Be Respectful

- Be polite and courteous to everyone
- Use good table manners
- Always use appropriate language
- Respect the property and rights of others

Technology Rules (Signed Tech. policy)

Be Safe

- Use teacher approved sites only
- Do not post your name or other personal information on public sites

Be Responsible

- Treat your school account as your business account (not personal); this includes only logging into your @mwusd gmail with school technology
- Put things away for the next person who may use your computer (leave things as neat or neater than you found them)
- When carrying Chromebook pay attention and be careful not to drop it
- Don't play with the camera
- Only use the Chromebook assigned to you

Be Respectful

- Ask before going onto YouTube or similar sites

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior will fit the individual and the infraction. Parents will be notified if the inappropriate behavior becomes a pattern (3 lunch detentions), or if the behavior was serious and/or deliberate (suspension). **We wish to remind parents and students that attending Mark West Charter School is a choice and with this choice comes responsibility.**

If warnings are given or conferences held regarding student behavior, know the intent is to provide a safe, respectful learning environment for your teen as well as all other charter school students. It is wise to take any warnings very seriously.

- Three detentions in one quarter equals a call home by the student and principal to parent/guardian.
- Six detentions in one quarter (or any suspension) equals loss of privileges (LOP). Students are not eligible to attend or participate in non-curricular school activities (this includes, but is not limited to, rallies, sports, extracurricular activities, clubs, etc.) for the remainder of the quarter.
- Loss of privileges in the final quarter, includes, but is not limited to, end of year events for all grades and 8th grade end of year activities (excluding Promotion).

If behavior does not improve, the student will be asked to return to his/her school of residence. To create the atmosphere and learning environment described in our charter, expectations for behavior must be very high. Help us create a positive culture by being proactive in prevention of discipline problems. Families are asked to carefully go over information mailed, emailed, given at orientation, and Back-to-School Night.

PERSONAL ITEMS AT SCHOOL

Mark West Charter School is not responsible for lost, stolen, or broken personal items. Please keep valuables at home.

- **All cell phones** or other electronic communication devices (smart watches, earbuds etc.) must be **left in backpacks and turned off during the school day.**
- Cell phones may **NOT** be used to take photographs at school without specific staff permission. Photos may not be posted on any social media.
- Sharing phones is not permitted.
- The school is not responsible for lost, broken, or stolen phones.
- **During school and anytime they are on campus, students must make all calls from the school office or classroom.**
- **Parents should also call the office, not their teen's cell. Please do not text your teen during class.**

Personal items such as cell phones, electronic games, toys, laser pens, spray cans of any kind, any sharp instruments, lighters, permanent markers, scented products (i.e., cologne or perfume) and controlled substances of any kind will be confiscated and consequences will follow.

Consequences:

1. First offense
 - a. Item is confiscated and placed in the office to be picked up by the student after school
2. Second Offense
 - a. Item is confiscated and placed in the office to be picked up by the parent/guardian after school.
3. Third Offense

- a. Item is confiscated and placed in the office. For the remainder of the quarter the student must turn in their cell phone to the office at the start of the day and pick it up after school.

STUDENT DRESS

Dress Code: Students are expected to dress in a manner that is safe, respectful, responsible, and does not disrupt the educational atmosphere. While casual is appropriate, students are expected to take the same care in choosing their clothing for school as they would take if they were dressing for a job. School administrators may require a student to adjust clothing or change clothes if not dressed appropriately.

