

**Ronan School District No. 30**

# Substitute Handbook

**Substitute Teacher/Paraprofessional**

**2022-2023 School Year**

## **Welcome**

Ronan/Pablo School District No. 30 welcomes you as a substitute teacher to our district. We are grateful to you for your willingness to place yourself “on call” and regard your services as very important to our schools.

Short-term substitute teaching can never be easy. Someone once said, “The substitute teacher must be ready, sometimes on an hour’s notice, to keep pupils motivated, captivated, animated and coordinated no matter what the subject. You must not stagnate or hesitate, even when pupils obviously are ready to make your stay short and unsweet. You must be elastic, enthusiastic, and on occasion - gymnastic.”

We hope that your experience with us will be satisfying and mutually valuable to you and the students of our schools.

## **Conditions of Employment**

Most substitute work involves one or two day assignments during the absence of a teacher. In such cases the basic responsibility of the substitute teacher is to carry out, as fully possible, the plans and assume the duties and responsibilities of the absent teacher. Substitutes can not be guaranteed assignments that have been scheduled for future dates and will only be compensated for the dates that they are physically with the students, not for future assignments.

## **The Call**

The call is done via a computer from this number 1-800-942-3767. You will be given access to the system and will be able to schedule days that you want to substitute teach. You will be able to view a list of teachers who will be needing substitutes in the future and will be able to sign up for those days.

## **Reporting for Duty**

Substitute teachers should report to the office where the principal or designated representative will furnish you with the specific information needed to complete the assigned work duty. Reporting early can help enable you to have a good day. It allows you to review the lesson plans, locate and check materials, check technology operations and read the information that the teacher has prepared. In Pablo teachers report to school at 7:40 am and classes begin at 8:00 am. At KWH teachers report at 8:00 am and classes begin at 8:20 am. Teachers at the HS and MS report at 8:10 am and classes begin at 8:30 am. If you need any assistance during the day, please feel free to call on the principal and or other staff members.

## **Duty Assignments**

The substitute teacher is responsible for all duties assigned that day to the absent teacher. These may include but are not limited to: lunchroom duty, hall duty, playground duty, bus duty, etc.

## **Taking Attendance**

Each school has procedures for taking attendance. In all schools it is extremely important that attendance be accurately taken in the morning. We are required by law to notify parents if a child is absent so accuracy is extremely important. In the HS and MS it is important to follow

the attendance procedures for each class period. Attendance procedures should be outlined in the lesson plans that have been provided for you by the absent teacher.

### **Discipline & Behavior Management**

The district has adopted “Time to Teach” as our behavior management program. Each school has procedures to follow when students misbehave. The management procedure should be included in the materials left for you by the absent teacher. Substitute teachers are expected to handle minor or routine matters of behavior. If a student is extremely disruptive, refer him/her to the office.

### **Corporal Punishment Prohibited**

State law *MCA 20-4-302* prohibits corporal punishment. The district does not subscribe to it and will not condone its use. You must never strike a student in anger. The only time that you should forcibly lay your hands on students is when it is necessary to do so to prevent them from doing bodily harm to themselves or someone else.

Violation of this rule will result in disciplinary action that may include suspension or dismissal as well as the possibility of civil action being brought against you as an individual.

The district will support staff members on disciplinary matters, but striking a child puts us in the untenable position of being in violation of state laws and our own policies.

### **Classroom Supervision**

Classrooms must be supervised at all times. If there is an emergency, please make arrangements for someone to supervise your class during your absence. **Students should not be sent on unsupervised errands or left in the halls.** Students should not remain unattended in the classrooms during recess. They should be outside during recess unless they are under the direct supervision of their own teacher.

### **Student Accident or Illness**

All incidents involving illness or injury to students must be reported to the office immediately. If a student suffers a minor cut or bruise or becomes ill during class, he/she should be sent or taken to the office. If necessary, the student will then be referred to the school nurse or designee. Accident report forms are available in the office for more serious accidents. Check with the school office if you have specific questions as to injury procedures.

### **Classroom Technology**

Every classroom in the District is equipped with a Promethean Board which is central to the daily lesson delivery of many classroom teachers. Teachers should leave details of this and other technology operations as part of their substitute lesson plans. Arriving early will provide you with an opportunity to try this technology prior to the start of the day.

