



2022-23

# Student and Family Handbook



**WATERTOWN**  
UNIFIED SCHOOL DISTRICT

**eCampus Academy**

111 Dodge Street  
Watertown, WI 53094  
(920) 262-1420  
[ecampusacademy.org](http://ecampusacademy.org)

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# WELCOME...

We wish to welcome all students and their families to the eCampus Academy Charter School for the 2022-23 school year. We are excited to welcome all new families and new students to our school and look forward to working again with our returning families. This promises to be a year filled with great opportunities for all of our students as we continue to find ways to grow and serve our students! We look forward to a very positive and productive year together as partners in your student's education. This Family and Student handbook will help you become acquainted with various school procedures, people, and resources. Contact our school office if you have any questions or concerns.

The beginning of the school year is an exciting time for all. Students and families renew old friendships, meet new people and make fresh starts. The goal of having each child succeed according to his/her own ability will demand the best effort of you, your student and the school. Effective schools require a team effort between families, students, teachers, and the community. It is our goal to help facilitate this cooperative effort and continue to build on what we already have in place. We encourage you to contact us if/when the need arises and to stay connected with us about your student's studies, progress, school activities, and upcoming events. Communication will be a major key to success in eCampus Academy.

# OUR MISSION...

Watertown Unified School District, in partnership with the community, is dedicated to challenging every student to continually improve and to excel as respectful, resourceful, responsible, and productive citizens.

# WE BELIEVE...

- All students can learn.
- Every student learns differently.
- All students are valued and respected.
- Effort, motivation and challenges are essential to learning.
- Taking an active role in the learning process is every student's responsibility.
- Helping students realize their potential is our foremost priority.
- Learning is a life-long process that takes place in the home, school and community.
- Schools foster students' abilities to make decisions, cooperate and accept responsibility.
- A diverse community contributes to educational growth.
- Quality education depends upon dedicated staff.
- Continuous improvement leads to excellence.
- Schools and communities help students prepare for career success in a competitive global society.
- Schools model and teach good citizenship skills.
- Open communication is essential to the school, parent and community partnerships.

# CONTACT US...

**Location:** 111 Dodge Street, Watertown, WI 53094

**Drop-in Office Hours:** Monday through Thursday: 8 am - 4 pm, and Friday: 8 am - 12 pm.

**Phone:** (920) 262-1420

**Email:** Lynn Linskens, Administrative Assistant [linskensl@watertown.k12.wi.us](mailto:linskensl@watertown.k12.wi.us)

You may contact any of our [eCampus team members](#) by accessing their contact information on the website.

## SECTION I - ABOUT

### About eCampus Academy

eCampus Academy is a public charter school authorized by the Watertown Unified School District. Under the direction of Wisconsin licensed teachers, students access their instruction and learning in a variety of settings.

### Why We Are Unique

- An emphasis on standards-based, rigorous personalized learning
- A choice of settings and modalities
- A learning community of parents and teachers eager to encourage and help one another
- Access to high-quality resources
- Highly qualified, knowledgeable and dedicated staff

## SECTION II - ENROLLMENT

### Admission and Enrollment Process

Students wishing to participate in eCampus Academy must either be a resident living within the boundaries of the Watertown Unified School District or apply and be approved for enrollment through Wisconsin's public school open enrollment program. The School District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, age, race, color, religion, national origin, ancestry, creed, disability, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, or sexual orientation, gender identity and gender expression.

Parents may request eCampus Academy through open enrollment, or as a WUSD in-district transfer, but placement will be determined through a careful review of the resources needed to best meet the needs of the student and space available. Placement at another school within the district will be offered if eCampus is determined as not the best fit. Students must meet appropriate age requirements to be enrolled in eCampus Academy. For example, student entering four-year-old kindergarten must be four (4) years old on or before September 1 of that school year. A student must be five (5) years old on or before September 1 of that school year to enter.

If you have any questions about the enrollment process, please contact Lynn Linskens, eCampus Registrar, at [linskensl@watertown.k12.wi.us](mailto:linskensl@watertown.k12.wi.us) or Cheryl Hollatz, Open Enrollment Coordinator, at [hollatzc@watertown.k12.wi.us](mailto:hollatzc@watertown.k12.wi.us).