- Please visit the board policy at <https://mwusd.org/our-district/board-policies/>

Students

Dress and Grooming

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Shoes must be worn at all times. If a student has PE or other physical activity, students are expected to wear appropriate shoes for the activity.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

If a staff member notices a student is out of dress code and asks them to correct their attire, the following steps will be taken:

1. **First Request:** The student will be given an opportunity to adjust their attire (e.g., adding a jacket or adjusting length).
2. **Alternative Clothing:** If necessary, the student may be provided with a temporary alternative item of clothing from the school to wear for the day.
3. **Parental Contact:** If the student is unable or unwilling to correct their attire, parents will be contacted to either bring a change of clothes or discuss the matter further with school administration.
4. **Repeated Violations:** Continued dress code violations may result in additional actions, such as detention.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special

school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

EMERGENCY & MEDICAL INFORMATION

It is extremely important that our school has up-to-date emergency information regarding your child. Please contact the office to ensure that the following information is kept current in Aeries and Jupiter:

- ✓ Home, work, and cell phone numbers
- ✓ Emergency contact numbers
- ✓ Student medical status
- ✓ Special needs/changes in home situation

MEDICATION

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel will give your child medication at school only if the following guidelines are followed:

- Your physician completes the administering medication form available in our office. This form must be updated each year.
- The prescription medication is brought in a pharmacy labeled container that includes the student name, medication name, prescribing doctor, dosage and the time to be given.
- Over-the-counter medication must be in the original container, marked with the student's name.

PARENT INFORMATION

The school will provide current communication and information by way of regular emails, the online grade book (Jupiter Ed.) and the school website at: markwestcharter.org and district/PTA social media platforms. It is the parent's responsibility to take the time to read emails, check the website and online grade book to be well informed about the school and your teen's progress on a regular basis.

Quarter Report cards will be sent out via Jupiter four times per year.

***Parents should check student progress via jupitered.com.** Parent accounts are created based on the information provided during data confirmation. The current work is our teachers top priority; late work will be entered as soon as time permits. Late and missing work will affect student grades and cause them to fall behind. **Parent/teacher/student conferences are held** in the fall. They may also request conferences as needed. Please be respectful of the teachers' time by emailing them in advance to schedule appointments. It is important to choose a mutually convenient time to conference with teachers.

RESOLVING PROBLEMS

From time to time problems may arise. Parents should contact the child's teacher as soon as possible and inform the teacher of the concern so that a solution may be reached. A solution may be reached if teachers are contacted quickly when a problem arises and all involved have a positive, solution oriented approach. If the parent or student is not satisfied with the solution, they should ask for an appointment with the Principal. Appointments may be made by calling 524-2741 or emailing Ms. Chapman at lchapman@mwusd.org. Again, please call/email in advance for appointments. Do call/email us right away if you have any concerns. Communication is very important!

COMMUNITY SERVICE

Students at Mark West Charter School are taught to demonstrate concern and respect for all people. Students will serve the community in a variety of ways. A Community Service log will be sent home at the beginning of each quarter. Eight hours of Community Service is expected to be completed each quarter. Students are encouraged to participate in service projects on and off campus. Time is set aside every **Wednesday from 1:05 – 2:35PM** for this purpose.

Many high schools and most colleges are very interested in students' community service records for applications and scholarships. Please keep the log updated. Community service grades will be reflected on report cards each quarter.

Community Service awards will be given out each quarter.

PHYSICAL EDUCATION

All students will take at least one quarter of physical education per year. On their elective PE day students will need to bring or wear athletic shoes and clothes in which they are able to move easily. Active participation is expected with rare exceptions requiring a note from a doctor.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care and use of school property and supplies. Destroying or damaging school property is an offense for which students can be suspended. Replacement or repair of property may be the family's financial responsibility.

Students will have access to Chromebooks while enrolled at Mark West Charter School. Students must use them as a tool for learning and handle them carefully. Technology is an integral component of our curriculum. A technology agreement will be signed stating that the parent is responsible for the loss or damage of any computer and its peripherals. While we are aware that some things break from use, we are able to recognize damage due to abuse or neglect. This is a serious responsibility for students.