### **Fire & Emergency Drills – Remain Calm!**

It is important to remain calm and organized in all situations. Students can sense fear, confusion and anxiety in the adults supervising them which may result in undue stress on them. Your reaction to these drills will directly influence the reaction from your students. Remember that “Calm is Contagious” in all situations.

### **Emergency Drill: Secure-in-Place; Lockdown**

These drills will be announced over the school's intercom system. Procedures for such drills should be located in the substitute teacher folder. Although the procedures are similar, each building has unique circumstances that will determine the exact process to follow. Be sure to familiarize yourself with the process upon your arrival. If you have questions, seek clarification with the building principal or other staff.

### **Fire Drill:**

A continuous fire bell will ring. The procedure used to exit the building should be posted in the classroom or included with the substitute folder. **Students are to remain in the building with their teacher until the area is checked and it is determined to be safe to exit. An announcement will be made to exit when it is safe.** All pupils are expected to leave the room in a single file and move to their designated spots outside the building. Once a class is in its designated spot, the teacher should count heads and be sure that all students are accounted for, especially students that may have left the room for special programs. It is helpful to take a class list with you. Everyone is expected to leave the building. An orderly return to classes will begin when the all clear signal is given.

### **Hospitality Notes**

Complete a summary sheet of your day. This information is important to the classroom teachers; they appreciate hearing about students who have been helpful as well as those who had difficulties. Also, please see that the classroom is picked up and ready for the start of the next day. The evening custodians will do the routine cleaning but it is the substitute teacher's responsibility to be sure the classroom is in good condition for the return of the teacher.

### **Confidentiality**

Please remember that information relating to students should remain confidential. FERPA regulations prohibit you from sharing student information/records with the public. If you have any questions regarding specific student needs, please check with school office personnel.

### **Copies and Supplies**

Please check with the building secretary or other office personnel if you need assistance with copies and/or supplies for your teaching assignment.

### **Faculty Rooms**

Please feel free to make use of the faculty room during your scheduled preparation time. It is provided for your convenience and the following facilities and services may be available in that area: coffee, telephone, copier and staff lavatory.

### **Telephone**

Students are to use the phone only with your permission. It is to be used for emergencies only. Please check with individual schools as to the cell phone policy.

### **Computers**

The teacher's computers are off limits to all students. The computer is password protected and no student should have access to it. If you observe a student using the teacher computer, please report it to the principal immediately. Students have access to computers in the labs. If they are to use the computer lab, the proper procedures should be in the lesson plans.

### **Dress Code**

As educators we are to set examples for children. Our dress should be in accordance with district policy.

### **Change of Address**

All staff of Ronan School District are required to notify the District Office of any changes of name, address or phone number within 15 days of the change by submitting a Change of Address form which can be found on the X drive.

### **Materials for Substitute Teachers**

The following items should be readily available to you in the lesson packet:

- Student list
- Seating chart
- Bell schedule
- Lunch schedule
- Attendance and lunch count procedure
- Duty schedule
- PE, Art, Music, Computer Lab and Library schedules
- Resource, Title I, Speech, Reading, Spelling or specialist schedules
- Emergency drill exit routes
- Any other pertinent information pertaining to students (such as allergies and/or medications)

If materials are not available, please call the building secretary or principal.

### **Administration**

School administration is very supportive of the work you are doing. Please let us know if the lesson plans are inadequate or you have difficulties with the activities you will be monitoring.

### **Notice of Non-Discrimination**

Ronan School District No. 30 does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or Title IX may contact Sandra Beal, Title IX Coordinator or Charity Cheff, Disability Coordinator, 421 Andrew Street NW, Ronan, MT 59864, 406-676-3390 Ext 7400, [sandra.beal@ronank12.edu](mailto:sandra.beal@ronank12.edu) or [charity.cheff@ronank12.edu](mailto:charity.cheff@ronank12.edu). Inquiries may also be directed to the Office of Civil Rights. Reference: Polices 3210, 3225, 5012 and Procedures 3210F, 3210P, 3225F.

### **Title IX Sexual Harassment Grievance Procedures**

The Ronan School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging sexual harassment prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Sexual harassment is a form of sex discrimination. The Ronan School District does not discriminate on the basis of sex in its education programs and activities. Individuals alleging discrimination on the basis of sex that is not sexual harassment are subject to the District's Uniform Grievance Procedure.