## SECTION III - INSTRUCTIONAL DELIVERY MODEL & ASSESSMENTS

Watertown eCampus Academy provides a venue for a customized educational experience for students. Families participating in Watertown eCampus Academy have access to core curriculum, certified teachers, administrators, classes, and co-curricular programs.

Our goal is for all students to continually progress in their learning and demonstrate growth in all subject areas. Communication between the teacher and the student, with the support of the learning liaison, is essential to this process and will be maintained and initiated by the teacher. All stu-

dents will have an online component in their Personalized Learning Plan. However, instruction is provided to students in a number of ways and will be tailored to meet the needs of the student.

Instruction will be delivered in one or more of the following ways:

**Regular instruction using online or computer based resources:** Teachers prescribe the resources and provide daily or weekly expectations to the student. The student progresses through the program at the pace prescribed by the teacher that can be adjusted as feedback from the student becomes available.

**On-site Blended Learning Days:** This type of instruction is held at our brick and mortar locations, 111 Dodge Street or 825 Endeavour Drive, Watertown, WI. This is a wonderful opportunity for our students to engage in a personal, interactive environment with their teachers and peers.

**Instruction using "book based" curriculum:** Students are offered instruction using the curricular resources in their Personalized Learning Plan. Regular communication regarding progress is ongoing between the teacher and student in addition to the learning liaison and curriculum coordinator.

### Curriculum Materials

Approved curriculum will be ordered during the summer months prior to the start of the school year and will be available to families for the start of school, providing enrollment/registration and meetings have been completed. Curriculum is provided for the academic school year only. For a list of approved curriculum please contact the eCampus Academy or request a copy of the current Curriculum Planning Guide from our curriculum coordinator, Bob Logan at [logan@watertown.k12.wi.us](mailto:logan@watertown.k12.wi.us)

Curriculum materials purchased by the eCampus Academy are on loan from the district at no cost to families and must be returned at the end of the school year unless summer arrangements are part of a student's plan. If a student withdraws from the district, the materials must be returned upon withdrawal. If families choose to supplement the core curriculum provided by the district with other resources, they may do so at their own expense. Basic school supplies (paper, pencils, crayons, markers, scissors, glue, etc.) are not provided. Teachers will share supply lists with all students and families.

### Academic Assessment

Student progress will be measured via multiple processes throughout the school year. Teachers will establish regular routines for prescribing instruction and communication to ensure that students are regularly progressing. Assessments of and for learning will be used by the teacher to measure student performance and growth and to discuss this progress with families.

### Assessment of Student Performance

Teachers will develop tools to measure student growth in grade level or subject area standards as indicated on the student's Personalized Learning Plan. These assessment tools will provide day-to-day records of student progress. Formative assessment is ongoing throughout the school year and provides teachers with the information needed to adjust instruction to fit the needs of a student in a particular subject area or grade level. This type of assessment includes, but is not limited to: quizzes, tests, written work, comprehension questions, time logs, journals, and any other product used to determine the students level or performance. Summative assessment consists of student performance on projects, pa-

pers, presentations, or written tests and the level of proficiency demonstrated in specific standards.

For ongoing formative and summative assessment, students are required to submit assignments when requested by their teacher and according to the student's Personalized Learning Plan. Summative grades are assigned each trimester at the high school level by the teacher. Report cards are available to families on Skyward in Family Access through the Portfolio.

### State and District Assessments

Students enrolled in eCampus Academy are students of the Watertown Unified School District. Because eCampus Academy is a public school, we are required to provide state and district testing. These assessments are given to students at various times throughout the year and are administered by the eCampus Academy staff. The purpose of the assessments is to document students' learning and provide valuable information to parents, teaching staff, and administration to assist in planning instruction and curriculum choices for students. The results of all assessments will be shared with parents.

Information on the testing/assessments will be sent out to families via email prior to the testing/assessment dates so testing can be discussed with their student. Parents can assist children by encouraging them to do their best. It is helpful to the students if absences are reduced or eliminated during this time. It is difficult for students to make up those parts of the test that are missed. Below is a list of tests/assessments(\*) that eCampus may offer:

1. Students in Grades 4K through second grade participate in Star Early Literacy in the fall, winter, and spring. This computer adaptive assessment is used to fulfill the state requirement for early literacy screening in grades 4K-2.
2. Students in grades 3-8 participate in the STAR exam in the fall, winter, and spring. This is a district-level assessment used to monitor progress and provide meaningful information to learning coaches and teachers in the areas of Reading and Math.
3. Students in grades three through eight participate in the state assessment, Wisconsin Forward Exam, for reading and math in the spring. Grades four and eight will also assess science and social studies. This exam will require on-site attendance to complete as there is no virtual option for the Forward Exam at this time.