Mark West Union School District

2025-2026 School Calendar

Student Calendar

AUG	M	T	W	Th	F	
					1	Aug. 7: Orientation (MWCS ONLY)
	4	5	6	7	8	Aug. 13: First Day of School for Students
	11	12	13	14	15	Aug. 13: Mark West Charter School Back to School Night
	18	19	20	21	22	Aug. 28: Back to School Night (Elementary Schools)
	25	26	27	28	29	13 school days
SEPT	1	2	3	4	5	
	8	9	10	11	12	Sept. 1: Labor Day – Legal Holiday – No School
	15	16	17	18	19	Sept. 17: Incoming 7 th Grade Information Night (MWCS)
	22	23	24	25	26	
	29	30				21 school days
OCT			1	2	3	Oct. 3: Parent/Teacher Conference Day (All Sites) – No School for Students
	6	7	8	9	10	Oct. 6: Non Instructional Day – PD Day – No School for Students
	13	14	15	16	17	Oct. 17: End of 1 st Quarter (MWCS)
	20	21	22	23	24	Oct. 27: Report cards go home (MWCS)
	27	28	29	30	31	Oct. 31: End of 1 st Trimester (Elementary Schools Only)
						21 school days
NOV	3	4	5	6	7	Nov. 10: Non Instructional Day – No School for Students
	10	11	12	13	14	Nov 11: Veterans' Day- Legal Holiday – No School
	17	18	19	20	21	Nov 19: 2026-2027 TK/Kinder Parent Information Night
	24	25	26	27	28	Nov. 21: Report Cards Go Home (Elementary)
						Nov. 24-28: Thanksgiving Break
						13 school days
DEC	1	2	3	4	5	
	8	9	10	11	12	Dec. 1: TK/Kindergarten Online Enrollment for 26/27 Opens
	15	16	17	18	19	Dec. 19: End of 2nd Quarter (MWCS)
	22	23	24	25	26	Dec 22 – Dec. 31: Winter Break - No School
	29	30	31			15 school days
JAN 2026				1	2	Jan. 1 - 2: Winter Break – No School
	5	6	7	8	9	Jan. 5: School Resumes
	12	13	14	15	16	Jan. 12: Report Cards Go Home (MWCS)
	19	20	21	22	23	Jan. 19: Martin Luther King Jr.'s Day Holiday – No School
	26	27	28	29	30	Jan. 20: Non Instructional Day – PD Day – No School for Students
						18 school days
FEB	2	3	4	5	6	Feb. 9: Lincoln's Birthday Observed – No School
	9	10	11	12	13	Feb. 16: President's Day – No School
	16	17	18	19	20	Feb. 20: End of 2 nd Trimester (Elementary Schools Only)
	23	24	25	26	27	
						18 school days
MAR	2	3	4	5	6	March 13: Report Cards sent home (Elementary)
	9	10	11	12	13	March 13: End of 3rd Quarter (MWCS)
	16	17	18	19	20	March 16-20: Spring Break - No School
	23	24	25	26	27	March 30: Report Cards Go Home (MWCS)
	30	31				17 school days
APR	6	7	8	9	10	
	13	14	15	16	17	April 6: Non Instruction Day; No students (Reserved for Emergency)
	20	21	22	23	24	
	27	28	29	30		21 school days
MAY					1	May 14: Open House District Wide (MWCS-5:30pm)
	4	5	6	7	8	May 15: Non Instruction Day; No students
	11	12	13	14	15	May 22: Non Instruction Day; No Students (Reserved for Emergency)
	18	19	20	21	22	May 25: Memorial Day Holiday – No School
	25	26	27	28	29	18 school days
JUNE	1	2	3	4	5	June 5: Last Day of School; End of Last Tr/Qtr
						June 5: Report Cards Sent Home (Elementary)
						June 11: Report Cards Sent Home (MWCS)
						5 school days
Total Student Days/Appportionment Days: 180						
Elementary Schools: 1 st Trimester: 55 2 nd Trimester: 59 3 rd Trimester: 66						
1 st Qtr MWCS: 46 days 2 nd Qtr MWCS: 38 days 3 rd Qtr. MWCS: 46 days 4 th Qtr. MWCS: 50 days						

Signature below indicates that you've read and agree to uphold the guidelines in this 2025/26 MWCS handbook:

Student signature: _____ Date: _____

Print Student Name: _____

Parent signature: _____ Date: _____

Staff member check (initials): _____