**Sexual harassment** is conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" which is an offense classified as a forcible or nonforcible sex offense under the FBI's uniform crime reporting system (20 U.S.C. § 1092(f)(6)(A)(v)); "dating violence" which is violence committed by a person who is or has been in a romantic or intimate relationship with the victim (34 U.S.C. 12291(a)(10)); "domestic violence" which is felony or misdemeanor crimes of violence committed by a current or intimate partner of the victim, by a person with whom the victim shares a child, or by any other person against an adult or youth victim protected by state law on domestic or family violence (34 U.S.C. 12291(a)(8)); or "stalking" which is a course of conduct directed at a person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress (34 U.S.C. 12291(a)(30)).

The District shall follow the procedures set forth herein prior to imposing any disciplinary consequences or sanctions on any individual. The District shall not assign or delegate any responsibility under these grievance procedures to any individual who has any general or specific conflicts of interest or bias.

### **Title IX Coordinator**

Inquiries concerning the application of Title IX, sex discrimination, or sexual harassment may be referred to the District's Title IX Coordinator:

Sandra Beal  
Title IX Coordinator  
[Sandra.beal@ronank12.edu](mailto:Sandra.beal@ronank12.edu)  
(406) 676-3390 ext. 7206

Inquiries may also be referred to the Assistant Secretary of the United States Department of Education, separately or in conjunction with an inquiry to the District's Title IX Coordinator.

### **Formal Complaint**

An individual believing that he or she has been the victim of sexual harassment ("complainant") may file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. The complaint must be in writing, signed (either physically or digitally) and needs to specify the allegations which the individual believes constitute sexual harassment. The complainant has the right to contact law enforcement to determine if criminal activity occurred. A complainant will be provided with a copy of these procedures.

### **Notice of Allegations**

Upon receipt of a formal complaint, the District shall provide the parties (the complainant and the individual reported to be the perpetrator of conduct that could be sexual harassment – the "respondent") written notice of its grievance process and the allegations of sexual harassment at

issue. This shall include the identities of the individuals involved if known; the conduct alleged to be sexual harassment; and the date and location, if known, of the alleged incident(s). Notice shall also be provided to the parties in the event additional allegations arise after the formal complaint is filed that will be investigated.

### **Supportive Measures**

The District will offer supportive measures to both parties regardless of the filing of a formal complaint and during the course of the grievance process. Supportive measures are non-disciplinary and nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. These measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, changes in work locations, restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the school campus, and other similar measures. Supportive measures shall comply with Section 504 and the Individuals with Disabilities Education Act ("IDEA").

Subject to Section 504 and the IDEA, the District may remove a student from its educational program or activities on an emergency basis if there is a determination that there is an immediate threat to the physical health or safety of any student or individual after conducting an individualized safety and risk analysis. The District shall provide the respondent of notice of such removal and an opportunity to challenge such removal. The District may place an employee on administrative leave with pay during the pendency of the grievance process.

### **Informal Resolution**

The District may utilize an informal resolution process, but only after a formal complaint has been filed.

The decision to invoke the informal resolution process is voluntary and is not required as a condition of enrollment or employment. The District may determine that the matter is not appropriate for informal resolution, including where an employee is alleged to have sexually harassed a student. If determined to be appropriate, both the complainant and respondent must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. The District shall provide written notice of the request for informal resolution. Either party may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution.

Either party has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time prior to a determination of responsibility.

## **Investigation**

Upon receipt of a formal complaint, the District will conduct an impartial investigation that will provide an equal opportunity for the parties to present witnesses and evidence, provide both parties with an equal opportunity to inspect and review any evidence obtained, and create an investigative report that fairly summarizes the evidence. The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.

Parties will have an equal opportunity to present relevant fact(s) and expert witnesses and other evidence. The investigation shall allow for both the complainant and respondent to provide information separately. The District shall provide written notice to the parties in advance of any investigative interviews.

Either party may have an advisor or lawyer present during the investigations; however, the advisor or lawyer is not allowed to speak or ask questions during any investigatory interviews. The advisor or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

Both parties and their advisors shall have the opportunity to inspect and review evidence obtained, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law, prior to the completion of the investigation report. The parties and/or their advisors shall have an opportunity to submit a written response within 10 days of receipt of the evidence.