If you choose to opt out of assessments, you will need to notify staff in advance.

These assessments will provide useful information to parents and teachers on your child's academic progress. The performance of eCampus Academy students on state mandated assessments will also be an integral part of assessing the success of our school.

## SECTION IV - SCHOOL STAFF ROLES

### Administrator

The eCampus Academy Administrator assumes responsibility for all organizational leadership and management of the school. This includes, but is not limited to, budget management, organization and maintenance of all school systems to support instruction, communication on school performance

to parents, the governance board and the WUSD Board of Education, staff hiring, mentoring, supervision and training, and day-to-day operational oversight of the school.

### Curriculum and Technology Coordinator

The eCampus Academy department of curriculum and technology leads in the development, communication, and execution of academic plans for students. Curriculum options and onboarding procedures will result in a co-constructed Personalized Learning Plan that will drive a student's experience in eCampus as they grow, learn, and evolve. The curriculum and technology coordinator works very closely with teachers and learning liaisons to ensure that staff and student needs are being met.

### Teacher

eCampus Academy teachers provide instruction to students in specific grade levels or subject areas. Teachers will support students in the following ways:

- Improve learning through planned instruction and knowledge of the curricula
- Diagnose learning needs
- Facilitate and lead instructional delivery
- Assess learning
- Report outcomes to administrators, parents and guardians
- Evaluate the effects of instruction
- Lead the development of Personalized Learning Plans and portfolio requirements
- Monitor Student Progress and report attendance
- Communicate with students and parents regarding student progress
- Provide additional instructional and curricular assistance in all content areas as needed
- Coordinate formative assessments
- Provide access to alternative learning experiences and other district resources

### Learning Liaisons and the role of Parents/Guardians

Learning Liaisons in the educational process are essential to the academic success of the student in eCampus Academy. They will communicate regularly with parents or a designated adult who considered "learning partners". They are responsible for supporting the educational services being provided in the home environment and ensuring that the student is progressing at the effective pace of the instruction as monitored by the teacher.

Parents can support instruction by:

- Ensuring the child is progressing each day through the daily expected instructional activities
- Communicating any concerns related to the instructional delivery to the eCampus Academy teacher
- Following all rules and policies set forth by eCampus Academy

- Contacting the teacher with questions or concerns related to a specific course, assignment and/or other school related issues
- Collaborating with the teacher and curriculum coordinator to develop the Personalized Learning Plan of the student
- Following the procedures for required state and district assessments

## SECTION V - ATTENDANCE & COMMUNICATION

### Expectations

Consistent student communication with eCampus Academy is critical to the success of students in this instructional delivery model. Teachers will be in regular communication with students and learning coaches utilizing many available communication and instructional tools. Students will be expected to participate in assigned instruction and communicate with teachers to maintain academic progress. Students are required to participate (attend) for a minimum of 150 days per academic calendar year. Teachers will record attendance.

Students who fail to participate in assigned instruction and progress monitoring will be given written (electronic) notice that they have one week to submit requested assignments.

Students who fail to submit requested assignments, without an approved excuse, within one week will be assigned probationary status level 1, and be given written notice (electronic) that assignments need to be submitted within one week.

Students on probationary status level 1 who do not submit requested assignments within the designated time frame will receive written notice (electronic) that they have been assigned probationary status level 2.

Students on probationary status level 2 who do not submit requested assignments within the designated time frame will receive written notice (electronic) that they have been assigned probationary status level 3.

Students receiving probationary status level 3 may be dismissed from eCampus Academy and their open enrollment status will be revoked, if applicable.

### Part-time Attendance

The state of Wisconsin allows Homeschooled students with a current [PI-1206](#) (Private Home-based Education) form on file with the Wisconsin Department of Public Instruction to take up to two courses per trimester providing they meet any prerequisites and there is space available. Please see below for additional details about part-time attendance:

- Families must have completed the part-time attendance registration process with the district in order to enroll in courses
- Grades will be Pass/Fail and a report card provided through Skyward Family Access
- Any instructional materials provided are the property of the Watertown Unified School District and must be returned when the course is complete or if the student is no longer enrolled in the course

## SECTION VI - ENRICHMENT OPPORTUNITIES

### Field Trips

Field trips are an extension of your child's classroom experience. Our students gain valuable experiences during field trips. All permission slips/registration, and money (if applicable) must be returned to the school office by the given due date. If you have questions or would like a current list of field trips offered, please contact the eCampus office.