## **Investigation Report and Opportunity for Questions**

Prior to the determination of responsibility, the investigative report will be provided to the parties and the decision-maker assigned by the District. The parties and/or their advisors shall have an opportunity to submit a written response within 10 days of receipt of the investigation report, subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law. After the investigative report is submitted to the parties, the decision-maker shall:

- 1) give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- 2) provide each party with the answers; and
- 3) allow for limited follow-up questions from each party.

The decision-maker may refuse to submit a question to another party but shall provide an explanation of the basis for such refusal.

## ***Evaluation of Evidence***

All relevant evidence gathered and received in the course of the grievance process will be objectively evaluated. The District has the responsibility to gather evidence sufficient to reach a determination of responsibility but may request consent to access records of either party that is legally required. The District will not use, rely upon, or seek the disclosure of information protected under a legally-recognized privilege, unless the individual holding the privilege has

waived such privilege. Evidence gathered and received during the grievance process must include both inculpatory and exculpatory evidence. No credibility determinations shall be made on the basis of an individual's status as a complainant, respondent, or witness. No prejudgment shall be made of the facts at issue prior to the determination of responsibility.

### **Determination regarding responsibility**

The decision-maker, who will not be the Title IX coordinator or the investigator, will issue a written determination with findings of facts and conclusions about the application of the District's code of conduct, describing each allegation and the decision reached on such allegation including any discipline, the rationale for the decision, procedural steps taken, and explains the procedures and permissible bases for appeals. The determination of responsibility shall be made on the basis of the preponderance of the evidence.

Subject to the disclosure of such information under the Family Educational Rights Privacy Act ("FERPA") and Montana law, the determination of responsibility shall be provided to the parties. The determination of responsibility shall become final on the date it is issued unless appealed as provided in these procedures.

### **Dismissal**

At any time during the grievance process, the District is required to dismiss a complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment even if proven;
- Did not occur in the District's education program or activities; or
- Did not occur against a person in the United States.

Additionally, the District may dismiss a complaint where:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or allegations;
- The respondent is no longer enrolled in or employed by the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination regarding responsibility.

The District will provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the dismissal.

Dismissal of the formal complaint under Title IX does not preclude action under another policy or the Code of Conduct.

### **Appeal**

Either or both parties may appeal a determination of responsibility or the dismissal of a formal complaint, or any allegations therein, if:

- 1) a procedural irregularity affected the outcome;
- 2) a party has new evidence that could affect the outcome and was not reasonably available at the time of the determination; or

- 3) the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents (generally or in that specific case) that affected the outcome.

An appeal of the determination of responsibility shall be made within 10 days of issuance of the determination to the Superintendent or Superintendent's designee. The Superintendent or designee shall provide written notice that an appeal is filed. Both parties shall have the opportunity to submit a written statement in support of or challenging the outcome within 10 days of issuance of the notice of appeal. The Superintendent or designee shall issue a written decision to both parties within 30 days of receipt of any appeal, regardless of whether any written statements have been provided, of the result of the appeal and the rationale for the result.

### **Time Frames**

The District shall complete the grievance process within 120 days within receipt of a formal complaint. The grievance process or other time frame specified herein may be delayed or extended for good cause. Good cause(s) may include issues related to the absence of a party, a party's advisor or witness; concurrent law enforcement activity; or the need for assistance or accommodation of a person with a disability. The District shall provide written notice to the complainant and respondent of any delays or extensions of the time frames or grievance process with an explanation of the reasons for such delay or extension.

### **Remedies**

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Remedies shall be provided to a complainant where a determination of responsibility for sexual harassment has been made after the grievance procedure is complete. Remedies shall be designed to restore or preserve equal access to the District's education program or activity. Remedies may include discipline against the respondent, counseling, extensions of deadlines or other course-related adjustments, modifications of schedules, restrictions on contact, increased security/monitoring of the school campus, and training. Discipline for a student includes but is not limited to detention, in-school suspension, out-of-school suspension, expulsion, suspension or exclusion from participation in extracurricular activities. Discipline for an employee includes but is not limited to warning, reprimand, suspension with or without pay, or termination from employment.

Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.