### Watertown Unified School District Clubs and Co-Curricular Activities

The Watertown Unified School District offers a wide variety of clubs and extracurricular activities that eCampus students can participate in such as band, choir, prom, science fairs, graduation, and sporting teams. Let us know what activities your student would like to participate in so we can get you and your student set up with the needed information. All students participating in athletics must have a sports physical completed and the form turned into the middle or high school. Student athletic forms can be accessed through Skyward Family Access in Online Forms. Transfer students wanting to participate in athletics should refer to the WIAA policy on the district website as well. Participating in co-curricular activities is a privilege. Students who participate in co-curricular activities have responsibilities to their school, their peers, their community, their parents/guardians, and to themselves. Watertown schools will strive to provide experiences for students to develop to their fullest potential, focusing on character, courage and integrity.

## SECTION VII - GENERAL INFORMATION

### Annual Registration

All families are required to complete Annual Returning Student Registration for each student.

### Custodial Rights

Parents/guardians are requested to provide the school with legal documentation stating any limitations or restrictions involving a child's custody as it pertains to child safety and security at school. Without legal documentation on file in the school office, we must remain neutral in all custody situations.

### Directory Data

Pursuant to the Family Education Right and Privacy Act and State Statute 118.125 (1)(d), any parent/guardian or eligible student (18 years of age or older) may inform the district of their desire that directory data, including photographs and recordings not be used.

### Emergency School Closings

Should it become necessary to close school because of emergency situations that threaten the health and safety of students, announcements will be made by a phone call and email through School Messenger. These announcements will also be made on district Facebook pages and local TV stations.

### Fundraisers

From time to time, students may participate in fundraising activities sponsored by student groups or school-based organizations. Such activities follow the WUSD Board policy and must be approved by the building principal and/or the District Administrator.

### Volunteers

A variety of opportunities exist at school for parents/guardians and community members to volunteer their services. Volunteers perform a variety of tasks, including reading to students, sharing hobbies and careers and assisting with

clerical or classroom duties. If you are interested in volunteering, please contact the eCampus Academy office. All volunteers must complete an annual volunteer application and pass a background check.

## SECTION VIII - ACADEMICS

### Graduation Requirements

Content Area	Required Credits	Required Courses/Topics
English	4	Composition, Literature, Verbal Communication, Research, Argumentation, reason, and debate,
Social Studies	3	1/2 credit Government and Civics, 1 credit US History component
Science	3	1 credit Biology 1 credit Physical Science
Math	3	3 credits of Algebra or higher mathematics coursework or modified plan based on PLP
Health and Fitness	1	0.5 credit Health 0.5 credit Physical
Electives	11	

- Priority and guidance for the 11 elective credits will be directed to build a “resume/transcript/ portfolio” that best prepares the students to meet their post secondary goals, but students will have extreme latitude to develop their personal learning plan.
- We believe strongly that a liberal arts education that exposes students to a wide variety of content and challenges leads to a superior college preparatory education and will make compelling cases for students to pursue such. We will recommend, but not require, that all students earn at least ½ credit in financial literacy. We will recommend, but not require, that all students earn at least ½ credit in CTE related courses. We will recommend, but not require, that all students participate in community service opportunities. We will recommend, but not require, that all students participate in clubs and athletic opportunities that develop skills and experiences beyond the academic “walls”. We will recommend, but not require, that all students participate in courses and opportunities that strengthen ethics, debate, logical reasoning, and communication skills.
- We want to set a minimum expectation for graduation, but we neither want students to aim for the minimum nor impose on them any more requirements than necessary. If we cannot make a compelling enough case to the students and parents as to why a financial literacy or art or creative writing or computer programming (or whatever) course is worth their while to the point that they want to take it, we will not force them to do so but, we believe, that this unnecessarily limits student options upon graduation.

#### Academic Integrity

eCampus Academy does not tolerate forms of academic dishonesty including, but not limited to:

- Cheating

- Copying or taking photos of exams/answers
- Sharing or receiving of questions or answers on tests and/or homework
- Submitting another student’s work as their own
- Plagiarism - copying written or electronic information or works of art/music without giving credit to the source

Students found to be academically dishonest will not earn an academic penalty; however, the work will need to be redone. Students will also receive a behavior consequence which will remain in the student’s disciplinary file. In addition, parents/guardians will be contacted. Acts of academic dishonesty may also impact organizational memberships. Students with repeated or severe infractions may be subject to further disciplinary actions.

#### Parent/Teacher Conferences

There are opportunities each year for Parent/Guardian Teacher Conferences. Conferences, at any time, are both welcomed and encouraged. Parents/guardians may schedule a conference at a mutually convenient time with the teacher.

#### Student Records

The federal Family Educational Rights and Privacy Act (FERPA) guarantees parents/guardians or adult students the right to inspect and review the student’s educational records. The Watertown Unified School District outlines the guidelines for the maintenance and confidentiality of student records. An adult student or the parent/guardian of a minor student shall, upon request, be shown in the presence of a person qualified to explain and interpret the student’s records. If, upon inspection, the parents/guardians or adult student wishes to seek an amendment to the student’s educational records, the parents/guardians can request a hearing with eCampus administration. A request for amendment not resolved at the school level will be brought to the attention of the District Administrator.

Wisconsin law allows a school district where a student is enrolled to request student records from a previous district without the parent/guardian or adult student’s consent because the receiving district has a legitimate educational interest in the records.

#### Cyberbullying

The use of the network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as email, cell phones, text messages, or social media sites to support or repeat, hostile behavior by an individual or group, that is intended to harm others. Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student or school staff members on a website
- Sending or posting messages that are mean or threatening
- Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on social media sites such as Facebook, YouTube, Twitter, etc.
- Posting misleading or fake photographs of students or school staff members on social media

More details on expectations and conduct involving district issued technology and networks can be found in the WUSD Acceptable Use Policy that is signed by eCampus Academy families upon enrollment.



## Special Education

All students are welcome to apply to eCampus Academy. We will work closely with the Special Education department to accommodate students with disabilities. In the event that a student with an identified special education disability applies to eCampus Academy, the student's application process will follow the same procedures outlined for any student. Once the student's application has been accepted for admission, an Individualized Education Program (IEP) meeting will be held in order to review all of its components and determine appropriate accommodations to insure student progress and success in the curriculum.

At the IEP team meeting, the team will determine if placement at the eCampus Academy will enable the student to be involved and make progress in the general education curriculum. They will create a plan that meets the student's needs related to their disability and address transition needs to prepare the student for post-secondary experiences.

If an open enrollment special education student applies for the eCampus Academy, the student's IEP will be required from the student's resident district. The Director of Teaching and Learning, or designee, will review the student's IEP and determine if that student's needs can be met.

Services such as extended time to work, the ability to get up and move around during learning, etc., can be met through the flexibility of the online program. Services such as occupational therapy that must be done in person, will occur at one of WUSD's school sites and may require special arrangements by the family to provide transportation as necessary.



## 2022-23 STUDENT CALENDAR

### Calendar Key

<span style="background-color: yellow;">■</span>	Ready, Set, Go Conferences - Elementary Only
<span style="background-color: pink;">■</span>	No School for Students - Teacher Work Day
<span style="background-color: blue;">■</span>	No School for Students - Staff Development
<span style="background-color: orange;">■</span>	No School for Students or Teachers - Teacher Comp Day
<span style="background-color: brown;">■</span>	End of trimester, 11:30 Dismissal <b>WHS ONLY</b>
<span style="background-color: cyan;">■</span>	Early Release All Schools - No School after 11:30 a.m.
<span style="background-color: blue;">■</span>	Graduation Day

<b>Quarter 1</b>	9/1/22-11/4/22 (44 days)	<b>Tri 1</b>	9/1/22-12/2/22 (59 days)
<b>Quarter 2</b>	11/7/22-1/20/23 (42 days)	<b>Tri 2</b>	12/5/22-3/10/23 (60 days)
<b>Quarter 3</b>	1/24/23-3/24/23 (43 days)	<b>Tri 3</b>	3/13/23-6/8/23 (57 days)
<b>Quarter 4</b>	4/3/23-6/8/23 (47 days)		

September '22						
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June '23						
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