### **Recordkeeping**

The District will maintain records of reports of and all sexual harassment investigations and other required documents related to its obligations under Title IX for seven years.

**Confidentiality**

The District will maintain the confidentiality of any individual making a report of sexual harassment, complainant, individual who has been reported to be the perpetrator of sex discrimination, respondent, and witness except as disclosure may be permitted to conduct an investigation or judicial proceeding or as permitted under FERPA.

**School District No. 30  
Ronan - Pablo Schools**

**CLASSIFIED PAYROLL PERIODS  
2022-2023**

Payroll Starting Date	Period Ending Date	Payroll Date	Days lost to paid holidays, vacation days & non-duty PIR days.	Paid Holiday	Est. Work Days (9 month Employees)	Est. Work Days (10 Month Employees)	Est. Work Days (12 month Employees)
7/1	7/31	8/15	<i>Independence Day, July 4</i>	1	0	0	20
8/1	8/31	9/15	Teacher PIR, Aug 25-29	0	5	15	23
9/1	9/30	10/14	<i>Labor Day, Sept 5</i> Teacher PIR, Sept. 19	1	19.5	20.5	21
10/1	10/31	11/15	Indigenous People's Day, Oct. 10 Teacher PIR, Oct. 20 & 21	0	17.5	17.5	21
11/1	11/30	12/15	Parent/Teachers PIR, Nov. 12 <i>Thanksgiving Day, Nov. 25</i> <i>Thanksgiving Break, Nov. 26</i>	2	18.5	19.5	20
12/1	12/31	1/13	<i>Christmas, Dec. 23 (Observed)</i> <i>Winter Holiday, Dec. 26</i> <i>Winter Holiday, Dec. 30</i> Winter Vacation, Dec. 23-31	3	15	15	19
1/1	1/31	2/15	<i>New Year's Day, Jan. 2 (Observed)</i> New Year's Break, Jan. 1-2	1	21	21	21
2/1	2/28	3/15	No School, Feb. 24	0	19	19	20
3/1	3/31	4/14		0	22.5	22.5	23
4/1	4/30	5/15	Spring Break, May 7-10	0	17.5	17.5	20
5/1	5/31	6/15	<i>No School, May 5</i> <i>No School, May 12</i> <i>No School, May 19</i> <i>Memorial Day, May 29</i>	1	19	19	22
6/1	6/21*	6/30	9 & 10 month employees	0	4.5	10/15	N/A
6/1	6/21*	6/30	12 month employees	0	0	0	22

*\*9 & 10 month employee time will end on 6/21/2023 and will be included in the 6/30/23 payroll.  
12 month employees will be paid regularly on the 7/14/2023 payroll.*

**SUBSTITUTE TEACHER INFORMATION**

Please be aware that it is your responsibility to keep a calendar of the days worked & the name of each teacher you worked for during each payroll period. Should questions arise about your paycheck, you will need to have this information available.

\*You will need to pick up your paychecks in person at the District Office if you are not signed up for direct deposit.  
*If you are NOT signed up for direct deposit,  
please pick up your paycheck IN PERSON at the District Office.*

# Ronan School District No. 30

2022 - 2023

## CALENDAR

AUGUST						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### First Day of School for Students

August 30, 2022

### Pupil Instruction Related (PIR)

(No school for students)

August 25, 26 & 29 , Staff PIR

September 19, IEFA

October 20 - 21, Teachers' Convention

November 11, P/T Conf (Full Day)

### Holidays

September 5, Labor Day

October 10, Indigenous Peoples' Day

November 24 - 25, Thanksgiving Break

December 23 - January 2, Winter Break

April 7 - 10, Spring Break

May 29, Memorial Day

### Early Release

12:00 PES, 12:20 KWH, 12:30 MS & HS

October 19, Teachers' Convention

November 23, Thanksgiving Break

December 22, Winter Break

### Early Release

School Improvement Days

September 30

December 9

March 10

April 28

### Parent Teacher Conferences

November 11 (All Day)

### End of Quarter/Semester

End Q1, November 4

End Q2/S1, January 20

End Q3, March 31

End Q4/S2, June 7

June 7, Last Day of School

### No School

February 24

May 5

May 12

May 19

### Last Day of School

Early Release for Students

June 7, 2023

JANUARY						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	